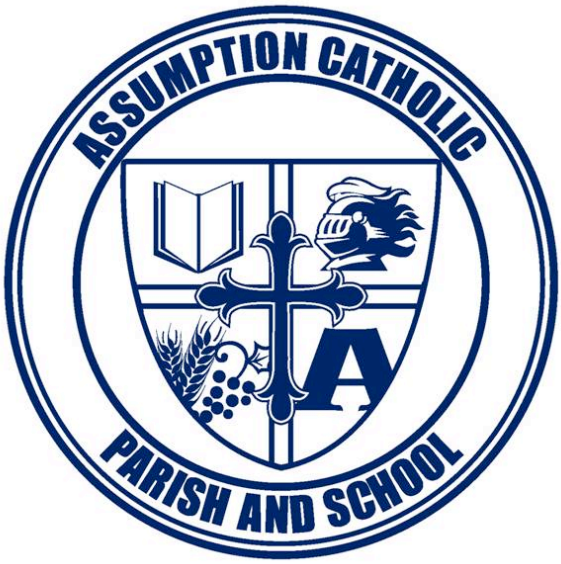

Assumption of the Blessed Virgin Mary Catholic School

Parent-Student Handbook

2019-2020

ASSUMPTION OF THE BLESSED VIRGIN MARY CATHOLIC SCHOOL

Pastor: Father Brian Morrow

Principal: Sarah Grey

2341 E. 78th Ave. Denver, CO 80229

303-288-2159 Fax: 303-288-4716

www.assumptiondenver.org

Length of School Day: 8:00am-3:15pm

Welcome to Assumption Catholic School:

This handbook was put together to help parents, students, teachers, and administrators understand the policies and procedures of both Assumption Catholic School and the Archdiocese of Denver.

The rules and policies are set forth to apply equally throughout the entire school complex. This includes playground, gym, church, cafeteria, and at any other location where students represent or are identified with Assumption Catholic School. Principles of discipline that apply on school days and during normal school hours apply to the same degree during extracurricular and extended day activities.

Assumption Catholic School is an Archdiocesan Catholic School operated under the supervision of the Office of Catholic Schools of the Roman Catholic Archdiocese of Denver and is governed by the Archdiocesan Administrators' Handbook.

All teachers of Assumption Catholic School are degreed and/or licensed, or working toward licensure. All employees have been screened and been subject to a background check. All employees of Assumption Catholic School have undergone training in the Virtus "Safe Environment Training", required by the Archdiocese of Denver. All volunteers at Assumption Catholic School will be subject to background checks and must have attended the Virtus "Safe Environment Training". This is a mandatory training for all volunteers in any capacity at any Archdiocesan school.

ACCREDITATION AND LICENSING

All Archdiocesan schools will be accredited by AdvanceED and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools.

The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of on-going planning and school improvement.

All Catholic, preschool and elementary school, before and after school care programs will be licensed by the Colorado Department of Human Resources. (OCS – Policy 1010)

Mission Statement

Assumption Catholic School develops the whole student - mind, body, and spirit - in a loving community, rooted in our Catholic faith. We are the heart and hands of Jesus.

Our Core Values: Responsibility, Empathy, Reverence, Perseverance, Leadership

We believe all adults, both staff and parents, are called upon to model our mission for the children we teach.

At our school we believe the following:
1) Our school is a sacred place where all are valued and welcomed
2) We are saints in the making
3) We are always learning
4) We are the heart and hands of Jesus

Assurance Statement of compliance with the purposes of Title IX Education Act

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Notice of Student Non-Discrimination Policy

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit disabled students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, athletic or other school-administered programs. (#6020)

Admission Policy- Assumption accepts students who meet age and ability requirements. In order to be admitted to Assumption Catholic School, the parent/guardian and students must agree to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese. Students are re-admitted on a year-to-year basis. Admission is based upon timely and complete payment of tuition, cooperation with the school, adherence, to the Parent-Student Handbook requirements, a contribution of time to volunteering at the school, and participate in major fund-raisers sponsored by the school. Only students who have a reasonable hope of successfully completing Assumption Catholic School's program may be admitted. Children of other faiths are welcome at Assumption. All children participate in all programs offered within the curriculum. All students attend and participate in weekly mass. (#2000)

Safety-In accordance with Archdiocesan policy, Assumption has a safety plan, which can be found in the office, and in each classroom. It includes plans for fires, tornadoes, evacuations, and lockdown/lockout. All visitors (including parents) must sign in at the front office when entering the school. It is in the day-to-day, ordinary areas where we all can keep our students safe by: using the crosswalks with students, never doing U-turns in front of school, following the car line pattern and ensuring that all exterior doors stay closed and locked. All visitors (including parents) must sign in at the front office when entering the school.

Safe Environment Training/Volunteers: This training is required by the Archdiocese for all volunteers of the school and parish.

Please be sure to note the following: Anyone who attends a student field trip, whether in the capacity of a chaperone or not, drives students other than their own child/relative on a field trip, or volunteers in or around the school in any capacity where students may be present must complete and have on file with the school: a copy of their certificate for completing the Safe Environment Training, a Volunteer Hold Harmless Agreement, have completed a Background check through Assumption School/parish and in addition if driving students, a Volunteer Driver's Agreement, and a copy of their current, valid Driver's License and proof of insurance. A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. (#3140)

Student withdrawal on grounds of parental behavior-(Archdiocesan Policy: 2660)-Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to remove their students from the school for the following reasons:

1.) Refusal to cooperate with school personnel,
2.) Refusal to adhere to Archdiocesan or local policies and regulations; or
3.) Interference in matter of school administration or discipline.
4.) Public rejection of the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such effort does not correct the situation, the principal may recommend to the parents that they withdraw their child only after appropriate consultation with the pastor and the Superintendent of Catholic Schools. Documentation of all consultation with the parents on the matter must be retained on file. If parents refuse to accept the recommended withdrawal, the procedures for expulsion shall be followed. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

Accreditation and Licensing- Assumption is accredited through the North Central Association of Schools. All teachers are licensed or in a program to obtain a license through the state, and the preschool holds a childcare license through the state. (Policy #1010)

Accident/Illness While at School- Parents will be contacted if a child becomes seriously ill or injured. A record will be kept of all major accidents which occur on the property. Minor injuries (scrapes, bumps, etc) may not warrant an immediate call home. Emergency cards which list physician/emergency treatment centers must be completed yearly and kept updated by parents. The school reserves the right to act as deemed necessary by the principal or principal's designee in a life threatening situation. In the event that a child is seriously ill or injured, the parents must make arrangements to come and pick up the child.

Admission to Assumption- All students are admitted to ACS for the period of one academic year. Each spring, families will receive registration materials to enroll for the following year. Registration may be denied-or revoked- by the school for the following reasons: late payment of tuition (beyond 60 days), student conduct, parent conduct, or student's failure to make reasonable progress in the academic program. All students applying to ACS for the first time must complete an application and may be

asked to submit transcripts, including discipline record, and demonstrate willingness and potential for reasonable academic success.

All Catholic preschools, elementary schools, and Archdiocesan high schools are open to families and students who sincerely seek a Catholic education and meet the requirements as delineated in Admission, Policy #2000. As such, all Catholic schools in the Archdiocese of Denver, at the choosing and approval of the Pastor, Principal, and Superintendent, may enroll both full-time and limited-status students. Limited-status students are not eligible to earn diplomas. Currently both Assumption preschool and K-8th program are for full-time students only. (Policy #2020)

Appeals Process- The Archdiocese has in place a due process for appeals, with the philosophy to resolve difficulties directly with the parties involved. Parents with an issue should first go to the teacher, then to the principal, then to the pastor and only after discussions at each of these levels should the Archdiocese be contacted. (Policy #1500) Parents should feel free to contact the school at any time. The faculty will make every effort to keep parents informed concerning their child's progress. Parents should use the student information system or school email addresses when contacting teachers.

Archdiocesan Co-Curricular Program- Co-curricular programs are offered through schools in the Archdiocese, which complement the academic program or mission of the school. At Assumption, girl scouts, student council, choir, cross-country, flag football, futsol, volleyball, basketball, and baseball are offered as sports and clubs, but additional groups can be formed provided they can be adequately staffed, coached and supervised. Ultimately, all groups or clubs at the School must advance the Catholic mission of the Parish/School and never serve to contradict the Church's mission or teachings. (Policy #4180, #2700)

Asbestos Information- A copy of information pertaining to asbestos or other hazards that can be found in the school/parish buildings is on file and may be reviewed by parents at any time. This documentation is reviewed regularly by the school administration and the Archdiocese. (Policy #1600)

Athletic Program- The sports program of ACS is to be a source of unity and pride for our school. It is the responsibility of all involved (school administration, athletic director, student participants, parents and coaches) to ensure a positive and quality program. The teaching of basic skills, good sportsmanship and positive attitudes is essential to a quality sports program. Students who participate in the sports program are to be encouraged and instructed to work to the best of their abilities. Should a student's grades suffer as a result of participation in sports, parents will be contacted by the principal.

At least one parent from each family who has a child in 3rd- 8th participating in any sport must complete the Play Like A Champion parent training before the start of the season. This is a one-time commitment. If parents do not complete the training their child/ren will not be allowed to participate.

The athletic director is the liaison between the sports programs and the school administration. The athletic director is responsible for the smooth running of the program, coaches, facilities, scheduling, fee collections, and resolving problems. Parent are encouraged to read the Athletic Handbook for more information on the athletic program.

Academic policy for athletics- It is an expectation that all Assumption athletes are performing at a high academic level. It is required of all athletes that they maintain passing grades. All athletes will be required to hold a minimum of a C average in all curriculum subject areas. Students are not allowed to participate in sports events if they have an F in <u>any</u> class.

Students must be in attendance (for at least 3.5 hours) at school the day of an extracurricular activity in order to be eligible to compete that day.

Attendance- State law requires that children attend school to the age of sixteen. Our students are under this compulsory education law. Aside from this requirement by law, we feel that regular attendance is one of the most important factors in a child's educational success. Should a child's unexplained absence be excessive, it may be necessary to contact Children's Services. Experience indicates that failure in school; delinquency and dropping from school are quite often the result of irregular attendance. **Students who arrive after 8:00am, will be considered tardy.**

Obviously there are times when absence is justified. No child should have her/his health, or the health of others, jeopardized through attendance when ill. It is expected that parents call in an absence of their child by 8:30 a.m. If we do not receive a parent phone call, we will try to contact you. If we are unable to contact you, your child will receive a non-excused absence. If a student should have excessive tardies, or absences in a trimester, they must meet with the principal before they will be allowed to return to classes. Parents must consult the principal and teacher when students are to be absent due to family vacations. An out of school suspension is counted as an unexcused absence and students will not receive credit for required work. Students missing more than 25 days in a year (except for severe illness) cannot be promoted without consultation with the principal. Truancy is a violation of Colorado law. The responsibility for compliance with this law belongs to the parents. (#2120)

Awards- Students will be recognized for superior achievement in the areas of academics as well as merit, academic improvement, and conduct. Awards are given each trimester of the academic school year and are based on the grades for that trimester.

- **Heart and Hands Awards-** Based on following the Core Values/Root Beliefs
- **Award of Excellence**- Grade point average of 4.0 (All A+ or A's)
- **High Honors**- Grade point average of 3.51-3.99
- **Honor Roll**- Grade point average of 3.0-3.5
- **Perfect attendance**- no tardies, early dismissals, or absences

Academic Grading Scale- For grades Pre-kindergarten through 2nd, expectations are grade level expectations of performance based on the curriculum guidelines of the Archdiocese of Denver for that specific grade and subject. Academic grades are based solely on scholastic achievement. Report cards, standardized test scores, and conferences will provide parents with tangible evidence of student progress. Credit may or may not be given for work completed during unexcused absences or suspensions. Teachers will confer with parents about the progress of individual students. Parents are always encouraged to contact their child's teacher with any concerns about grades or test scores. (#4400)

Pre-kindergarten- 2nd Grade

4 exceeds expectations

3 meets expectations

2 making progress at a beginning level

1 not yet within expectations

3rd grade through 8th

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F Below 60%

Before/After School Care- Students may be dropped off in the gym beginning at 7:25am. A teacher will be on duty from 7:25 – 8:00am. School starts at 8:00am

After School Care will run from 3:30 – 6:00pm in the school cafeteria. Students who are not picked up by 3:30 will be signed into Aftercare and parents will be charged. Students who are staying for an athletic practice that starts later than 3:30pm will have to go to Aftercare. Families of students who are not picked up by 6:00pm will be assessed a late pick-up fee for each minute. Any child who attends Aftercare must have an Enrollment Form and Medical History Form on file with the program.

Cafeteria- ACS runs its own hot lunch program. Students may either purchase lunch or bring their own. Lunches are purchased from a menu published monthly. The menu will be posted on the FACTS SIS system. Milk may be purchased separately. Hot lunch is $3.25/day (PK – 2nd) and $3.75/day (3rd – 8th). Seconds will cost $1 per serving. Milk is included with a hot lunch, or can be purchased separately. Soda or coffee-based beverages are not allowed. Parents may pre-pay for lunch via the SIS system or in the front office. If your account goes into a negative balance, you will receive a reminder phone call and/or reminder email. Accounts must be current in order for students to continue to receive hot lunch. Parents are encouraged to not send fast food with their child.

Snack Break- A mid-morning snack is a privilege granted to our students, and it decided by grade level teachers. Students must provide their own nutritious snack. Soda, candy, and gum are not allowed. If this privilege is abused, the classroom teacher has the authority to suspend or revoke the privilege for an individual or an entire class. In some cases parents of students in younger grades share the responsibility of providing snacks for the entire class on a weekly basis. Students are not permitted to have food in the hallways or in the gym.

Certificate of Immunization- All Archdiocesan schools comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado law. Forms provided by the CO Department of Health shall be kept on file and available for review. (#2080)

Child Abuse- Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. All teachers and school staff are by law and conscience required to report all forms of suspected abuse. (Policy #2200). Employees who make a report of suspected child abuse in good faith while performing their official duties in response to such a report shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. All information pertaining to the matter will be kept confidential. In cases where suspected abuse involves parish or school personnel, the procedure for reporting is outlined in the Archdiocesan Code of Conduct.

Child Custody- Custodial parents/ legal guardians are recognized by the school as the primary decision maker for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parents/legal guardian at the time of registration each year, and updated with any changes. It is a parents' responsibility to ensure that all school documents reflect current custodial agreements. In exceptional circumstances a parent may call in to say that someone who is not listed on the Emergency Card will be picking their child/en up. In a case such as this, that person must come to the school office and they will be required to show their Driver's License or some other form of legal, acceptable documentation matching the name given by the parent over the phone, or may be asked to provide legal documentation in the school carline. (#2140)

Communicable Diseases- Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. In all cases due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. Common in an elementary school are instances of head lice and the spread of viruses like Fifth's Disease. Sometimes these, while minor, could have serious repercussions, so sharing this information with the school is important. Identities of students are always protected, but where appropriate, information for the common good is shared. Parents are always asked to err on the side of caution and avoid sending a sick child to school, especially if the child has a fever, is vomiting, or has diarrhea. Parents are asked to review proper hygiene with their child/ren, to promote general health and wellness in the school and to prevent the spread of infection and disease. (#1400, #1420)

Communication Channels- In an effort to keep parents informed of school events and news, Assumption School will use all channels of communication at their disposal. Weekly newsletters, flyers, and other reminders will come home to each family directly from the school office via email or sometimes in the Friday Folders. The school will also use an app service (such as Remind) to pass along information. Important info will also be passed along through the FACTS SIS system. In the occurrence of a school closure, important information will be made available through local news outlets. Parent should feel free to contact the school at any time, via email and/or phone. The faculty will make every effort to keep parents informed concerning their child's progress. *Please do not attempt to engage a teacher in a discussion about your child when he/she is supervising children at recess, at drop-off, dismissal or during the teaching day.* Teachers are willing to schedule parent meetings before and after school with a prior appointment. Please contact the office or e-mail the teacher directly to set up an appointment.

Concussion Guidelines- Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don't often recognize their own limitations; especially when they have a concussion. All

teachers, and coaches are required to complete the on-line concussion-training course approved by the Office of Catholic Schools. Specific guidelines outlined by the Center for Disease Control and Prevention will be followed in the event that any student experiences a bump or blow to the head or body. (#2190)

Conceal Carry: Firearms are prohibited at Assumption Catholic School. Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. licensed and trained security guards). (Policy # 3450)

Contact With Students During School Hours- Persons (other than custodial parents/legal guardians), agencies or organizations desiring to contact individual students during the school day *MUST FIRST* receive permission from the principal/director. If contact is sought by a police officer or Social Service personnel, the principal shall contact parents *unless* directed not to by these individuals. The principal will never allow students to be alone with anyone who is not a legal guardian, school employee, or registered school volunteer. This includes the following: Visitors, law enforcement officers, Social Services workers, medical or counseling professionals who are not employed by the school. (This does not apply to parent-authorized contact for academic/diagnostic/tutorial purposes.) (See Policy #2280)

Assumption does allow parents to come and eat lunch with their child/ren. This is meant to happen on occasion and is not permitted on a daily or weekly basis. If the parent has concerns regarding their child's eating habits, or any other concerns, they are encouraged to contact the school principal.

If you the parent intend to have someone other than the legal parent/guardian(s) pick up your child, you must call or notify the school the day before. The individual picking up your child may be asked to provide identification at dismissal.

Controversial Issues-Catholic school personnel have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered. (Policy#4300)

Archdiocesan Curriculum- The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the students. The office of Catholic Schools provides course of study/curriculum guides for mandatory use in all Archdiocesan schools. The curriculum is available in the principal's office and also found on the Archdiocese of Denver Catholic Schools website. (Policy#4000) Assumption offers basic core classes as well as the following specials: spanish, music, art, PE, technology. Middle school students have electives on Thursday afternoon- topics subject to change based on availability of instructors, and other school decisions.

Discipline Code- ACS has expectations for student behavior, and certain behaviors are not acceptable for ACS students on or off school grounds. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. As a general rule the

teacher will manage discipline problems of the students under his/her supervision. Grade level expectations will be communicated to parents at the beginning of the year. The principal will only be notified in cases involving serious or repeated behavior. (Policy#2500) A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. (#2520) Parents who interfere with discipline are subject to Archdiocesan Policy #2660. No corporal punishment is ever acceptable at Assumption. Parents are advised to be familiar with the discipline code but to also recognize that as a Catholic school we focus on formation, and not just discipline.

When an offense occurs, the student faces a variety of possible consequences.

Tier 1- Consequences: Addressed at the local level (May be, but not limited to: lunch detentions, loss of recess, reflection form)

- Uniform violations
- Running in the halls
- Talking out of turn
- Apathetic attitude
- Being off task
- Being unprepared for class (no pencil, supplies, etc.)
- Not following directions
- Chewing gum and eating at inappropriate times/places
- Ignoring classroom protocols and norms

Tier 2- Consequence: May result in, but not limited to- Detention, Office Referral, Parent meeting

- Stealing
- Lying
- Overly aggressive behaviors (such as but not limited to: Pushing, hitting, biting, spitting) *
- Vulgar and suggestive language
- Noncompliance/Defiance
- Inappropriate use of electronics
- Being unsupervised
- Defacing school property or the property of others
- Using words and gestures to disrespect a member of the community
- Taking away from the learning of others
- Inappropriate throwing of objects with intent to harm
- Failure to fulfill a consequence
- Repeat offenders (multiple Tier 1)

Tier 3- Consequence: May result in, but not limited to- Suspension from school and extra-curriculars

- Intentionally Destroying Objects or Property
- Vandalism
- Fighting and physical aggression with the intent to harm others
- Sexual, verbal, physical harassment
- Intentionally leaving campus

· Gang activity or dress
· Stealing
· Academic Fraud
Students using school name, speaking of students/staff publically in negative/crude way- even off-campus (Policy #2180)
· Repeat offenders (multiple Tier 2)

Tier 4- Consequence: Expulsion/ Request for Withdrawal

· Weapons
Sexting
· Possession, Sale, or offering drugs, tobacco, or alcohol: under the influence
· Repeat frequent and intentional verbal and physical intimidation, threats, and harassment that jeopardizes the safety and well being of others (on or off campus)
· Repeat offenses of Policy #2180 or severe offenses of Policy #2180
· Policy #2260 Removal of family based on parent behavior (Using school name, speaking of students/staff publically in negative way)
· Repeat offenders (multiple Tier 3)

Detentions can be given for both academic and behavioral problems such as but not limited to, homework not being turned in, or continual disruptions or inappropriate classroom behavior or continual uniform infractions. Detentions for students in grads 3rd-8th are held every Thursday after school from 3:30pm-4:15pm. **A child can receive five detentions in one academic school year before receiving a formal suspension**. Parents will be notified by the principal if a child will be suspended and the extent of the suspension.

Severe behavioral infractions or Tier 3/4 infractions may result in suspension. **Suspensions** may result from in-school suspension to one-day to five days out of school suspension depending upon the seriousness of the infractions. Repeat offenders may face longer suspensions or expulsion. Parents are notified if a suspension is necessary. When a student is suspended, she/he is responsible for all missed work, but credit may not be given. Repeated bullying, harassment or any incident of violence is NOT tolerated at Assumption. Physical fighting/altercations may result in an automatic suspension. All privileges will be taken away and a meeting with the parents will be arranged. (#2560)

Beyond the first suspension students will be sent home immediately. Expulsion will follow any assault on a teacher or Assumption staff member. Expulsion may follow chronic misbehavior. **Expulsion** is a serious matter and not undertaken quickly unless situations warrant. In general all due process procedures will be followed in working with a student and his/her parents, but certain actions including, but not limited to, the causing (or the threat thereof) of bodily harm to another person, serious property damage, and theft, etc. could warrant immediate and permanent removal of a student. (Policy #2600) Students may also be put on **probation** in conjunction with any series of minor infractions or as the result of a major infraction.

Harassment and Bullying: Each individual has a right to be afforded dignity and respect as a child of God; as such a Catholic school can do no less than take steps to ensure this. *It is important to note that*

not every incident between students is bullying, and such will be dealt with on a case-by-case basis. Harassment will not be tolerated at Assumption Catholic School, and incidences should be reported to a teacher or the administration. Once an incident has been reported, the teacher and/or administrator will speak to all parties involved, inform the pastor, and if necessary consult with the Archdiocese of Denver, Office of Catholic Schools. Archdiocesan Policy #2610 prohibits any verbal, physical, visual or electronic conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. The following behaviors will result in a conference with the parents and student, and could lead to suspension or expulsion: Defamation of character, sexting, Cyber-bullying, or Harassment via cellphones, texting, Facebook, Instagram, Snapchat or any other social media sites will also be subject to severe disciplinary action. (Policy#2610)

Teasing: Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to students. Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment and the interventions and consequences are of another level. Most cases will be dealt with in the classroom. (Policy #2610)

These types of harassment are not consistent with enrollment and the mission of Catholic Schools and are subject to disciplinary actions:

Sexual Harassment: Any form of communication, written or spoken, gesture, touch, or act of violence on a person that offends that person's dignity. That offense may be sexual innuendo, sexual references or remarks, character assassination, or vulgar remarks directed at an individual because of his/her gender or handicap that would be inappropriate conversation in any context.

Gender: A remark, characterization, or written assault on a person that does not respect the person's gender or his/her equal status under the law.

Racism: A remark, characterization, or written assault directed at a person of another race or the same race, which destroys the dignity of that person or the person's integrity or property.

Ethnicity and Cultural Heritage: Written or oral remarks, characterizations, or assaults on a person because of his/her nationality or cultural origins.

Attributes: A remark, characterization, or written assault upon a person because of his/her physical or mental attributes. References to a person's size, weight, physical, or mental aptitude, talent, personality, or judgment of worth are discriminatory and thus, a form of harassment.

Religion or Creed: Written or oral remarks, characterizations, or assaults on a person because of his/her religious beliefs.

Intimidation/Bullying: An act of physical or verbal coercion intended to frighten someone into submission or obedience, to control others, or to be habitually cruel to others.

Physical Assault: The act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

Verbal Abuse: Spoken words that Includes, but is not limited to, swearing, screaming, or obscene gestures.

Threats: Verbal assault, non-verbal gesture, or writing directed menacingly at an individual or group.

Defiance: A serious act or instance of defying or opposing legitimate authority.

Assumption Catholic School is committed to striving for a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats **(seriously or in jest)** face serious consequences that could include but are not limited to conference with teacher-student-parent, suspension, probation, and/or expulsion. Privacy protects all parties from disclosure of information regarding a student to anyone other than his/her parent or guardian, school staff, and other officials on a "need to know basis".

Threat Assessments: The purpose of this policy is to establish guidelines for the prevention of general violence in the Catholic schools. The Archdiocese of Denver prohibits threats and acts of violence on parish/school property, within parish/school facilities, at any parish/school sponsored events, while engaged in any educational or athletic activities, and while traveling in parish/school vehicles.

Prohibited conduct includes, but is not limited to: Injuring another person physically; · Engaging in behavior that creates a reasonable fear of injury to self or others; · Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress; · Possessing, brandishing, or using a weapon while on school premises; · Intentionally damaging property; · Threatening to injure an individual (including oneself) or to damage property; · Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; · Retaliating against any employee or student who, in good faith, reports a violation of this policy.

Students who violate this policy will be subject to disciplinary action. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of enrollment, to participate in mental health evaluations as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others. (Policy #1320)

Objects Not Allowed on School Grounds- In an effort to keep all students safe, some items are prohibited at Assumption Catholic School, including but not limited to: Weapons, or items that can be construed as a weapon, or any form of illegal drug including, but not limited to alcohol, and marijuana, are prohibited on school grounds. Expulsion is mandatory for deadly weapon possession and/or use in

accordance with state and federal law. (#2621) Students are not to bring technology devices, smart watches, Ipods, music players, Ipads etc., without the teacher or principal's permission. The school is not responsible for the care or safety of any personal items brought to school. The school reserves the right to limit-at any time-additional items, which become problematic. **Cell phones are not allowed to be used or visible during the school day.** If this occurs, the phone will be taken and only returned to a parent, and disciplinary actions may occur. Phones must stay in the backpack until after leaving the school building.

Classroom Infractions- In the younger grades, teachers sometimes use a visual chart with color indications of student's minor infraction, or may use an app; these are for the teacher use only and typically merit **minor** consequences like the loss of recess time. Not every small infraction will be reported to the parents. If misbehavior is major or chronic, the teacher will contact the parent. (Policy#2500)

Searches of Students at School- The principal, pastor, or the Office of Catholic Schools may conduct a search of the school, including cubbies and desks. School searches must be reasonable and related to the school official's responsibilities. A student assigned a cubbie or desk has use of, but not proprietary right to the property. School cubbies and desks belong to the school, not the student. Inspection of personal property, e.g. pockets, handbags, backpacks, book bags, etc. will be made in the presence of the student, and in the presence of at least two school officials. If a student refuses a search, parents will be contacted immediately. (Policy#2300)

Dress Code- Assumption has a uniform for students in grades K-8th. Preschool students do not wear uniform, but must be dressed in clothing appropriate for school. For the 2019-2020 school year, grades K – 8 will be required to wear burgundy polo shirts (6th – 8th Gr. also have the option of a navy blue polo) and khaki pants/shorts/skirts/skorts, and a plain black or brown belt (Grades 5th-8th). Mass Day uniforms may only be purchased through Dennis Uniform Company,Educational Outfitters, or French Toast (online only). Students must wear tennis shoes every day. Mass Day uniform is required for all students in K – 8th Gr. A detailed Uniform code is laid out in this handbook and is also available on the school website. Students in grades Preschool & K – 8 must abide by the student uniform code. It is the responsibility of each parent/guardian to make sure that this uniform code is followed.

Volunteer Hours- To help keep tuition as low as possible, it is the obligation of each family whose children attend ACS to contribute 20 hours of service to the school/parish each year. **In order to perform service at the school/parish, it is required you have the Virtus Safe Environment Training, and submit information for a Background Check.** The school will keep parents informed of volunteer opportunities.

Elementary School Promotion and Retention- Students will only be promoted when they have passed the designated curriculum and demonstrated mastery of skills taught in their current grade. Credit for courses will not be given solely on the basis of class attendance. Should a student not pass key academic subjects, the teacher may recommend retention in the best interest of the student. Excessive absences

and/or tardies may be cause for retention or withdrawal. A final decision will be made following a conference between the teacher, parents, and principal. The final decision regarding retention is the responsibility of the principal in consultation with the teacher(s). If a parent does not agree with the school's recommended retention, they may be forced to withdraw from the school. (Policy#4420)

E-mail/Internet- All students/families are required to sign an internet acceptable use policy. This policy covers acceptable and unacceptable uses of the internet and computers in the school facility. Students who use these facilities will be required to assent to this policy. (Policy#4030). Assumption students are to use school email addresses for academic purposes only. These email addresses will be deactivated upon graduation or leaving ACS. **Students or families who engage in social media are not to discuss Assumption Catholic School, its students, families, or faculty and staff on open forums. Comments made on Blogs, Facebook, Instagram, Snapchat, Twitter etc. should not publicly disparage or criticize elements of the school.**

Off Campus Misconduct- Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Intervention may include, but are not limited to—required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school sports, activities, class trips, and graduation ceremonies.

Field Trips- Students will be allowed to take field trips that are planned by the teacher and relate to the child's course of study. The students MUST follow all school policies while out of the building. Students must have a signed permission slip from their parents to attend a field trip. **Any parent attending a field trip must have the "Safe Environment Training".** Any child with discipline infractions, or severe academic concerns may be excluded from field trip opportunities. Parents driving for field trips are asked to observe policies set out by the Archdiocese of Denver and turn in all required paperwork. Drivers must have a copy of their insurance and driver's license on file in the school office.

Buses are sometimes used for off campus trips. However, when buses are not available, we depend on parent transportation. In this situation, all children must have access to and wear seatbelts. No child is to be transported in an open vehicle. All accidents must be reported and there are no unauthorized "side trips" for treats, etc. without prior authorization by the supervising teacher. On overnights, if a child misbehaves, parents will be notified and required to take the child home immediately. (Policy#4340) In order to participate in a field trip, a child must be in school that day.

Financial Information- According to Archdiocesan policy, parishes which have children enrolled in Catholic schools need to verify their affiliation each year in order for families to receive the affiliated tuition rate. Pastors will complete and sign this form ONLY if the family is registered in the parish with a record of tithing, and there is evidence of involvement in parish activities. All families must sign a school tuition contract when registering each year. All school families are asked to use FACTS management for their tuition payment. Information for the program can be found in the school office.

Students whose families have outstanding tuition balances will not be permitted to register for the next school year until obligations are met. Delinquent accounts will require a consultation with the business manager, principal, and/or pastor, and may result in withdrawal from the school. Any returned checks to the school or the church will be charged a $25.00 returned check fee. All tuition obligations must be paid before an 8th grader may participate in the Continuation Ceremony.

Parents have two options for paying tuition: A) Pay in full by June 30 of the summer before the start of the school year and receive a 10% discount per family or

B) Payment through automatic withdrawal monthly, through FACTS. Students who leave Assumption with balances owing will not be permitted to enroll in another Catholic school in the Archdiocese. (Policy#5020)

Fundraising –ACS chooses to use fundraising to defray some of the per pupil costs not covered by tuition and scholarships. Only those programs authorized by the principal may be promoted within the school. Similarly, the principal, on the advice of committees within the school and parish; is the sole determinant of the nature of the programs and the use of these funds. All school families are asked to contribute and publicize school fundraisers. (Policy#5040/5050)

In all archdiocesan preschools, elementary and middle schools, capital expenditures in excess of the limit must be submitted to the Superintendent of Catholic Schools for approval and awareness prior to the Director of Planning and Construction commencing procedures. Any building improvements to Assumption Catholic School as a result of fundraising will be communicated to OCS and to the greater Assumption community. (Policy #1350)

Graduation/Continuation- ACS will hold a simple, prayerful graduation ceremony usually one week before the end of the school year. All school obligations must be met for a student to graduate from Assumption. (#2460)

Homework- Homework is part of our academic program and is at no point to be considered optional. The homework plan is designed to allow for a balanced amount of homework in those subject areas in which there is normally the greatest need. Please consult your child's teacher for a detailed explanation of his/her homework policy.

From time to time students – especially in intermediate grades or middle school – seem to spend an inordinate amount of time doing homework. If you are concerned about the time your child spends on homework, please reach out to your child's teacher. Parents are asked to communicate with the teacher if a student is unable to complete homework due to family obligations or other circumstances. (Policy#4130)

In-Services- Teachers may participate in monthly in-services on both Archdiocesan and local levels. This usually means an early dismissal or no school. These dates/times will be published on the yearly calendar and in weekly newsletters.

Length of School Day: Instructional time on all regular school days in the Archdiocese will be a minimum of 6.0 hours. Assumption's school day is from 8:00am-3:15pm, including a 50 min period for lunch and recess. Students in grades kindergarten through 2nd grade may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours. Any holidays and any changes to the length of school day will be sent home in the weekly newsletter and posted on the master calendar. (#1260)

Lost Property- Students assume responsibility not only for personal possession, but for those items issued to them by the school. Assumption only keeps a lost and found for a few days at a time, so students are encouraged to report any missing items to their teacher or school office. Parents are required to put their child's name or grade and initials on the inside of clothes, backpacks, lunch bags, and all books. Lost and found items will be hung up in the cafeteria.

Mass Attendance- All students will attend weekly mass on Thursdays at 9:00am, and mass on Holy Days of Obligation. The students will also attend Adoration monthly. Parents are always encouraged to attend our masses and participate in faith events.

Media- Student/family information is not shared outside the school community The parent/guardian must grant permission to use the name, likeness, whether in still, motion pictures, audio or videotape, photographs and/or other reproductions of a student, including voice and features with or without the name of the students for any promotional purposes involving the Archdiocese of Denver or school or other publications. All families must sign a media release form giving the school permission to use images in its marketing platforms. (Policy #2350)

Medical/Medications- Parents of children with severe allergies or other conditions requiring medications must sign the Medical Release Form each year. Assumption cannot guarantee an allergy-free environment, and asks parents to ensure that emergency medication is available at school. If a child needs to take medication at school, parents must submit a written request to the office to provide the medication, along with written orders from an authorized prescriber. Medication must be brought to school in the container appropriately labeled by a pharmacy or authorized prescriber. Any student who requires an inhaler may keep it on his/her person, as long as the proper doctor's orders are submitted to the school office. If a student has a condition that requires medication on an emergency basis, the family is asked to provide the school with all necessary information to administer medicine/carry out medical procedures. Students are not allowed to take any over-the-counter medicine (including cough drops) without a doctor's orders. Parents are welcome to come to Assumption and administer/provide medication (including aspirin, cough drops, etc) to their child as needed. (Policy #2240)

It is imperative the proper information be provided on the annual Emergency Information Card. Please do not send a sick (i.e. fever or severely coughing) child to school because of the risk of illness to others. If your child becomes ill during the school day, he/she will be made as comfortable as possible until arrangements can be made with parents or guardians to pick them up. (Policy#2240)

Parent-Teacher Conferences- Conferences will be held once in the fall and once in the spring. Conferences are student contact days; students must be in attendance. Report cards will be given out at the conclusion of each trimester. Each student will receive progress reports throughout the year. Please sign the report and return it to the homeroom teacher. In addition, parents may schedule additional conferences with a teacher or principal at mutually agreeable times. (Policy #4410)

Preschool- ACS operates is own preschool that is licensed by the state. All school and state policies and procedures apply for students in this program. Students must be 4 years old by October 1st of the current school year in order to be enrolled in the program, and must be fully potty trained. The tuition for the preschool program is higher than the K-8th program to account for additional staff members. Additional policies for preschool are found in the preschool handbook, which also provides information on the afterschool program.

Political Issues- The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials is prohibited in the school. (Policy#4310)

Probation- All students who transfer are considered on probation until a determination is made that the student will be successful at Assumption Catholic School. Furthermore, any student can be placed on academic or disciplinary probation with specific terms and conditions for continuing beyond the probationary period. Any questions concerning probation should be brought to the attention of the principal. (Policy#2520)

Radon Management Plan: Colorado statute requires all schools to test for radon and to maintain records of the test results for disclosure upon request; the statue does not require schools to mitigate. School families wishing to see the radon management plan should make the request through the school principal. (Policy #1610)

Recess- Recess breaks are held outside and parents/students should plan for outdoor recess daily. Students will be required to stay on the blacktop when it is wet and muddy on the playground. Precipitation, wind speed, and low temperatures can cause recess breaks to be held inside. Whenever any combination of these factors takes the temperature below 20 degrees, the recess will be inside. Parents must ensure that their child/ren are properly dressed to go outside each day. Exceptions will only be made with a parent and/or doctor's note. Students must be responsible for following the rules and procedures associated with the school equipment.

Religious Observances- All students and staff participate in all liturgical and religious observances. No one at ACS is exempt from participation. (Policy#4120)

Sacraments- The school provides a sacramental preparation program for ACS students who are in the third grade so as to be in alignment with the "Restored Order of the Sacraments of Initiation". All

students must be baptized to receive the Sacrament of Reconciliation in 2nd grade, and First Holy Communion and Confirmation in 3rd grade. Students that transfer in to Assumption and are in grades 4th-8th may also participate in the sacramental prep program at either the school or the parish.

Safety and Emergency Procedures- ACS has a safety plan in effect; a copy can be found in the office and each classroom. All exterior doors are locked each day, and visitors are required to sign in at the school office. The school also utilizes security cameras in and outside the building. All students, staff, and visitors should expect to be seen on the cameras while in or outside the building. Safety drills including but not limited to: fire, tornado, evacuation, and lockdown will be reviewed, practiced, and logged each year. In the event of a building evacuation, students and faculty will move to James Nursery at 7900 York St. Parents will be notified via media outlets, email, and other communication channels to pick up students at this location. In the event of a police ordered evacuation, students may be bussed to another location in the city. Parents will be expected to follow reunification procedures and all directives given by local law enforcement. Parents must bring a driver's license in order to pick up his/her child following an evacuation due to a threat or crisis. (Policy#1300)

School Committees- School committees serve as consultative groups to the pastor and principal. Rather than one committee, multiple committees may be instated to advance the mission and vision of the school. Parents are encouraged to contact the principal if interested in serving on a school committee.

School Records- The school maintains permanent records on the activities and performances of each child. Parents, as the primary educators, have the right to inspect and review the official record of their child, and may do so by submitting a written request to the principal. ACS will release official transcripts to another school in which a student plans to enroll only after receiving the proper request paperwork. (Policy#2320)

Student Directory- Written permission for publication of student directory information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. (Policy #2340)

Snow Days or Closure due to Facility Conditions- At times, school will be closed due to bad weather, or facility conditions. In the event we have to close school, announcements will be made on Channels 4 (CBS), 7 (ABC), 9 (NBC), and 31 (FOX). Information will also be posted on the Student Information System and on the school's Facebook Page. Parents may use their own discretion when making weather related decisions for their children. If you feel that conditions are too hazardous, you may choose not to bring your child to school, or may pick your child up early. Students that stay home when school is in session are responsible for any missed work. If the school is closed due to weather, the aftercare is also closed. If closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the level of instruction. (Policy #1270)

Supervision- ACS assumes responsibility for supervising the students from 7:25 a.m. (when students are to arrive) and dismissal through the car line beginning at 3:15 p.m. Children may NOT be in school during the following times: A) prior to 7:25 a.m. and B) after 3:30 p.m. unless engaged in organized

after-school activities or Aftercare. Students must be supervised at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities, and at any other times during which the school accepts responsibility for supervision. Since Assumption is a partner with parents in their child's formation and in providing for their safety, the school administration may notify parents when we become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. (Policy #2180)

Parents are required to make the necessary arrangements to provide transportation to and from school. The person responsible for picking up the child needs to come through car line to retrieve the child. No student may wait outside for a ride. Students who are given permission to walk home, must give their teachers the permission for this arrangement so it can be placed in their file. The procedure for car line is as follows: students are released from school at 3:15 p.m through three gym access points. As a parent, you can either use door 1 to walk in to pick up your child, or you drive through the car line behind the church where your child will be released to your car. There will be a third line that forms near the rectory for families turning right on York St.

Whenever a child needs to leave school prior to the end of the school day, the parent must report to the school office to sign the child out. If a child is late in arriving, he/she must come to the office to have their name removed from the absence/tardy list. If you are returning your child back to school from an appointment, please accompany your child back into the school office to have them signed in.

Students Under Court Order- The Archdiocese of Denver has a policy stating that students who have been arrested for a felony or misdemeanor may not attend classes until notification of the disposition of the charge. (Policy#2580)

Social Activities- School sponsored social activities may only be held with the approval of the principal and/or pastor. These must be adequately supervised by staff and parents. (Policy#2700)

Tardiness- Children should be on time for school. School begins at 8:00am. All children arriving after the bell are tardy except cases where the tardiness is caused by severely inclement weather.

Telephones- Assumption has phones in every classroom. Students may not use the phone unless given permission from a faculty member. If a student needs to call home due to illness, the secretary will call for that student. Students should never use personal cell phones during the school day.

Testing- Assumption employs a variety of testing measures to provide data on each student. PreK uses Brigance,, and K-8th are assessed using the STAR test. Grades 5 & 8 also take the ACRE test on Catholic doctrine. These results are best used to compare an individual student's progress over time, and will be shared with parents throughout the year. It is an Archdiocesan policy that scores not be released to the wider community for recruitment or public relations purposes. (Policy#4430)

Tobacco/Alcohol Use- Except in specific approved social events involving adults only, alcohol and tobacco are prohibited on school grounds. Possession and/or use of tobacco, possession, use or being under the influence of alcohol or mood-altering drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. (Policy#2620)

Textbooks- Student textbooks and workbooks will be purchased by the school. All students assume full responsibility for the books issued to them. In case of lost, damaged, or completely destroyed books, the student will be held accountable for the cost of purchasing a new book. Students are to cover books as instructed by their teachers.

Tutoring Policy- Teacher recommendation for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal. (#3600)

Tuition Assistance: Any families requiring tuition assistance will be encouraged to apply for the Variable Tuition Program each spring during the registration window. Each scholarship agency has additional requirements that families and students must meet in order to remain eligible each year. All families are expected to pay tuition and participate in school fundraising activities.

Uniform and Dress Code-Students in grades K through 8th wear uniforms. Parents are to see that the uniform code is followed exactly. Dress and grooming are to be consistent with the standards and principles of a Catholic school.

The principal and pastor have the final decision regarding matters of dress and grooming, and may make changes to the dress code policy throughout the year.

Uniforms are required from the FIRST day of school. Exceptions are made for "spirit days" and "dress up days" or special dress days, which are usually announced in the weekly newsletter and calendar or announced directly to the students. Parents are asked to mark their child's name in each uniform piece.

SHIRTS: Wine (maroon/burgundy), short or long-sleeved polo shirts with the Assumption logo. Middle school also has the option of a navy blue polo with the Assumption logo. Shirts must be tucked in at all times.

PANTS: Khaki cotton twill. No baggy, cargo, drawstring waist, or "skinny" pants. No Jean Khakis, or corduroy. No tights/leggings or hip hugging pants. Belts (no patterns, designs or ornamentation) must be worn from 5th grade up.

SHORTS: Khaki cotton twill walking shorts with a front zipper. No more than two inches above or the knees. No baggy, tight or cargo shorts. Belt (as above) must be worn from 5th grade up.

SKIRTS/SKORTS: Girls K-8 may wear a khaki skirt or skort or the approved plaid uniform skirt. Skirts or skorts may not be higher than two inches above the knees. Girls should wear shorts (not leggings) under their dress or skirts.

SHOES: Tennis or athletic shoes are required at all times. No dark soles that will leave marks. No sandals, crocs, boots or other non-athletic/sneaker type shoes. If snow boots are worn to school on snowy days, the student MUST bring their sneakers/tennis shoes to school to change into once they arrive. Brown or Black colored dress shoes with no or minimal decoration may be worn with the mass day uniform. No heels or boots.

SOCKS: Must be worn at all times- no neon colors. Girls my wear plain navy blue, white or cream colored footed winter tights in the winter under their uniform dress/skirt/skort. No leggings or footless tights are allowed.

HAIR: No artificially bleached, colored, dyed or streaked hair or hair extensions. No feathers, beads or any other hair accessories that are braided or clipped into the hair. No extreme hairstyles or hairstyles that may be a distraction to other students or detract from the learning environment.

Boys' hair must be above the collar, ears, and eyebrows. The nape of the neck must be showing. No long hair. No tails. No spiked hair. No shaved heads. No "Mohawks" or "Fauxhawks/Faux Mohawks". No shaved heads or designs cut, shaved or dyed into the hair. Hair should always be neat and tidy.

Students who do not comply with the regulations regarding hairstyles will be given a deadline by which it needs to be corrected and they will only be permitted to return to school when they are in compliance.

Boys are not allowed any facial hair. Students will be asked to shave any visible facial hair.

JEWELERY: No tattoos, including temporary tattoos or body piercing of any sort are allowed. Girls may wear one small pair of earrings (posts/studs) in their lower ear lobe only, NO hoops or "dangly" earrings. One bracelet is permitted. Boys may not wear earrings, rings or other jewelry except a watch. Students may wear one small necklace or other necklace of a religious nature under their shirt.

MAKE-UP: No make up for any students. No eye makeup, lipstick, or lipliner. No false nails, or long nails. Tattoos are not permitted.

Sweaters/Sweatshirts: Plain navy blue crew neck sweatshirts with the logo, or a navy blue or maroon quarter-zip sweatshirt may be worn. Mass day sweaters can also be worn at any time with the regular day uniform. No Jackets or Hoodies are to be worn during the school day (unless outside for recess).

MASS DAY UNIFORM:

The mass day uniform is to be worn by all students in K – 8 on days that we have mass and to certain field trips. Any part of the mass day uniform may be worn on other days of the week. The mass day uniform must be purchased through the acceptable providers to ensure it is the correct uniform and all the required pieces. Boys may wear black or brown "dress shoes" and girls may wear plain black, brown, or white shoes (flat, no heels) with their mass day uniform if they don't want to wear their sneakers. If they are going to be doing an athletic activity later during the day they will need to bring their sneakers to change into.

Snowy weather: If your child wears snow boots to school in the winter, they must bring their regular sneakers/acceptable shoes to school to get changed into once they are at school.

Boys K – 8th
White button-up oxford (short or long sleeve)
Navy sweater vest with school crest
Plaid tie
Khaki pants

Girls K-2nd
White button-up blouse with peter pan collar (short or long sleeve)
Plaid jumper
Plaid cross tie
White or Navy tights or Knee Socks
Navy cardigan sweater with school crest

Girls 3rd-8th
White button-up oxford (short or long sleeve)
Navy cardigan sweater with school crest
Plaid tie or cross tie
Plaid pleated skirt/skort
White or Navy tights or Knee Socks

Spirit Days- In an effort to promote school spirit and build a positive school culture, we will have "Assumption Spirit Day" once a month. Students may wear regular uniform if they do not want to wear spirit clothes. On Assumption Spirit Days, students may be out of uniform if they follow the guidelines below:

- Students may wear their Assumption polos, Blue Assumption t-shirt, Run4Funds shirt, Assumption athletic jacket, or Assumption hooded sweatshirt. The shirt/sweatshirt must have the Assumption name, or logo on it.

- If wearing an Assumption top, students may wear jeans, khakis, corduroy pants, or cargo pants. No sweatpants, warm-ups, or leggings. Pants may not have holes or rips.

Use of the Building- With prior approval of the pastor, prior scheduling, and proper insurance, outside groups may use the school building provided their purpose is compatible with the school and parish's mission. (#5070)

Use of Name- Faculty members, staff, students, parents, and parish members may use or authorize the use of school name, logo, or insignia (alone or in conjuction with the name of a specified organization or activity) only with the written approval of the principal and pastor. (#1050)

Vacations- Vacations during the school year are strongly discouraged outside of the normal scheduled breaks. Teachers are under no obligation to provide work to students anticipating being gone. If students miss school they may not participate in extra-curriculars that day.

Visiting School/Observing Classes- Visitors are up to the principal's discretion and must not be a distraction from the learning environment. For the safety of the students and staff, and the fidelity to the educational program, visitors (including parents) may be denied entrance to the school.

Withdrawal-After the school has made attempts to meet their individual needs, students clearly unable to profit from Assumption by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school. (#2630) If a parent withdraws a student during the course of an academic year; the parent must complete a withdrawal form in the school office. Parents are assessed tuition until the withdrawal papers are signed. Parents may still be obligated for the full tuition for the year – see Tuition Contract. Per Policy #2660 students may be forced to withdraw due to parent behavior.

Principal's Right to Amend this Handbook: The Principal retains the right to amend this Handbook for just cause. Parents/Guardians will be given prompt notice when changes are made. **A**ll parents must sign a paper that they have read and agree to be governed by this handbook.

Assumption Catholic School Technology Agreement
Acceptable use of iPads, Chromebooks, and Internet

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

Assumption Catholic School provides **use of the Internet** via a broadband provider. Assumption Catholic School filters out inappropriate sites and chat rooms to the best of its ability. The iPad is intended for educational use only. Students are responsible for their behavior, actions, and communications when using any of the school's iPads (and its programs and applications), as well as the school computers and printers. They are responsible for the appropriateness and content of material they store, transmit, view, share, or publish. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. All students must abide by the following guidelines when accessing the Internet via the iPads, chromebooks, or a computer.

A. Remember that use of the devices and the Internet is a privilege, not a right; abuse of this privilege by engaging in unethical or irresponsible activities will result in its loss.
B. Students will only use the Internet for assigned projects and activities related to school. The student agrees never to use the Internet or the iPad, and chromebooks to access inappropriate sites, or for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church. Students will not use the internet to engage in any social media sites (instagram, facebook, twitter, snapchat, etc.)
C. Students will not engage in any form of electronic correspondence unless specifically directed to do so by their teacher.
D. Do not alter the software content of the technology. This includes deleting files, downloading programs, and copying commercial programs. Do not tamper with any software or settings, including desktop background wallpaper.
E. Take care of the equipment. Vandalism will result in loss of usage privileges, and damage could result in a fee for replacement of the device.
F. Use of school Gmail accounts are for school use only. **The school has the right to inspect, retain, and if necessary, disclose any information sent or received through the school IT system.**

*Assumption Catholic School views any off-campus misconduct regarding electronic communication and its students as a violation of school policy. Students engaging in any off-campus misconduct will be subject to the full range of school disciplinary penalties. Off–campus misconduct includes any communication that endangers the health or safety of students, or has an adverse effect on the school community or education process.

Violations

In the event of violation of policies and guidelines outlined in this agreement, and school handbook, students may be subject to Temporary or Permanent loss of privilege, or Disciplinary action.

In the event of damage to the iPad, Chromebooks, or computers/printers students will be financially responsible for the repair or replacement cost of the device.

Assumption Catholic school

PHOTOGRAPHIC AND INTERVIEW RELEASE

I hereby grant consent to use and release to the Catholic Archdiocese of Denver and Assumption Catholic School the use of my name and likeness, whether in still, motion pictures, audio and video tape; my photograph and/or reproductions of me including my voice (which includes commentary, remarks, and/or recordings); my features, with or without my name, for any promotional purposes involving the Archdiocese or Assumption Catholic School and Parish, for news and/or feature stories in The Denver Catholic Register or other media (which includes internet, print, radio, television) or for other purposes whatsoever, except for the endorsement of any commercial products.

These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by parents/guardians; therefore, this release form must be signed by parents/guardians when the individual is a minor.

Exhibit IV
to the
Archdiocese of Denver Pastoral Handbook

ARCHDIOCESE OF DENVER

CODE OF CONDUCT

Revised effective July 1, 2015
ver. 1.1

TABLE OF CONTENTS

INTRODUCTION 3

ENTITIES AND INDIVIDUALS SUBJECT TO THIS CODE OF CONDUCT.....4

PART I: Standards of Ministerial Behavior and Boundaries 5

PART II: Policy Regarding Sexual Misconduct and Child Abuse 13

PART III: Social Media Policy.....25

APPENDIX A: Harassment Reporting Procedures.....26

APPENDIX B: Colorado Child Abuse and Child Sexual Assault Reporting Act Requirements.....27

APPENDIX C: Colorado Elder Abuse and At-Risk Adult Abuse Reporting Requirements.....30

APPENDIX D: Procedures for Responding to Allegations Made Against Members of Religious Communities Serving in the Territory of the Archdiocese of Denver.....32

APPENDIX E: Acknowledgment of Receipt & Agreement 33

NOTE

APPENDIX E to this **CODE OF CONDUCT** is an ***ACKNOWLEDGMENT OF RECEIPT & AGREEMENT***

All Church Workers are to acknowledge in writing that they have received and reviewed this Code of Conduct.

By executing the *Acknowledgment of Receipt & Agreement*, Church Workers are confirming that they understand and agree to act in conformity with the contents of this Code of Conduct.

After receiving and thoroughly reviewing this document, Church Workers are to promptly return their signed *Acknowledgment of Receipt & Agreement* form to their supervisor.

INTRODUCTION

This is how all will know
that you are my disciples,
if you have love for one another
John 13:35

Our behavior toward one another is at the essence of discipleship. It is in this light that this Code of Conduct (hereinafter referred to as either the "**Code**" or the "**Code of Conduct**") is presented to the Faithful of the Archdiocese of Denver. The intent is to reinforce our Lord's commandment to love one another through certain practical principles and guidelines.

As members of the Church founded by Christ[1], those who minister must always seek to uphold Christian values and conduct.[2] As good citizens and responsible members of society, we must endeavor to act properly at all times, obey all laws which seek the common good and employ morally licit means to attain the common good. As followers of Jesus, we are all called to live the Gospel and its mandates.[3]

This Code of Conduct does not presume to provide the answers to all ethical questions facing us; rather, it establishes a set of general principles, ethical standards and mandatory protocols for life and ministry that we must abide by, and thereby helps to delineate boundaries by which ethical questions can be evaluated. It is also intended that this Code will stimulate discussion within the Church community in order to broaden consensus on standards of practice and to further refine them. As well, it requires accountability from Church Workers who fail to abide by its terms.

Responsibility for adherence to this Code rests with each of us. If there is a failure to adhere to its contents, appropriate remedial action will be taken, including, but not limited to, termination.

Our public and private conduct has the potential to inspire and motivate people, as well as the potential to scandalize and tear down their faith. We must be aware of the responsibilities that accompany our work. God's goodness and grace supports us in our work and ministries.

[1] Codex Iuris Canonici [1983] ("CIC"), cc. 208; 209.

[2] CIC, c. 210.

[3] CIC, cc. 223; 227.

ENTITIES AND INDIVIDUALS SUBJECT TO THIS CODE OF CONDUCT

This **CODE OF CONDUCT** applies to all **Church Workers** (defined below) of the following entities:

- the **Archdiocese of Denver**, that public juridic person[4] established by the Holy See, and a Colorado corporation sole;
- the **Catholic Parishes** and their **missions** (aka 'quasi parishes') located within the territory of the Archdiocese of Denver, which are public juridic persons[5] erected by the Archdiocese, and some of which have been incorporated as Colorado corporations sole (note: parish schools are not separate entities but are ministries of their respective parish); and
- the following related "**Ecclesiastical Organizations**":
    - The Archdiocese of Denver Management Corporation
    - Archdiocese of Denver Mortuary at Mount Olivet, Inc.
    - Bishop Machebeuf High School, Inc.
    - Camp St. Malo Religious Retreat & Conference Center, Inc.
    - Catholic Charities and Community Services of the Archdiocese of Denver, Inc.
    - Family of Nazareth, Inc.
    - Holy Family High School, Inc.
    - The Mount Olivet Cemetery Association
    - Redemptoris Mater House of Formation, Archdiocese of Denver
    - Saint John Paul II Center for the New Evangelization
    - Saint John Vianney Theological Seminary
    - Seeds of Hope Charitable Trust
    - St. Simeon Cemetery Association

NOTE
The above three categories of entities (the Archdiocese, the Catholic Parishes and their missions, and the Ecclesiastically Organizations) are referred to collectively in this Code of Conduct as the "**Archdiocesan Ecclesiastical Organizations**".

"Church Workers" are defined as consisting of the following individuals:

- all secular priests, religious priests, deacons, deacons in formation, retired priests and retired deacons who are performing ministry within the territory of the Archdiocese of Denver who have been granted faculties by the Archbishop;
- all Archdiocese of Denver seminarians;
- all paid employees of the Archdiocesan Ecclesiastical Organizations;
- all volunteers of the Archdiocesan Ecclesiastical Organizations entrusted with the regular care and supervision of Minors or who may have regular contact with Minors (note: for Archdiocese of Denver Catholic Schools, the Office of Catholic Schools may determine when a volunteer is charged with regular care and supervision of Minors); [6]
- all consecrated lay individuals performing ministry within the Archdiocese with the permission of the Archbishop;
- all others who have read and have agreed to be bound by this Code.

[4] CIC, cc. 113; 116.

[5] CIC, c. 515.

[6] The words "Child(ren)" and "Minors" have the same meaning. Please see the definition of "Child(ren)" and "Minors"' in Part II: Section II of this Code.

PART I

STANDARDS OF MINISTERIAL BEHAVIOR AND BOUNDARIES

Relationships among people are the foundation of Christian ministry and are central to Church life. Defining what constitutes a safe relationship is not meant to undermine the strength and importance of personal interaction or the ministerial role. Rather it is designed to assist all who fulfill the many roles that make up the living Church to demonstrate their love for people (children and adults alike) sincerely, prudently, and by means that result in healthy relationships.

The following delineates the required conduct of every individual who falls within the definition of "Church Worker" (see the previous page for the definition of "Church Worker"). **All Church Workers are to carefully consider each General Principle and each Ethical Standard listed below before agreeing to adhere to this Code and continuing in service to the Archdiocesan Ecclesiastical Organizations.**

I. GENERAL PRINCIPLES. Five key principles form the basis of this Code. Specifically, Church Workers are to embrace the principles of *Ecclesial Commitment*, *Integrity*, *Respect for Others*, *Personal Well-Being* and *Professional Competence*.

A. Ecclesial Commitment. Church Workers shall embrace the teachings of Jesus and work to promote the Gospel.[7] Church Workers shall exhibit a deep commitment to the Church, and conduct themselves in a manner that is consistent with the Church's discipline and teachings.[8] Loyalty to the traditions of the past, attentiveness to the realities of the present, and readiness/preparedness for challenges of the future should be evident. Church Workers are responsible for providing for and nurturing the life of their respective parish community, especially its sacramental life. Church Workers shall evidence a commitment to their community at large and a special care and concern for the needs of society's poor and oppressed. Church Workers shall address community social concerns by active reflection on Catholic teachings, and shall share the spirit of ecumenism in their interactions with other community religious groups.[9]

B. Integrity. The Catholic Church sets high moral standards for its Church Workers, who each have a responsibility to lead by example. Church Workers are expected to be persons of integrity who conduct themselves in an honest and open manner, free from deception or corruption. Church Workers shall handle the responsibilities of their office in a conscientious fashion. Church Workers shall witness in all relationships the chastity appropriate to their state of life, whether celibate, married, or single.

C. Respect for Others. Church Workers shall respect the rights, dignity and worth of every human being. Church Workers shall respect each person as a creation of God without regard to his/her economic status or degree of participation in parish life. Church Workers shall refrain from physically, spiritually, sexually, emotionally intimidating and/or otherwise abusing persons of any age in any manner. Church Workers shall strive to be aware of cultural differences and appreciate the opportunities that ethnic diversity brings. Church Workers shall be aware that issues of age, gender, race, religion, physical, mental and developmental disabilities, and language influence how the message of the Gospel is received and interpreted.

---

[7] CIC, c. 217.

[8] CIC, c. 225 § 2.

[9] CIC, c. 227; c. 229 § 1.

D. **Personal Well-being**. Church Workers have a duty to be attuned to their own physical, mental and emotional health. They should be aware of warning signs in their behavior and moods that can indicate conditions that may be detrimental to their health or impair their ability to fulfill their responsibilities. Inappropriate use of alcohol or misuse of prescription drugs or other intoxicants are examples. Church Workers shall immediately seek help when they identify warning signs in their professional or personal lives. Church Workers shall be supportive of one another in terms of both affirmation and holding one another accountable.

1. *Spiritual Well-being*. Church Workers have a duty to stay attuned to their own spiritual health. They shall maintain and nurture an ongoing prayer life. If appropriate, regular meetings with a spiritual director are encouraged, as are retreats and days of reflection.

2. *Intellectual Well-being*.[10] Church Workers have a responsibility to attend to their ongoing intellectual development. To the extent possible, they shall participate annually in seminars and workshops in areas that are relevant to their current ministry. Church Workers shall stay informed of current issues through reading of both religious and secular sources. Archdiocesan instruments and procedures should be used where these exist. Church Workers shall make use of the time and funding provided for ongoing formation.

3. *Pastoral Well-being*. Church Workers are responsible for providing for and nurturing the life of the Church community. They shall know and respect the people whom they serve. As appropriate to their ministry, they shall celebrate the sacraments with decorum and fidelity to the official rites of the Catholic Church.

4. *Clergy Well-being.* Priests and deacons are encouraged to use charitable fraternal correction to help fellow priests and deacons overcome personal problems hindering their ministry.

E. **Professional Competence.** Church Workers shall maintain high levels of professional competence in their particular ministry. Training, education and experience all contribute to professional competence and credibility within their areas of expertise. Church Workers shall not attempt to provide services in those areas in which they lack competence, as competence also means recognizing one's limitations.

II. ETHICAL STANDARDS IN PROFESSIONAL RELATIONSHIPS.

A. **Church Administration.** Church Workers shall exercise just treatment of others in the day-to-day administrative operations of their ministries.

1. Church Workers shall seek to relate to all people with respect and reverence. Meetings are to be conducted with patience and courtesy toward the views of others, in an environment where it is safe for others to offer constructive criticism.

2. Church Workers shall seek to support others, encouraging each person in living the life to which God calls him or her.

3. Church Workers shall exercise responsible stewardship of all Church resources, in accordance with Church law, inclusive of the particular law of the Archdiocese of Denver to the extent applicable (see, e.g., the Archdiocese of Denver Pastoral Handbook).

4. Church Workers shall ensure that systems are in place to protect both the Church and individuals from financial mismanagement. Financial operations are to be conducted according to Archdiocese of Denver policies to the extent applicable (see, e.g., the Archdiocese of Denver Pastoral Handbook).

[10] CIC, 229 § 1.

5. Administrative decisions made by Church Workers shall not only meet civil and canon law obligations, but shall also reflect Catholic teachings to the extent applicable.

B. <u>Conduct with Minors/Children</u>.[11]

1. Church Workers working with Minors shall use appropriate judgment to ensure trusting relationships marked by personal and professional integrity, and interaction is age appropriate.

   (a) Church Workers shall be aware of their own vulnerability and that of any individual Minor with whom they may be working. In every instance possible, a team approach to youth ministry activities shall be considered. Church Workers shall avoid establishing an exclusive relationship with a Minor and exercise due caution when they become aware of a Minor desiring a relationship. Both the participants and members of the Church community can misunderstand such relationships.

   (b) Physical contact with Minors can be misconstrued by both Minors and other adults, and should occur only under appropriate public circumstances. Touching must be age-appropriate and based on the need of the young person, not the need of the adult. Hugging can be an expression of love and respect; however, hugging should always be done in the presence of others and never while alone in a room behind closed doors. Physical contact shall at all times be public, appropriate and non-sexual.

   (c) Clerics[12] bound to celibacy[13] are prohibited from adopting Children, from serving as foster parents, from hosting foreign exchange students and, generally, from providing overnight accommodations for Minors in rectories or other personal residences. The only exception to providing overnight accommodations to a Minor is when the Minor is a family member (nephew, cousin, etc.) accompanied by a parent or guardian. Further, a Minor who is not a family member of the priest resident is not permitted as a guest in a parish rectory unless a parent or guardian is present (see Pastoral Handbook, Ch. 2.2.8).

   (d) Church Workers shall not supply alcohol, illegal drugs or other intoxicants to Minors.

   (e) Church Workers shall not provide any sexually explicit, inappropriate, or offensive material to Minors. Topics, vocabulary, recordings, films, games, computer software, or any other forms of personal interaction or entertainment that could not be used comfortably in the presence of parents must not be used with Minors.

   (f) Church Workers shall know and understand Archdiocese of Denver policies and procedures concerning allegations of Sexual Misconduct involving Minors (see Part II of this Code entitled “Policy Regarding Sexual Misconduct and Child Abuse”).

   (g) Church Workers will be held to a policy of zero tolerance in regard to substantiated sexual abuse of Minors (see Part II of this Code entitled “Policy Regarding Sexual Misconduct and Child Abuse”).

   (h) Engaging in physical discipline of a Minor is unacceptable. Discipline situations are to be handled according to the applicable policies of the Archdiocesan Ecclesiastical Organization (see, e.g., Office of Catholic Schools Administrator Manual).

[11] The words “Child(ren)” and “Minors” have the same meaning. Please see the definition of “Children” and “Minors”’ in Part II: Section II.

[12] On the canonical juridical status of clerics and special obligations and rights, CIC, cc. 273-289.

[13] CIC, c. 277.

(i) Church Workers shall not be alone with Minors in areas inappropriate to a ministry relationship.

(j) Church Workers are prohibited from taking overnight trips alone with a Minor who is not a member of their immediate family.

(k) Church Workers shall never share beds with anyone except their spouse or their own Children. If attending a Church event that requires a stay in a hotel, the adult shall never sleep in a room alone with a single Child unless that Child is their own. If it is determined that adult supervision is needed for a number of Minors staying overnight in a room, Church Workers shall do their best to notify parents/guardians of this need prior to the event, and where possible, more than one adult is to stay in the room with the Minors (see also the Office of Catholic Schools Administrator Manual for more explicit requirements on this topic with regard to Catholic school related events; also see the chaperoning requirements, below, in section II.B.2.).

(l) Before a Church Worker administers medication to a Minor, a signed authorization must be obtained from the parent or guardian (proper certification required as well, consistent with state law and associated regulation). If administration is occurring in a Catholic school, administration of medication must be done consistent with the provisions of the Office of Catholic Schools Administrator Manual.

(m) If inappropriate personal or physical attraction develops between a Church Worker and a Minor, the adult is responsible for maintaining clear professional boundaries.

(n) If one-on-one pastoral care of a Minor should be necessary, Church Workers shall avoid meeting in isolated environments. Meetings should be scheduled at times and locations that provide for clear accountability. Limit both the length and number of sessions, and make appropriate referrals. Notify parent(s)/guardian(s) of the meetings.

(o) Adults shall never observe a Minor's intimate parts where there is an expectation of privacy on the part of the Minor. Taking photos of Minors while they are unclothed or in the process of dressing is strictly prohibited (see Part II of this Code of Conduct entitled "Policy Regarding Sexual Misconduct and Child Abuse").

(p) Unless it is either (i) part of approved school curriculum, or (ii) a minor portion of a lengthy presentation/discussion on all manner of topics (the presenter is to use reasoned discretion in assessing what constitutes "minor portion"), Church Workers are to send a communication to parents/guardians prior to any scheduled session addressing human sexuality. Parents/guardians shall then have the option to withdraw their Child from the scheduled activity. This requirement does not apply to school curriculum in Catholic schools that has been mandated by the Archbishop of Denver or is otherwise required by the Office of Catholic Schools (e.g., Theology of the Body).

(q) In the event that unscheduled or otherwise impromptu discussions occur with Minors that address human sexuality, or that address any other controversial issue, Church Workers shall use reasoned discretion with regard to the extent to which such discussion should continue. To the extent they are relevant, Church Workers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church.

(r) Dress shall always be in keeping with modesty and Christian values.

2. Church Workers serving as chaperones and supervisors of Minors at Church group activities (trips/events, etc.) shall act to promote a safe environment for themselves and for Minors.

   (a) During all activities, the number of chaperones shall be sufficient for the type of activity that is taking place (please refer to the Office of Risk Management and/or Office of Catholic Schools Administrator Manual (as applicable) for the appropriate adult to Minor ratio and related guidance; note: ratios are to be determined by gender in the event of overnight activities).

   (b) Facilities shall be monitored during all organization activities.

   (c) Children may be released only to a parent, guardian, or other person who has been authorized to take custody of them. A chaperone/supervisor must remain on-site to ensure that all Children have appropriate transportation.

   (d) Parental/guardian approval shall be obtained, including a signed authorization form, before permitting Children to participate in trips, athletic events or any other activity that involves potential risk.

   (e) Dress shall always be in keeping with modesty and Christian values.

   (f) An accountability system, similar to a "buddy system," shall be used whenever Minors go on trips away from the original location of the activity. However, chaperone/supervisors shall also be sensitive to boundaries involved with personal sharing times and privacy needs.

   (g) Only qualified adult drivers may transport Minors. Appropriate permission shall be received and all applicable insurance forms and motor vehicle record checks shall be completed and approved pursuant to the Archdiocese of Denver's Office of Risk Management protocols and procedures.

   (h) Consumption of alcohol during Church group activities where Minors are present is not encouraged, and in certain instances may be prohibited (please review the Office of Catholic Schools Administrators Manual). If Church Workers determine alcohol may be served during Church group activities where Minors are present, Church Workers shall strictly adhere to the policies and protocols of the Archdiocese of Denver's Office of Risk Management regarding Liquor Liability Rules and Regulations. Church Workers are expected to act responsibly and well within the limits of the law with regard to alcohol consumption during Church sponsored/related events.

   (i) The possession or use of illegal drugs is strictly prohibited, as is the misuse of intoxicants.

   (j) If anyone is uncomfortable with the actions or the intentions of another during a Church trip/event, it should be reported to the chaperone/supervisor immediately.

   (k) While on trips, groups of Minors will be assigned a specific chaperone who will be responsible for supervising their behavior throughout the event.

   (l) Chaperones/supervisors shall make arrangements each day to check in with those entrusted to their care.

   (m) On any trip, information will be distributed to chaperones/supervisors for review with all participants to help familiarize them with the program schedule and layout of the facilities where event activities will take place. This is also a good time to be sure that Minors understand important safety information.

(n) A specific location must be designated where Minors will be able to locate their chaperone/supervisor or where the group will meet at an agreed upon time.

(o) During overnight activities, chaperones/supervisors shall establish and enforce an appropriate curfew.

(p) Chaperones/supervisors shall check rooms after curfew to ensure Minors are in their rooms and remain there.

(q) Depending on the size of the space, sleeping arrangements should generally never include members of the opposite sex being in the same room, unless they are immediate family members, or unless the space being utilized is of such a size that segregated quarters are unreasonable/unnecessary (e.g., multiple cots set up in a school gymnasium or similar facility; chaperones/supervisors must be present in the space at all times if group sleeping arrangements are organized).

(r) Adults shall not go anywhere during the event where youth may not accompany them (e.g. cocktail lounges, bars, etc.)

C. Sexual Conduct. Church Workers shall not exploit the trust of others for sexual gain or intimacy.

1. Church Workers shall never exploit a person for sexual purposes.

2. It is the personal and professional obligation of Church Workers to be knowledgeable about what constitutes sexual exploitation of another and to be familiar with the laws of the State of Colorado and its sexual assault laws and the contents of this Code of Conduct and its Part II entitled "Policy Regarding Sexual Misconduct and Child Abuse" addressing sexual exploitation, sexual abuse, and sexual assault.

3. Church Workers should be knowledgeable of the State of Colorado child abuse laws (see Appendix B to this Code) and know the proper reporting requirements. Church Workers shall comply with all internal and external reporting requirements of Sexual Misconduct and Child Abuse (see this Code, Part II: Policy Regarding Sexual Misconduct and Child Abuse).

4. Church Workers who have made a commitment to celibacy are called to witness this in all relationships. Likewise, those who have made a marital commitment are called to witness this fidelity in all their relationships.

5. Any allegations of Sexual Misconduct or Child Abuse will be taken seriously and shall be reported according to this Code of Conduct and its Part II entitled "Policy Regarding Sexual Misconduct and Child Abuse."

D. Abuse and Exploitation of Minors and At-Risk Adults.

1. *Reporting of Sexual Misconduct and Child Abuse*. In the State of Colorado, certain categories of people are required, as a matter of state law, to report **Sexual Misconduct** and **Child Abuse** to civil law authorities (including "Clergy Members" unless a Priest has information secured through the Sacrament of Confession).

   Regardless of whether a Church Worker is a mandatory reporter of Sexual Misconduct and Child Abuse under Colorado law, all Church Workers shall report incidents or suspected incidents of Sexual Misconduct and Child Abuse as set forth herein. Please carefully review Part II and Appendix B of this Code for a thorough review of Sexual Misconduct and Child Abuse reporting requirements.

2. *Reporting of Abuse and Exploitation of At-Risk Adults*.

(a) In the State of Colorado, certain categories of people are required, as a matter of state law, to report actual abuse or suspected abuse of "**at-risk elders**" to the authorities (including "Clergy Members", unless a Priest has information secured through the Sacrament of Confession). Currently, "at-risk elders" are a subset of "at-risk adults", and specifically defined as adults that "are 70 years of age or older".

Regardless of whether a Church Worker is a mandatory reporter under Colorado law of abuse of "at-risk elders", please note that all Church Workers are expected to report actual incidents or suspected incidents of abuse of "at-risk elders" to civil law authorities pursuant to this Code of Conduct. For guidance regarding mandatory civil law reporting requirements, please review Appendix C of this Code entitled "Colorado Elder Abuse and At-Risk Adult Abuse Reporting Requirements".

(b) In the State of Colorado, certain categories or people are required, as a matter of state law, to report actual abuse or suspected abuse of "**at-risk adults with an intellectual and developmental disability**" to the authorities (including "Clergy Members", unless a Priest has information secured through the Sacrament of Confession). "At-risk adults with an intellectual and developmental disability" are specifically defined as "adults that are 18 years of age or older".

Regardless of whether a Church Worker is a mandatory reporter under Colorado law of abuse of "at-risk adults with an intellectual and developmental disability", please note that all Church Workers are expected to report actual incidents or suspected incidents of abuse of "at-risk adults with an intellectual and developmental disability" to civil law authorities pursuant to this Code of Conduct. For guidance regarding mandatory civil law reporting requirements, please review Appendix C of this Code entitled "Colorado Elder Abuse and At-Risk Adult Abuse Reporting Requirements".

E. **Professional Behavior.** Church Workers shall act professionally at all times, Church Workers shall not engage in physical, psychological or verbal harassment of others, and Church Workers shall not tolerate such behavior by other Church Workers (see Appendix A of this Code for "Harassment Reporting Procedures").

1. Church Workers shall ensure/provide a professional work environment free from harassment.

2. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following: physical or mental abuse; racial insults; derogatory ethnic slurs; unwelcome sexual advances or touching; sexual comments or sexual jokes; requests for sexual favors used as a condition of employment such as hiring, promotion, or compensation; display of sexually offensive material, and observing another person's intimate parts when that person has a reasonable expectation of privacy.

3. Harassment can occur as a result of a single severe incident or a pattern of conduct, which results in the creation of a hostile, offensive or intimidating work environment.

4. Church Workers are to follow the established procedures for reporting of harassment and are to ensure that no retaliation for bringing forward a claim of harassment will be tolerated. Those procedures are set forth in Appendix A of this Code, entitled "Harassment Reporting Procedures".

F. **Conflicts of Interest.** Church Workers shall avoid putting themselves in a position that might present a conflict of interest, as the existence, or even the appearance, of a conflict of interest can call into question one's integrity and professional conduct.

1. The potential for a conflict of interest exists in many circumstances. Examples of such behavior by a Church Worker include: conducting private business or other dealings with the Church or any of its members; accepting substantial (non-token) gifts for services or favors; employing or engaging in transactions with friends or relatives; acting with partiality toward other Church Workers; or violating a confidence of another for personal gain.

2. Disclosure of all relevant factors can in some circumstances lessen the potential for a conflict of interest (please see the Archdiocese of Denver Pastoral Handbook – Conflict of Interest Policy and Gift Acceptance Policy).

PART II

POLICY REGARDING SEXUAL MISCONDUCT AND CHILD ABUSE

I. STATEMENT OF POLICY. Sexual Misconduct and Child Abuse by Church Workers is prohibited.

Note: For purposes of this Code of Conduct, the terms Sexual Misconduct and Child Abuse include the concepts of Sexual Harassment, Child Sexual Assault, Child Pornography (all as defined below and further discussed in Appendix B, hereto).

Sexual Misconduct and Child Abuse violate Christian principles and run contrary to the duties and responsibilities of all who are in service to the Church. The gravity of such behavior is compounded when it occurs while performing the work of the Church. All Church Workers shall comply with this "Policy Regarding Sexual Misconduct and Child Abuse", and shall comply with all applicable federal and state laws pertaining to actual or suspected Sexual Misconduct or Child Abuse. The Archdiocese is committed to preventing Sexual Misconduct and Child Abuse and to responding with justice and compassion should misconduct occur.

What follows are descriptions of programs and procedures designed to (1) prevent Sexual Misconduct and Child Abuse by Church Workers and the resulting harm to others, and (2) protocols that Church Workers must follow in responding to and reporting allegations of Sexual Misconduct or Child Abuse.

II. DEFINITIONS.

A. **Child(ren)** or a **Minor** is generally understood under civil law to be a person under 18 years of age.[14] The terms "Child(ren)" and "Minor" are used interchangeably in this Code of Conduct.

B. **Child Abuse** is any conduct that causes or attempts to cause an injury to a child's life or health; permits a child to be unreasonably placed in a situation that poses a threat of injury to the child's life or health; or engages in a continued pattern of conduct that results in malnourishment, lack of proper medical care, cruel punishment, mistreatment, or an accumulation of injuries to the child. Child Abuse includes neglect and emotional abuse. Please see below for a thorough review of mandatory reporting of Child Abuse to both the Archdiocese and to civil authorities.

C. **Child Pornography** is a form of Child sexual exploitation, and is defined under federal law as any visual depiction of sexually explicit conduct involving a Minor. Images of Child Pornography are also referred to as Child sexual abuse images. Federal law prohibits the production, distribution, importation, reception, or possession of any image of Child Pornography. A violation of federal Child pornography law is a serious crime, and convicted offenders face severe statutory penalties.

D. **Child Sexual Assault** includes sexual molestation, sexual exploitation, or any other behavior, including the use of the internet or phone, by which an adult uses a Child as an object of sexual gratification; and the commission of a sexual offense against a Child as defined by civil or criminal law. Please see below for a thorough review of mandatory reporting of Child Sexual Assault to both the Archdiocese and to civil authorities.

[14] For purposes of canon law, the *2011 USCCB Charter for the Protection of Young People* and accompanying *2006 USCCB Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* include in the definition of "minor" . . . "a person who habitually lacks the use of reason", regardless of age. Please take note that for purposes of this Code of Conduct, Church Workers are to report to the authorities actual or suspected incidents of abuse of "at-risk adults" (which would reasonably include "a person who habitually lacks the use of reason"). For further discussion and explanation of reporting requirements, review Part I: Section D of this Code, and review Appendices B and C of this Code.

E. **Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment does not refer to behavior or compliments of a socially acceptable nature; rather, it refers to behavior that, to a reasonable person, is unwelcome, that is personally offensive, lowers morale, and consequently interferes with work effectiveness. Sexual harassment can be verbal, non-verbal, or physical.

F. **Sexual Misconduct** is any sexual conduct involving a Church Worker and another individual of any age that is unlawful or contrary to the moral teachings of the Catholic Church. This includes Sexual Harassment of any individual, as well as sexual conduct directed at a Minor by a Church Worker. Please see below for a thorough review of mandatory reporting of Sexual Misconduct to both the Archdiocese and to civil authorities.

III. **PREVENTING SEXUAL MISCONDUCT.** The steps that the Archdiocese is taking to prevent Sexual Misconduct by Church Workers include the following:

A. **Education.** The Archdiocese has established its *Safe Environment Program* through its Office of Child and Youth Protection. The Office of Child and Youth Protection organizes education and training for all Church Workers, as well as education and training for all other individuals such as Minors, their parents and any other interested individuals/entities. This education and training focuses on such subjects as the dynamics of Sexual Misconduct, and the impact of such misconduct on its victims. The purposes of the Safe Environment Program are to identify areas of concern, to otherwise maintain awareness regarding the safety of Children, and to provide training dedicated to the prevention of harm to Children.

With regard to Safe Environment Program Training for Church Workers:

1. Church Workers who shall be entrusted with the regular care/supervision of Minors, or who shall have regular contact with Minors, ***shall complete*** Safe Environment Training ***prior*** to being entrusted with such care/supervision, or prior to such contact. All other Church Workers shall attend Safe Environment Training within 90 days of the start date of their position with the Church.

2. Church Workers shall complete the Safe Environment Training Refresher Course every five (5) years.

Education alone cannot shape mature attitudes, nor will it necessarily change inappropriate sexual behavior, but education can nonetheless make a positive difference.

B. **Criminal Background Investigations.** As of September 27, 2002 (the first iteration of this Code of Conduct), all Church Workers were subjected to a criminal background check.

Subsequent to September 27, 2002:

1. All Church Workers that are applying to be either a paid employee or a volunteer shall complete and execute the following forms (note: if one is a volunteer, then the forms listed in paragraphs (b) and (c), below, may not apply; it will be dependent on the volunteer's role/contact with Minors – see page 4 of this Code and the definition of "Church Worker" to assist with that determination):[15]

   (a) "Application for Employment" form (used for both potential employees and volunteers)

[15] With the exception of Catholic Charities of the Archdiocese of Denver (which may utilize its own hiring forms), the three forms listed in this section are to be utilized by the hiring offices of the Archdiocesan Ecclesiastical Organizations. For questions/copies of these forms, please consult the Archdiocese of Denver's Office of Human Resources. Note that one of the two FCRA forms authorizes both a criminal background check and a credit check in the event the applicant is applying for what is deemed to be a senior finance employment position.

(b) the "Personal Information" form

(c) the Fair Credit Reporting Act (FCRA) Authorization and Disclosure Form

All applicants will be required to produce their date of birth/Social Security Number for the purpose of conducting this criminal background check (this information will not be used in the interview/selection process, and will be maintained in confidence and protected in full compliance with state and federal law). A copy of the completed "Application for Employment" form shall be retained in the employee's personnel file or employer's volunteer file. The results of the criminal background check, along with the Personal Information form, and the mandated FCRA Authorization and Disclosure Form shall be kept in a separate file at the employee's or volunteer's principle place of employment or volunteerism. To the extent permitted by law, such files are confidential.

2. All other individuals that fall within the definition of "Church Workers" but who are not employees or volunteers shall complete only the forms referenced in paragraphs (b) and (c), above.

3. Criminal background checks shall be re-run every five (5) years on every Church Worker.

IV. PORNOGRAPHY.

A. **Generally.** In relation to their work for the Church, Church Workers are prohibited from: possessing pornography; searching through employer owned technology for pornography; searching through employer owned technology for any topic related to sexually explicit material that is unrelated to any ministry project addressing the prevention/treatment of addictions; and, producing, distributing, collecting or viewing sexually explicit content on employer owned technology, or allowing anyone else to do so.

B. **Reporting of Child Pornography.** If a Church Worker encounters Child Pornography, they are subject to the internal and external reporting procedures outlined below.

V. PROCEDURES FOR REPORTING SEXUAL MISCONDUCT AND CHILD ABUSE. Church Workers shall comply with civil law with regard to reporting allegations of Sexual Misconduct or Child Abuse, and will cooperate with any investigation.

A. **General Reporting Requirements.** Under this Code of Conduct, there are two distinct types of reporting for suspected or known instances of Sexual Misconduct or Child Abuse:

External reporting – external reporting involves notifying local law enforcement or the local department of social services of suspected instances of **Child Abuse**.

Internal reporting – internal reporting provides notice to Archdiocesan officials of known or suspected instances of any **Sexual Misconduct** (no age limit) or **Child Abuse** and allows the Archdiocese to investigate and, as appropriate, apply corrective measures.

NOTE: All Church Workers are mandatory reporters of Child Abuse pursuant to this Code. Church Workers must immediately report any suspected instances of Child Abuse to two different groups: first, report externally to the appropriate local civil authority; second, report internally to the appropriate office within the Archdiocese of Denver (see below for listing of such offices).

B. **Requirements of the Colorado Child Abuse Reporting Law.** In accordance with this Code, ALL Church Workers MUST report allegations of Child Abuse in strict compliance with the Colorado Child Abuse reporting laws (please see Appendix B to this Code).

All Church Workers must remember:

1. *Child Abuse Reports Must Be Made Promptly*. Suspected or known instances of Child Abuse should be promptly reported to local law enforcement authorities or to the local department of social services in the county in which the Child resides. Further, each oral report must be followed immediately by a written report to the local law enforcement authority or the county department of social services.

2. *All Church Workers Have a Duty to Report Child Abuse*. It is the policy of the Archdiocese of Denver that no Church Worker is exempt from the reporting requirements of the Colorado Child Abuse reporting law, except for information received by a Priest secured through the Sacrament of Confession.

3. *Responsibility to Ensure Compliance with Reporting Child Abuse*. Every supervisor shares the responsibility to ensure compliance with external and internal reporting requirements. Every supervisor to whom a report is made must confirm that the local department of social services or the local law enforcement agency and the Archdiocesan officials designated to receive these reports have been notified.

4. *Policies and Procedures for Student Reporting Child Abuse*. In the case of Minors who are students at either of the two archdiocesan high schools or at parish schools, the Superintendent of Catholic Schools is authorized to promulgate and disseminate procedures for students and parents/legal guardians who believe they have been subjected to Child Abuse by any Church Worker for the reporting of such misconduct. Once such a report is received, the reporting and investigation procedures set forth below apply.

C. **External Reporting Pursuant to Colorado Child Abuse Reporting Laws**. All Church Workers must report allegations of Child Abuse in accordance with the Colorado Child Abuse reporting laws (see Appendix B). A report to the Vicar for Clergy, to the Superintendent of Catholic Schools, to the Director of Human Resources, and/or to the Victims Assistance Coordinator of the Office of Child and Youth Protection, does not relieve any individual from the duty to report Child Abuse to the civil authorities.

Reporting can be made to the following state-wide phone number:
1-844-CO-4-KIDS (1-844-264-5437)

Per the State of Colorado, this number is designed to provide one, easy-to-remember phone number for individuals to use state-wide to report suspected child abuse. The hotline serves as a direct, immediate and efficient route to Colorado's 64 counties and two tribal nations, which are responsible for accepting and responding to child abuse and neglect inquiries and reports. All callers will be able to speak with a call-taker 24 hours a day, 365 days a year. See also the website of the Archdiocese of Denver's Office of Child and Youth Protection: http://archden.org/child-protection

All Church Workers must remember the following:

1. *No Liability Arises from Reporting*. No one who reports a known or suspected incident of Child Abuse shall be civilly or criminally liable for any report required by law, unless it can be proven that a false report was made and that the person knew that the report was false, or it was made with reckless disregard for the truth. No one should therefore fear for his/her own liability in making a report in good faith, even if the report turns out to be without substance. On the other hand, anyone who is required to report and who does not do so, faces possible civil and criminal liability. Therefore, if in doubt, make the report.

2. *A Report is Required Whenever there is Reason to Believe the Allegation*. Even if there is no evidence legally admissible in court, you must make a report if there is reason to believe that abuse has occurred/is occurring. "Reason to believe" includes any evidence that, if presented to a reasonable and prudent person, would cause that person to believe that a Child has been/is being abused.

3. *No One Is Bound to Report Unreliable Rumors of Alleged Abuse with "No Reason to Believe."* In case of doubt about a situation, however, you should discuss it with the local county department of social services or the local law enforcement authority using a hypothetical situation. If you are advised to report, you must do so immediately.

D. Internal Reporting – All Instances and Suspected Instances of Sexual Misconduct (all ages, and inclusive of Sexual Harassment) **and Child Abuse**. All internal reporting should be done promptly.

1. *Minors*. The Office of Child and Youth Protection oversees the internal reporting process with regard to instances and suspected instances of Child Abuse.

One critical role of the Office of Child and Youth Protection is: (i) to ensure that each allegation is handled in accordance with the policies of the Archdiocese and with the requirements of the Colorado Child Abuse reporting laws; and (ii) to assist the reported victim and/or their family in obtaining, if appropriate, pastoral assistance, including, but not limited to spiritual guidance and professional counseling.

Any internal report involving Child Abuse should be made directly to the **Victims Assistance Coordinator** of the Office of Child and Youth Protection:

Victims Assistance Coordinator, Office of Child and Youth Protection	**720-239-2832**

See also the website of the Archdiocese of Denver's Office of Child and Youth Protection:

http://archden.org/child-protection

A copy of any written reports involving Child Abuse filed with local departments of social services or with local law enforcement authorities should be forwarded to the Office of Child and Youth Protection. These written reports should be sent in a sealed envelope, addressed to the "*Victims Assistance Coordinator of the Office of Child and Youth Protection*" and marked "*Confidential*".

2. *Adults*. All reports of instances or suspected instances of Sexual Misconduct involving only adults should be made to one's **immediate supervisor** or to one of the **following administrative offices within the Archdiocese of Denver**, as appropriate:

Vicar for Clergy	**303-715-3197**
Superintendent of Catholic Schools	**303-715-3132**
Director of Human Resources	**303-715-3193**
Victims Assistance Coordinator, Office of Child and Youth Protection	**720-239-2832**

VI. INVESTIGATION PROCEDURES.[16]

A. **Commencement of Investigation.** Once an incident of alleged Sexual Misconduct/Child Abuse is reported internally, an investigation shall immediately commence. Every investigation will be guided by Christian care for the reported victim, his/her family, the person reporting the incident, and the accused, all in keeping with the provisions of c. 220 of the Code of Canon Law.

The investigation procedures, persons, offices, and archdiocesan bodies involved are as follows:

1. *Allegations Against Church Workers Who Are Other Than Clergy, Seminarians, and Members of Religious Communities*. The **Victims Assistance Coordinator** of the Office of Child and Youth Protection will ordinarily serve as the primary investigative coordinator to aid a person alleging Child Abuse by any Church Worker other than Clergy, Seminarians, and members of religious communities. Depending on the nature of the complaint and the age of the alleged victim, the Victims Assistance Coordinator may be assisted by, or cede oversight of the investigation to, the **Archdiocese of Denver's Superintendent of Catholic Schools** (who will ordinarily serve as the primary coordinator of investigations involving Sexual Misconduct or Child Abuse within a parish school or archdiocesan high school), and/or to the **Archdiocese of Denver's Director of Human Resources** (who will ordinarily serve as the primary coordinator of the investigation into Sexual Misconduct involving all other Church Workers).

2. *Allegations Against Clergy and Seminarians*. Aided by the **Victims Assistance Coordinator**, the **Vicar for Clergy** will ordinarily serve as the primary coordinator of the investigation for a person alleging Sexual Misconduct or Child Abuse (regardless of the age of the alleged victim at the time of the alleged occurrence) by any member of the Clergy or a Seminarian.[17]

3. *Allegation Against a Member of a Religious Community Serving in the Territory of the Archdiocese*. See Section D, below, and see Appendix D for procedures involving an accusation of Sexual Misconduct or Child Abuse against a member of a religious community serving in the Archdiocese.

4. *The Archdiocesan Conduct Response Team ("CRT")*. The **CRT** is the primary archdiocesan review board "which will function as a confidential consultative body to the Bishop in discharging his responsibilities" pertaining to allegations of Sexual Misconduct involving a Minor.[18] Confidentiality shall be maintained by the CRT to the extent permitted by law.

   a) The functions of the CRT include:

      (1) advising the diocesan Bishop in his assessment of Sexual Abuse toward Minors and in his determination of suitability for ministry;

      (2) reviewing diocesan policies regarding Sexual Abuse of Minors;

[16] These procedures reflect the general procedures for investigating penal crimes according to the norms of canon law, especially canons 1717-1719 of the 1983 Code of Canon Law, *Sacramentorum Sanctitiatis Tutela*, issued *motu proprio* by Pope St. John Paul II in 2001, *Normae de gravioribus delictis*, issued by Pope Benedict XVI in 2010, and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* (hereafter, "*Essential Norms*"), issued by the United States Conference of Catholic Bishops (USCCB) in 2006.

[17] "Clergy" or a "Clergy member" are those who have been ordained (c. 266); a "seminarian" is defined as any person studying for the Priesthood or Diaconate (whether permanent or transitional) and enrolled at a (major) seminary located in the territory of the Archdiocese of Denver, or any person sponsored by the Archdiocese of Denver to study for the Priesthood or Diaconate (whether permanent or transitional) and enrolled at another seminary. Note: see Part II: Section VI. E. regarding the procedure to be followed in the event of allegations against extern clergy serving in the territory of the Archdiocese of Denver.

[18] *Essential Norms*, art. 4.

(3) offering advice on all aspects of such cases, whether retrospectively or prospectively;

(4) investigating the alleged accusations.

b) The CRT shall consist of a minimum of five persons "of outstanding integrity and good judgment, in full communion with the Church."[19] The majority of the members must be Catholic laypersons active in the practice of their faith and who are not in the employ of the Archdiocese.[20] Among the members, there should be at least one mental health professional "with particular expertise in the treatment of the Sexual Abuse of minors," and at least one member from a judicial or law enforcement background.[21] The Vicar for Clergy and the Promoter of Justice of the Archdiocese shall serve as *ex officio* members (the Promoter of Justice shall be a consultative member only).[22] The Archbishop shall select each CRT member, and appoint them to a term of five years. From among the CRT members, the Archbishop shall appoint a Chairperson for such term as the Archbishop may choose. The Archbishop may reappoint a member to one or more terms of service.

c) In cases involving Clergy, the CRT shall strictly abide by canons 220, 1717-1719 and 1722 of the 1983 Code of Canon Law with regard to process, confidentiality and the guidelines delineated in Section C, below. Confidentiality shall be maintained by the CRT to the extent permitted by law.

5. *Legal counsel*. Legal counsel advising the Archdiocese of Denver in these matters will be notified of every investigation, will be kept informed throughout the process, and is authorized to attend all CRT meetings.

B. Internal Investigation Procedures Concerning Allegations of Sexual Misconduct/Child Abuse by a Church Worker other than Clergy, Seminarians and Members of Religious Communities. If the reported incident involves alleged Sexual Misconduct/Child Abuse by any Church Worker other than Clergy, Seminarians or Members of Religious Communities, and depending on the age of the alleged victim and the nature of the complaint, then the Director of Human Resources and/or the Superintendent of Catholic Schools, as appropriate, and after consulting with the Victims Assistance Coordinator if necessary, will immediately investigate. Ultimately, however, any investigation and resulting action shall be left to the discretion of the Archdiocesan Ecclesiastical Organization employing/overseeing such Church Worker, consistent with the policies and procedures of that Archdiocesan Ecclesiastical Organization and consistent with the requirements of civil law.

C. Internal Investigation Procedures Concerning Allegations of Sexual Misconduct/Child Abuse by Clergy Or Seminarians.

1. *The Opening of the Preliminary Investigation*. If the reported incident involves alleged conduct by a member of the Clergy or by a Seminarian, then the Vicar for Clergy, after consulting with the Victims Assistance Coordinator, will immediately investigate. The Vicar for Clergy will immediately report the allegation to the Archbishop, who shall then open a Preliminary Investigation by decree according to cc. 1717-1719 appointing the Vicar for Clergy as Judge Instructor and having a member of the Clergy serving as notary. The Archbishop shall open a "Preliminary Investigation" file with a distinct protocol number.

[19] Ibid., art. 5.

[20] Ibid.

[21] Ibid.

[22] Ibid.

a) *Pastoral Response to the Reported Victim*. When any claim is made with reasonable grounds to believe that it is truthful, the Victims Assistance Coordinator and/or the Vicar for Clergy will promptly offer to meet with the reported victim to offer pastoral encouragement and open communication with Archdiocesan officials and/or the CRT.

b) *Notification*. The accused will be informed of the specific allegations that have been made against him and will have the opportunity to ask clarifying questions before responding to the allegation. If reasonable grounds exist to believe the accusation, the accused will be informed that any statements or admissions by the accused can possibly be used against him in any subsequent civil law and/or canonical proceeding.

c) *Legal/Canonical Counsel.* The accused will also be advised to consider retaining his own civil law and/or canonical counsel, as appropriate.[23]

d) *Precautionary measures pursuant to c. 1722 (Administrative Leave for Clergy).* If deemed to be in the best interest of the alleged victim, the accused or the Archdiocese, then in the sole judgment of the Archbishop or his designee, the accused shall be relieved of his responsibilities and be placed on administrative leave pending the outcome of any investigation. The Archbishop may also limit or revoke ministerial faculties, withdraw the accused from the exercise of sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.[24]

e) *Presumption of innocence*.[25] Any of the actions taken above shall not be interpreted to imply guilt on the part of the accused.

2. *Every Credible Reported Incident Will Be Pursued Promptly*. When an allegation of Sexual Misconduct/Child Abuse occurs, the Vicar for Clergy will confer with the Victims Assistance Coordinator. The Vicar for Clergy, in his discretion, may also attempt to contact the person making the allegation. If, after consulting with the Victims Assistance Coordinator, the Vicar for Clergy determines that the matter is a proper subject for the CRT's consideration, he shall ask the CRT Chairperson to convene the CRT to investigate the details of the allegation. If deemed appropriate, the alleged victim, the accused and any other person deemed necessary by the CRT Chairperson shall be invited to meet with the CRT. Each party will be advised of his/her right to have a civil law attorney or canonical advocate/counsel present during any interview with members of the CRT. In all its actions, the CRT will take care not to interfere with any criminal investigation. To the extent permitted by law, every investigation will respect the confidentiality of the alleged victim (if requested by the alleged victim, or in the case of a Minor, the parent/guardian), the family of the alleged victim, the person reporting the incident, and the accused.

3. *Findings of Judge Instructor and the CRT*. Following the completion of its investigation, the Judge Instructor (Vicar for Clergy) will write a *votum* for the Archbishop and the CRT will promptly advise the Archbishop of its findings and any recommendations it deems appropriate. Once the Archbishop has made a determination in the matter, both the alleged victim and the accused will be promptly advised.

[23] *Essential Norms*, art. 6.

[24] CIC, c. 1722 and *Essential Norms*, art. 6.

[25] *Essential Norms*, art. 6.

Depending on the conclusion, the Archbishop will, at his discretion, do one of the following:

a) *Substantiated Claims Against Clergy Regarding Reserved Delicts.*[26] If the Vicar for Clergy and the CRT investigation lead to a substantiated claim regarding a reserved delict (which includes Sexual Misconduct against a Minor, cf. c. 1395 §2) and the Archbishop deems that the claim has the *semblance of truth*, regardless of any pending civil investigation (which will continue its course), he is to close the preliminary investigation according to c. 1718 and send the file to the Congregation of the Doctrine of Faith.[27] The Archbishop is required to await further instruction from the Congregation before proceeding further. Pursuant to Article 8 of the *Essential Norms*, when a single, confirmed act of Sexual Misconduct against a Minor "*is admitted or is established after an appropriate process in accord with canon law*" – including an incident from the past – the offending Cleric will be removed permanently from ministry.

b) *Substantiated Claims Against Clergy Regarding Other Acts of Sexual Misconduct*. If the CRT's investigation leads to a substantiated claim regarding other acts of Sexual Misconduct (that is, those not reserved to the Holy See, and thus, not involving Minors), the Archbishop will close the preliminary investigation according to c. 1718 and will decide how best to proceed, according to canon law, either through an administrative penal process or a judicial penal process (cf. cc. 1720-1721).

c) *Further Action Involving Allegations Against Clergy.*

(1) *Damage*. In the event that it is determined that any Archdiocesan Clergy has indeed caused damage to any person, the CRT shall make a written report with recommendations concerning fitness for ministry to the Archbishop.

(2) *Psychological Evaluation*. Regardless of whether the Cleric admits or denies that misconduct has occurred, and if the allegations are determined sufficiently serious and the evidence so warrants, the Cleric will be asked to participate voluntarily in a professional, independent psychological evaluation at a time and place determined by the Archbishop or his designee.[28] Informed decisions concerning further active ministry can be made only after receiving the results of this evaluation and pending further investigation of any allegations. The resulting professional evaluation will not be considered therapy, but rather a professional psychological assessment of fitness to remain in ministry. The Archbishop, upon receipt of the report, will evaluate it personally with the Clergy member in an effort to arrive at a mutual agreement on a response and, if applicable, subsequent treatment. If there is no mutual agreement between the Archbishop and the Clergy member, the Archbishop may act as he deems appropriate to protect those in the community who might be at risk and to promote the common good of the Church, which is the salvation of souls.[29]

[26] Delicts can be described as crimes acknowledged in canon law, that is, external violations of canon law that may be subject to a penalty (c. 1321, c. 1399). Reserved delicts, are those which are subject exclusively to the authority of the Holy See in regard to judgment of the delict and the imposition/declaration of a penalty. In regard to Sexual Misconduct, the reserved delicts are specified in *Normae de gravioribus* delictis, articles 4 §1 1° and 4° and article 6 §1.

[27] *Normae de gravioribus* delictis, art. 16.

[28] *Essential Norms,* art. 7.

[29] CIC, cc. 223 §2; 381 §1; 383 §1.

d) *Substantiated Claim Against Seminarians*. While not members of the Clergy until ordination, seminarians have the goal of ordination and therefore come under the jurisdiction of the Vicar for Clergy. If the CRT's investigation leads to a substantiated claim of Sexual Misconduct with a Minor, the Archbishop will close the preliminary investigation according to c. 1718 and immediately dismiss the seminarian from formation.

e) *Unsubstantiated Claim.* If the CRT's investigation (including any investigation conducted by civil law authorities) leads to the conclusion that the allegations are unsubstantiated, the case will be closed according to c. 1718. A record of the complaint, and the Clergy member's or Seminarian's response (as applicable), as well as the conclusions of the investigation, will be maintained pursuant to canons 1719 and 489 §2. A summary of the complaint and the results of the investigation will be made a permanent portion of the accused's personnel file. If necessary, every step possible will be made to restore the good name of the Clergy member or the Seminarian, as applicable. In all circumstances, the Archdiocese will seek to treat all parties with pastoral sensitivity and with due regard to the privacy rights of all concerned.

f) *Other General Principles to be Followed.*

(1) In every confirmed case of Sexual Misconduct, especially those involving Minors, the Archbishop or his designee, if requested, will meet personally with the victim and his/her family.

(2) There shall be a pastoral response to any accused Clergy member. In keeping with canon law, the Vicar for Clergy will offer an accused Clergy member professional assistance for his own healing and well-being.[30]

(3) If disciplinary action is indicated against a Clergy member, the proper canonical processes shall be observed and the provisions of canon law will be followed. These provisions may include a request by a Clergy member for dispensation from the clerical state, or a request by the Archbishop for his dismissal from the clerical state even without the Clergy member's consent. For the sake of due process, the accused will be encouraged again to retain civil law and canonical counsel.[31] The cost of legal assistance shall be borne by the Clergy member.

(4) As appropriate to the circumstances, there shall be a pastoral response to the wider Church and community. The Archbishop or his designee, as necessary, will ensure effective communication and pastoral response to the people of the parish or community where the accused Clergy member is or has been assigned, or where the reported misconduct occurred. Note that any media contact or inquiries regarding such matters should be addressed only by the Archdiocesan Director of Communications. Please see Section VII, below, for further details regarding the role of the Archdiocese of Denver's Office of Communications.

[30] CIC, c. 384.

[31] *Essential Norms,* art. 8a.

g) *Assignment, Transfer, and Residence of Clergy*. No Clergy member who has committed an act of Sexual Misconduct with a Minor may be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a Clergy member can be transferred for residence to another diocese/eparchy, his religious ordinary shall forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence any and all information concerning any act of Sexual Misconduct against a Minor and any other information indicating that he has been, or may be, a danger to Minors. This shall apply even if the Clergy member will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a society of common life according to the manner of religious, in a secular institute, or in another form of consecrated life or society of apostolic life). Every bishop/eparch or religious ordinary who receives a member of the Clergy from outside his jurisdiction shall obtain the necessary information regarding any past act of Sexual Misconduct against a Minor by the Clergy member in question.[32]

D. **Allegations Against Members of Religious Communities Serving in the Territory of the Archdiocese.** Under canon law, members of religious communities serving in the territory of the Archdiocese belong to communities separate from the Archdiocese and are responsible to their own religious superiors. Special procedures necessarily govern the response to allegations against members of religious communities residing or ministering within the territory of the Archdiocese (see Appendix D).

E. **Allegations Against Extern Clergy Serving in the Territory of the Archdiocese.** All pertinent information concerning allegations against Clergy not incardinated in the Archdiocese of Denver will be forwarded as soon as possible to the bishop of the diocese in which that Cleric is incardinated.[33] Although the preliminary investigation will be conducted by the competent authority in that diocese, the Vicar for Clergy is responsible for coordinating the transfer of all pertinent information. In addition, the Vicar for Clergy will act as liaison with the other diocese and will assist that diocese as requested and insofar as assistance is deemed possible and appropriate.

F. **Investigations Into Alleged Sexual Misconduct That Constitute Sexual Harassment.** If the allegations of Sexual Misconduct constitute Sexual Harassment directed at a Church Worker and the CRT Chairperson concludes that the matter is not a proper subject for consideration by the CRT, the procedures for investigation set forth in Appendix A entitled "Harassment Reporting Procedures" shall apply.

G. **Action Upon Completion of Investigation.** Should the investigation reveal that Sexual Misconduct has occurred, corrective action shall be taken. Corrective action against Clergy members will be taken as set forth above. For all others who have been found to have engaged in Sexual Misconduct, disciplinary action, up to and including termination of employment, will take place.

[32] Ibid., art. 12.

[33] According to canons 265 and 266, through ordination to the diaconate, a man becomes a member of the clergy and, at the same time, is *incardinated* in the diocese, particular church, personal prelature, institute of consecrated life, or society of apostolic life, for whose service he has been advanced.

VII. COMMUNICATIONS.

Regular, accurate and responsible communications are critical in our efforts to protect the Children in our care and to respect the rights of the accused. The Archdiocese of Denver's Office of Communications will assist the Archbishop, or his designee, in providing detailed information on safe environment programs, related policies and procedures, the Code of Conduct, and reporting requirements of Church Workers.

The Office of Communications will publicize Colorado abuse reporting requirements and relevant telephone numbers to assist those individuals seeking to make a report. These communications will be accomplished through available archdiocesan media, including a website focusing on Child and Youth Protection. The site is available on the Archdiocese of Denver's website (www.archden.org), providing 24-hour access to information related to the protection of Children. The Archdiocese's periodicals, the *Denver Catholic* and *El Pueblo Católico,* will publish (at a minimum) quarterly notices reminding readers where to locate Archdiocesan policies on abuse and how to file reports.

In the event of a report of Sexual Misconduct/Child Abuse, the Archdiocese commits itself to communicating openly and fully with any affected parish or community, consistent with respect for the privacy of the individuals involved and any ongoing legal processes.

The Office of Communications will utilize the *Denver Catholic, El Pueblo Católico*, the Archdiocese of Denver website, press releases and other available Archdiocesan and non-Archdiocesan media to assist in providing clear communications as appropriate. If possible, the accused will be notified in advance of the nature of any such public disclosure and will be invited to add remarks.

To encourage responsible and accurate coverage in the media, the Archdiocese of Denver's Director for Communications will serve as the primary spokesperson regarding allegations of misconduct.

PART III

SOCIAL MEDIA POLICY

In an increasingly digital world, much of the Church's ministry work is being conducted online. To that end, Church Workers shall never forget the public and far-reaching nature of the Internet. As opposed to print publications that have a more limited circulation, anything published on the Internet can be disseminated around the globe in a matter of seconds, and it cannot be withdrawn.

While the Internet provides a great opportunity for the Church's further evangelization efforts, modern technology also requires each of us to be conscientious residents of the "digital continent" and to know how to interact safely and responsibly online.

Church Workers are to act in accord with this Code of Conduct when they publish anything online or when they interact with others using social networks or new media technologies.

Church Workers shall at all times be mindful of what constitutes appropriate content/boundaries when it comes to interacting with Minors.

Church Workers shall ensure that anything they post online, whether it is in a personal or professional capacity, reflects the values of the Catholic Church and the dignity of the human person.

Parish Pastors and ministry heads should monitor their parish/ministry websites and blogs to ensure that they are being used to conduct ministry consistent with the values and teachings of the Catholic Church.

Church Workers with personal websites and personal blogs shall not engage in activity that contradicts the values and teachings of the Catholic Church.

Church Workers and students involved with Catholic schools should review and understand the policies of their school with regard to Internet use.

For additional resources on this topic, please visit:

http://www.usccb.org/about/communications/social-media-guidelines.cfm

http://www.cymsource.org/resources/documents/TechnologyGuidelinesNov2010.pdf

http://www.netsmartz.org

https://www.faithandsafety.org/

http://www.missingkids.com/cybertipline/

http://www.commonsensemedia.org/

APPENDIX A

HARASSMENT REPORTING PROCEDURES

The Archbishop holds every person associated with the Archdiocese in an official capacity accountable for maintaining the integrity of all ministerial and professional relationships. Any time that a Church Worker, while exercising his/her duties, engages in the harassment of another, he/she involves himself/herself in unethical and potentially unlawful acts. The Archdiocesan Ecclesiastical Organizations will not tolerate any form of sexual, racial, ethnic, national origin or youth peer sexual harassment, nor tolerate any retaliation against any employee, volunteer, or student for refusing unwelcome harassing overtures, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

"**Sexual harassment**" is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment does not refer to behavior or compliments of a socially acceptable nature; it refers to behavior that, to a reasonable person, is unwelcome, that is personally offensive, lowers morale, and consequently interferes with work effectiveness. It can be verbal, non-verbal, or physical.

"**Youth peer sexual harassment**" is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by or between Minors involved in any Church activity which has the purpose or effect of intimidating, embarrassing, or humiliating the other person.

If a Church Worker believes that he/she has been harassed, he/she should immediately notify their immediate supervisor. If the immediate supervisor is the source of the alleged harassment, or if the Church Worker is uncomfortable for any reason going to his/her immediate supervisor, then the Church Worker should report the problem to the supervisor's supervisor, to the Archdiocese of Denver's Vicar for Clergy or to the Archdiocese of Denver's Director of Human Resources. Church Workers in the schools may also report allegations of harassment to the school principal, pastor of the parish school (as applicable), or to the Archdiocese of Denver's Superintendent of Catholic Schools.

A Church Worker who brings a complaint in good faith will be listened to attentively and treated with respect. Upon receipt of such a report, a representative of the Archdiocese will carefully investigate the matter, and question all who may have knowledge of either the incident in question or similar problems. To the extent permitted by law, the investigator(s) shall take reasonable steps to preserve the confidentiality of the circumstances and any findings. During the investigation, the applicable Archdiocesan Ecclesiastical Organization may, at its sole discretion, take interim actions such as separating employees and suspending the accused, with or without pay. A copy of the investigation will be forwarded upon completion and as soon as possible to the Archdiocese of Denver's Director of Human Resources and, in the event of a school employee, to the Archdiocese of Denver's Superintendent of Catholic Schools.

At the completion of an investigation, necessary and appropriate remedial action shall be taken. This shall include communication with the individual(s) that brought the accusation and with the accused. Any employee who has been found, after investigation, to have engaged in behavior that the Archdiocese deems inappropriate or a violation of this Code will be subject to discipline, which may include immediate termination.

APPENDIX B

COLORADO CHILD ABUSE AND CHILD SEXUAL ASSAULT REPORTING ACT REQUIREMENTS

In Colorado, as in other states, Child Abuse and Child Sexual Assault are crimes. Colorado also has a specific statute, which requires that Child Abuse and Child Sexual Assault be reported to the county department of social services or to the local law enforcement agency. The Colorado reporting statute requires that any person who has reasonable cause to know or suspect that a Child has been subjected to abuse or neglect or sexual assault or who has observed a Child being subjected to circumstances or conditions which would reasonably result in abuse or neglect or sexual assault shall report the matter immediately to:

(1) a local law enforcement agency; or

(2) the county department of social services.

A "**Child**" is defined as any person under the age of 18.

Included among persons who are required to immediately report any known or suspected child abuse or sexual assault to the county or district department of social services or local law enforcement agency are the following professionals:

(1) a member of the Clergy (unless a Priest has information secured through the Sacrament of Confession);

(2) a registered nurse or licensed practical nurse;

(3) a public and private school official or employee;

(4) a social worker or worker in a family care home or day care center;

(5) a mental health professional;

(6) a psychologist;

(7) a coach, assistant coach, etc.

Any other person may report known Child Abuse or Sexual Assault suspected Child Abuse or Sexual Assault to the local law enforcement agency or to the county or district department of social services. Any person who willfully violates the mandatory reporting provision of this statute commits a Class 3 misdemeanor. A separate Colorado statute provides that a person reporting an incident of alleged Child Abuse or Sexual Assault "acting in good faith in making the report shall be immune from liability, civil or criminal, or termination of employment that otherwise might result by reason of such reporting." Colo. Rev. Stat. §19-3-309, and Colo. Rev. Stat. §18-6-401(4).

Colorado law changes from time to time by enactment of new legislation or by amendments to existing statutes and through judicial interpretations. Accordingly, it is beyond the scope of this Code to provide a current and comprehensive list of all the laws that bear upon Sexual Misconduct/Child Abuse. However, assistance will be given to all Church Workers having any questions or seeking knowledge concerning any of the laws governing these areas.

Be aware that the following statutes may have been amended by the time you have read this section.

The primary areas of concern are:

(1) **Sexual Assault**, Colo Rev. Stat §18-3-402. Any individual who knowingly inflicts sexual penetration or sexual intrusion upon a victim without the victim's consent; or when the victim is incapable of appraising the nature of his/her own conduct or who is physically helpless or drugged commits a sexual assault. Sexual assault is a Class 4 Felony. If the victim is over 15 years of age, but less than 18 years of age and the individual is more than 10 years older than the victim, and the victim consented to the sexual contact, it is a Misdemeanor.

(2) **Unlawful Sexual Contact**, Colo. Rev. Stat §18-3-404. Any individual who knowingly subjects a victim to any sexual contact commits unlawful sexual contact when the victim does not consent; or the victim is incapable of appraising the nature of his/her own conduct; or who is physically helpless and the individual knows the victim is physically helpless; or the individual has drugged the victim without the victim's consent and the victim's power to appraise or control the victim's conduct is impaired by such drugs or alcohol (a misdemeanor unless the individual uses force, intimidation or threat against the victim, in which case it is a felony).

(3) **Unlawful Sexual Contact**, Colo Rev. Stat §18-3-404. Any individual who knowingly, with or without sexual contact induces or coerces a child under 18 to expose intimate parts or to engage in any sexual contact, intrusion, or penetration with any person for the purpose of the individual's sexual gratification, commits unlawful sexual contact (a felony).

(4) **Sexual Assault on a Child**, Colo. Rev. Stat. §18-3-405. Any individual who knowingly subjects another to any sexual contact commits sexual assault on a Child if the victim is less than 15 years of age and the individual is at least 4 years older than the victim (a felony; under certain circumstances, a person can be sentenced to a potential life sentence in prison).

(5) **Sexual Assault on a Child By One in a Position of Trust**, Colo. Rev. Stat. §18-3-405.3. Any individual who knowingly subjects another to any sexual contact commits "sexual assault on a Child by one in a position of trust" if the victim is less than 18 years of age and the individual committing the offense is one in a position of trust with respect to the victim. "Position of Trust" is defined under Colorado law as: a parent of one acting in place of a parent charged with a parent's rights, duties, or responsibilities concerning a child, including a guardian or someone otherwise responsible for the general supervision of a child's welfare, or a person charged with any duty or responsibility for the health, education, welfare or supervision of a child, including foster care, child care, family care, or institutional care, either independently or through another, no matter how brief at the time of the unlawful contact. Colo. Rev. Stat. §18-3-401 (3.5). A conviction under this statute may subject an individual to a potential life sentence.

(6) **Sexual Assault on a Client by a Psychotherapist**, Colo. Rev. Stat. §18-3-405.5. A psychotherapist (which is defined under this statute as any person who performs or purports to perform psychotherapy, when such person is licensed by the state), commits aggravated sexual assault if he/she knowingly inflicts sexual penetration or sexual intrusion on a victim or if the sexual penetration or intrusion occurred by means of therapeutic deception. Depending on the circumstances, sexual assault by a psychotherapist can be a felony or a misdemeanor.

(7) **Sexual Exploitation of Children**, Colo. Rev. Stat. §18-6-403. Sexual exploitation of any Child under 18 constitutes a wrongful invasion of the Child's privacy and results in injury to the Child; any Child below the age of 18 is incapable of granting informed consent to the use of his or her body for a sexual purpose. To protect Children from sexual exploitation, it is necessary to prohibit the production of material which is derived from sexual exploitation and to exclude all such materials from commerce. Further, the mere possession of any sexually exploitative material results in continuing victimization of Children by the fact that such material is a permanent record of an act or acts of sexual abuse of a Child. Each time such material is shown or viewed, the Child is harmed. To stop the sexual exploitation and abuse of Children, the state has banned the possession of any sexually exploitative materials. Sexually exploitative material is defined as any photograph, motion picture, video, video tape, print, negative, slide, or other mechanically, electronically, chemically, or digitally reproduced visual material that depicts a child engaged in, participating in, observing, or being used for explicit sexual conduct. Sexual Exploitation of a child includes causing or permitting a child to engage in sexually explicit conduct for the production of sexually explicit materials; possessing such sexually explicit materials and/ or sharing such materials with any person.

(8) **Enticement of a Child**, Colo. Rev. Stat. §18-3-305. A person commits the crime of enticement of a child if he/she invites or persuades, or attempts to invite or persuade a child under 15 to enter any vehicle, building, room or secluded place with the intent to commit sexual assault or unlawful sexual contact upon the necessary. Enticement of a Child is a felony.

(9) **Internet Luring of a Child**, Colo. Rev. Stat. §18-3-306. Internet luring of a child occurs when a person communicates over a computer network, by telephone or text or instant message with a person who the person believes to be under 15, and the communication describes explicit sexual conduct, and the person attempts to persuade the child to meet the individual for any purpose, and the person is more than 4 years older than the perceived child. Internet luring of a child is a felony.

(10) **Internet Sexual Exploitation of a Child**, Colo. Rev. Stat. §18-3-405.4. Internet Sexual Exploitation of a Child occurs when an individual invites or entices a child the person believes is under 15 through communication through a computer network, telephone, data network, text message or instant message to expose or touch the child's own or another person's intimate parts or to observe the individual's intimate parts while communicating with the person through the computer network, telephone, data network, text message or instant message. This applies to individuals who are more than 4 years older than the child. This crime is a felony.

(11) **Indecent Exposure**, Colo. Rev. Stat. §18-7-302. A person commits indecent exposure by knowingly exposing his/her genitals to the view of any person. The seriousness of the offense depends upon whether the age of the victim is 15 years or older.

(12) **Criminal Invasion of Privacy**, Colo. Rev. Stat. §18-7-801. Criminal Invasion of Privacy occurs when a person observes or takes a photograph of another person's intimate parts without the person's consent in a situation where the person has a reasonable expectation of privacy. Criminal Invasion of Privacy is a misdemeanor.

(13) **Invasion of Privacy for Sexual Gratification**, Colo. Rev. Stat. §18-3-405.6. Invasion of Privacy for Sexual Gratification occurs when a person observes or takes a photograph for the purpose of sexual gratification of another person's intimate parts without that person's consent in a situation where there was a reasonable expectation of privacy. This crime is a misdemeanor. It is a felony if the person who was observed or photographed was less than 15 and the actor was more than 4 years older than the victim.

(14) **Child Abuse**, Colo. Rev. Stat. §18-6-401. A person commits child abuse if such person causes an injury to a child's life or health, or permits a child to be unreasonably placed in a situation that poses a threat of injury to a child's life or health, or engages in a continued pattern of conduct that results in malnourishment, lack of proper medical care, cruel punishment, mistreatment or an accumulation of injuries that ultimately results in the death of a child or serious bodily injury to a child. Child abuse includes neglect and emotional abuse. Child abuse also occurs when a child is allowed to observe, live in or be cared for in a residence, or allowed to ride in a vehicle that contains methamphetamine or items used in the production of methamphetamine, or where methamphetamine is manufactured. Child abuse can be a misdemeanor or a felony.

APPENDIX C

COLORADO ELDER ABUSE AND AT-RISK ADULT ABUSE REPORTING REQUIREMENTS

At-Risk Elder

As of July 1, 2014, Clergy Members are mandatory reporters[34] of elder abuse. **Mandatory reporters who witness or become aware that an "At-Risk Elder" has been or is at imminent risk of mistreatment** (which means abuse, caretaker neglect or exploitation) **shall report the situation to law enforcement within 24 hours** (**UNLESS** a Priest has this information secured through the Sacrament of Confession). There are criminal consequences for a mandatory reporter failing to report elder abuse, such as a Class 3 Misdemeanor. However, a person who files a report in good faith is immune from civil or criminal prosecution.

At-Risk Adult with an Intellectual and Developmental Disability

As of July 1, 2015, Clergy Members are mandatory reporters[35] of the abuse or exploitation of an "At-Risk Adult with an Intellectual and Developmental Disability" (**Mandatory reporters who witness or become aware that such an person has been abused or exploited or is at imminent risk of mistreatment** (which means abuse, caretaker neglect or exploitation) **shall report the situation to law enforcement within 24 hours** (**UNLESS** a Priest has this information secured through the Sacrament of Confession). There are criminal consequences for a mandatory reporter failing to report such abuse, such as a Class 3 Misdemeanor. However, a person who files a report in good faith is immune from civil or criminal prosecution.

Please note the following definitions that are currently part of Colorado law on this topic:

> "**Clergy Member**" means a **priest**; a rabbi; **duly ordained, commissioned, or licensed minister of a church**; **member of a religious order**; or a recognized leader of any religious body. "Clergy Members" therefore not only include pastors, parochial vicars, religious, etc., but also include deacons, including transitional deacons.
>
> An "**At-Risk Adult with an Intellectual and Developmental Disability**" means a person who is 18 years of age or older and is a person with an "intellectual and developmental disability" (see the definition of such disability, below).
>
> An "**At-Risk Elder**" is a person 70 years of age or older (regardless of whether the person suffers from a disability/impairment of any sort).
>
> "**Abuse**" means any of the following acts or omissions committed against an at-risk adult with an intellectual or developmental disability, or against an at-risk elder: (a) the non-accidental infliction of bodily injury, serious bodily injury, or death; (b) confinement or restraint that is unreasonable under generally accepted caretaking standards; (c) subjection to sexual conduct or contact otherwise classified as a crime; and (d) caretaker neglect.

---

[34] Mandatory reporters include physical therapists; emergency medical service providers; chiropractors; physicians; surgeons; physicians' assistants; osteopaths; physicians in training; podiatrists; occupational and physical therapists; medical examiners; coroners; registered nurses; licensed practical nurses; nurse practitioners; hospital and long-term care facility personnel engaged in the admission, care or treatment of patients; psychologists and other mental health professionals; social work practitioners; dentists; law enforcement officials and personnel; court-appointed guardians and conservators; fire protection personnel; pharmacists; community-centered board staff; personnel of banks, savings and loan associations, credit unions, another lending or financial institutions; caretaker, staff member, employee or consultant for a licensed or certified care facility, agency, home or governing board, including but not limited to home health providers; caretaker, staff member, employee of, or a consultant for, a home care placement agency, as defined in Colo. Rev. Stat. §25-27.5-102(5) and **clergy** (as defined in the children's code, Colo. Rev. Stat. §19-3-304(2)(AA) and Colo. Rev. Stat. §13-90-107(1)(C)).

[35] See footnote 34.

"**Caretaker neglect**" means neglect that occurs when adequate food, clothing, shelter, psychological care, physical care, medical care, or supervision is not secured for an at-risk adult with an intellectual or developmental disability, or secured for an at-risk elder, or is not provided by a caretaker in a timely manner and with the degree of care that a reasonable person in the same situation would exercise; except that the withholding, withdrawing, or refusing of any medication, any medical procedure or device, or any treatment, including but not limited to resuscitation, cardiac pacing, mechanical ventilation, dialysis, and artificial nutrition and hydration, in accordance with any valid medical directive or order or as described in a palliative plan of care shall not be deemed caretaker neglect. As used in this subsection, "medical directive or order" includes but is not limited to a medical durable power of attorney, a declaration as to medical treatment executed pursuant to section 15-18-104, Colo. Rev. Stat., a medical order for scope of treatment form executed pursuant to article 18.7 of title 15, Colo. Rev. Stat., and a CPR directive executed pursuant to article 18.6 of title 15, Colo. Rev. Stat.

"**Intellectual and developmental disability**" means a disability that manifests before a person reaches 22 years of age, that constitutes a substantial disability to the affected person, and that is attributable to mental retardation or related conditions, which include cerebral palsy, epilepsy, autism, or other neurological conditions when those conditions result in impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation.

"**Exploitation**" means an act or omission committed by a person who:

A. Uses deception, harassment, intimidation, or undue influence to permanently or temporarily deprive an at-risk adult with an intellectual or developmental disability, or deprive an at-risk elder, of the use, benefit, or possession of his or her money, assets, or property;

B. In the absence of legal authority:

1. Employs the services of a third party for the profit or advantage of the person or another person to the detriment of the at-risk adult with an intellectual or developmental disability, or to the detriment of the at-risk elder; or

2. Forces, compels, coerces, or entices an at-risk adult with an intellectual or developmental disability, or an at-risk elder, to perform services for the profit or advantage of the person or another person against the will of the at-risk individual; or

3. Misuses the property of an at-risk adult with an intellectual or developmental disability, or an at-risk elder, in a manner that adversely affects the at-risk person's ability to receive health care or health care benefits or to pay bills for basic needs or obligations.

APPENDIX D

PROCEDURES FOR RESPONDING TO ALLEGATIONS MADE AGAINST MEMBERS OF RELIGIOUS COMMUNITIES SERVING IN THE TERRITORY OF THE ARCHDIOCESE OF DENVER[36]

Notification of the Religious Community. Allegations of Sexual Misconduct presented to the Archdiocese that involve a priest, brother, monk, sister, nun or other member of a religious community serving in an assignment from that community will be referred to the appropriate superior for investigation and appropriate action.

Investigation. When an incident is reported, the Archdiocese shall expect the accused's religious community to initiate an investigation immediately. The investigation will be done with the highest level of Christian care, concern and confidentiality (to the extent permitted by law) for the reported victim, his or her family, the person reporting the incident and the accused. A copy of the report resulting from the investigation shall be forwarded to the Archbishop as soon as it is completed in order to assist him in determining the appropriateness of future ministry or the granting of faculties. Any recommendation concerning further ministry or service in the Archdiocese will be considered by the Archbishop in consultation with the major superior or otherwise competent authority according to canon law.

Status of the Member of the Religious Community. As circumstances warrant, the Archbishop may immediately withdraw an accused's faculties in the Archdiocese and/or exercise of the external apostolate (c. 678), thereby making the individual ineligible for active ministry in the Archdiocese, pending the outcome of the accused's religious community's internal investigation and any outside investigation. Such action does not imply guilt on the part of the accused religious.

Pastoral Response to the Reported Victim. The Archbishop expects the religious community to provide a prompt and appropriate pastoral response to the reported victim.

Pastoral Response to the Accused. The religious community will attend to the spiritual, emotional and physical well-being of the accused.

Pastoral Response to the Church and Community. Depending upon the circumstances, the Archbishop, or his designee, will ensure appropriate communication and pastoral response to the people of the parish or community where the religious is assigned and/or where the reported misconduct occurred. It is Archdiocesan policy to deal as openly as possible with the parish or community, consistent with respect for the privacy of the individuals involved and any ongoing legal processes.

[36] The Catholic Church recognizes several distinct forms of consecrated life. For the purposes of this Code, any member of a religious institute (c. 607), secular institute (c. 710), or society of apostolic life (c. 731) not incardinated in the Archdiocese is considered a member of a religious community.

Assumption Catholic School

Handbook Consent and Acknowledgement Form 2019-2020

Family Name _____

We have read and agree to abide by the policies contained in the Parent/Student Handbook, including the Code of Conduct, Media Policy, and Internet Use Policy. We recognize that this handbook governs activities at Assumption Catholic School (and off-campus), including but not limited to: Aftercare, Athletics, and Extra-curriculars. We understand that nothing herein creates or is intended to create a contract with us. We acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the Archdiocese of Denver and Assumption Catholic School at its sole discretion, without notice. We understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are for summaries only. For complete copies of the policies referenced, refer to the Archdiocese of Denver Office of Catholic School Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual and Code of Conduct that governs.

_____ Parent signature(s)

_____ Student signature & Grade

_____ Student signature & Grade

_____ Student signature & Grade

_____ Student signature & Grade

Please return to the school office