



ASSUMPTION CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK 2023-2024

We are Saints in the making!

“Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth. This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord’s disciples, the Church.”

-POPE BENEDICT XVI

Corporation Sole

With all the parishes of the Archdiocese of Denver under the structure of Corporation Sole, it will be the responsibility of the school principal, office staff, and faculty to implement, communicate and enforce Archdiocesan and individual Parish policies.

Archdiocese of Denver

Office of Catholic Schools
1300 S. Steele Street Denver, CO 80210 (303) 722-4687
Hours: 9:00 a.m. – 4:00 p.m.

Assumption Catholic School

Pastor: Fr. Nick Larkin

Principal: Dr. Darin Lovelace

2341 E 78th Ave. Denver, CO 80229

303-288-2159 Fax 303-288-4716

www.assumptiondenver.org

School Day: 8:00-3:15 pm

Mass on Wednesday (all school) and Friday (middle & others), 8:30 am

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. **Numbers in parentheses at the end of a particular section in this handbook refer to archdiocesan policies (example #XXXX)**

The rules and policies are set forth to apply equally throughout the entire school complex. This includes classrooms, hallways, meeting rooms, 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 authority of the Pastor of Assumption Catholic Parish and the co-supervision of the Office of Catholic Schools of the Roman Catholic Archdiocese of Denver and is governed by the Archdiocesan Administrators' Handbook.

MISSION STATEMENT

Under the patronage of Our Blessed Mother, the mission of Assumption Catholic School is to support parents in their role as the primary educators of their children. With intellectual excellence, we foster in our students a desire for wisdom and virtue and a love for truth, beauty, and goodness as we form intentional disciples of Jesus Christ who know and live joyfully the truth revealed by God through His Catholic Church.

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. (#1010)

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.

Pastor and Parish

The Pastor is the ultimate authority for the school. He has delegated the responsibility for daily operation of the school to the principal. He should not be bothered with matters that the principal should handle and should never be contacted before the principal has an opportunity to handle the problem. Assumption Catholic School is a part of the parish facility. Therefore, for good internal public relations, it is important to keep a positive attitude toward the other groups in the parish who use the building and classrooms.

ACADEMIC ACCOMMODATIONS

Any student with a special need will be accommodated to the extent decided by the teacher and principal. Parents/guardians will be included in discussions to develop appropriate accommodations. The intent of this policy is to indicate the school will make an effort to accommodate students with learning challenges who require curriculum modifications. Modifications may be noted on report cards. When possible, we will work with our public school district, Mapleton Public Schools, to create and support Individualized Education Plans (IEP's) for students. We are limited in what we are able to accommodate or modify.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be re-assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (70% or higher). Students who are not benefiting from the academic and/or spiritual program of our school will be withdrawn in accordance with Archdiocesan Policies.

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 Grade

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

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 subject areas. Students are not allowed to participate in sports events if they have an F in any class. Students must be in attendance (for at least 3.5 hours) at school the day of an extracurricular activity to be eligible to compete that day.

ACADEMIC PROGRAMS

The primary goal of the program of instruction is to provide learning experiences which most effectively develop worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student. Assumption offers basic core

classes as well as the following specials: Music, Art, PE, and embedded technology.

All academic programs meet the goals, objectives, and accountability matrix and mandatory study/curriculum guidelines provided by the Office of Catholic Schools within the Archdiocese of Denver. The curriculum is available in the principal's office and also found on the Archdiocese of Denver Catholic Schools website. All staff members are in- serviced in Archdiocese requirements for all classes. (#4000)

ACADEMIC SUPPORT

Teachers are often available to assist students before and after school. Students needing extra help are encouraged to contact the teacher to arrange academic support. Additional support is available through outside and contracted professional services at no additional cost to parents or students.

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. When a child is seriously ill or injured, the parents must make arrangements to come and pick up the child. (#2220)

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 records, 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 below. 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. However, we are willing to work with our Homeschool families to create a hybrid of in person learning at Assumption School and Homeschool. (#2020)

ADMISSION POLICY

Assumption accepts students who meet age and ability requirements. Admission to Assumption Catholic School, requires the parent/guardian and students to 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 participation 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 at least weekly Mass. (#2000)

AFTER/BEFORE SCHOOL CARE

Before school care is provided to help our parents who need a bit of extra time so the parent can get to work. The Assumption School staff provides the extra morning supervision as a service to our parents for free. Students may be dropped off at 7:15 am at the front door if the parent needs to get to work. All other students will be dropped off at the cafeteria door. Cafeteria doors will open at 7:45 am for students to come to the gym to wait for the morning offering, pledge and announcements. After the morning opening, around 8:05 am, students will go to their classrooms.

Homework Club is available to all students after school in the cafeteria up to 45 minutes after dismissal: 4:00 on a regular day, 12:45 on half days). If a student is not picked up at regular pickup time s/he will be sent to the cafeteria. Sports coaches and teachers may sign students out from Homework Club to practice or study hall, respectively. Parents or designated guardians will need to come to the cafeteria to sign out a student after the regular pickup period ends.

ALLERGIES TO FOOD

Assumption School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Assumption School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physician have informed the school in writing that the student has a potentially life threatening allergy. In an effort to make Assumption Catholic School a safer environment for all students, the school will make an effort to educate teachers, parents/guardians and students regarding food allergies of classmates. Foods most dangerous to students include peanuts and tree nuts. Classrooms with food allergies are asked to try and keep these items away from classmates who are allergic. Food allergies will be organized so that each teacher will know what food allergies are present in their classrooms. Teachers are asked to be aware of food allergies in their classroom and make an effort to keep such foods away from students with specific food allergies. Parents/guardians must help the school by educating their child not to accept food that may harm them.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately. All teachers and substitutes will be educated about the risk of food allergies. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. Tables will be washed with soap and water following any food related events held in the classroom. Proper handwashing techniques will be taught and encouraged before and after handling/consumption of food.

Birthdays: When bringing a treat to share in the classroom, parents/guardians should make every attempt to bring snacks that all students in the class may eat. For any questions about which foods are inappropriate, check with the teacher.

Lunch: Students bringing cold lunch should be made aware not to share food.

Parties: Room parents are encouraged to provide food for every student in the classroom, avoiding foods that classmates are allergic to so that each student can participate and enjoy the party. If a child has a severe food allergy, parents/guardians should provide snacks for their child.

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. 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. (#1500)

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, Honor Society, Student Council, Yearbook, choir, cross-country, flag football, futsal, 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. (#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. (#1600)

ASTHMA MEDICATION

Immediate access to reliever inhalers is vital. Children in all grades are encouraged to carry their reliever inhaler. Parents are asked to provide a labeled spare inhaler for the office. All inhalers must be labeled with the child's name by the parent. The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

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. Parents are encouraged to read the Athletic Handbook for more information on the athletic program.

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 8:05am, will be marked tardy.

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 the 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. 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. Excessive tardy problems fall under the mandatory attendance laws and are considered serious at Assumption. Students who are frequently tardy will be given consequences and if the problem does not improve, will be placed on an attendance improvement plan. Poor attendance and frequent tardies can result in a student being withdrawn from the school. (#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.

- 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

BACKGROUND INVESTIGATIONS

All regularly scheduled school volunteers are subject to a background check through the Colorado Bureau of Investigation. If any part of the report needs review, the pastor will decide if any further action is necessary or if the person is allowed to volunteer. (#3140)

CATHOLIC SCHOOLS ATHLETIC LEAGUE (CSAL)

CSAL is designed, "to contribute to the mission of the Catholic Schools, and to the health, well-being, citizenship and character development of the youth of the League." Each participant is expected to display Christian principles of fair play, courtesy, self-control and sportsmanship-like feelings for the opposing team or school. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly and fair treatment of visiting players, school officials, spectators and game officials. (CSAL by-laws, Article 1) Coaches will be responsible for ensuring that each rostered player has equitable play time if they have met practice responsibilities and are not losing time due to discipline.

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 and website. 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 or water is included with a hot lunch, and can be purchased separately. **Soda or coffee-based beverages are not allowed.** Parents may prepay for lunch via the FACTS 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. Food brought to the cafeteria should be healthy. **Candy and bags of chips larger than a single serving size are not allowed. Students may not share food because of food allergies.**

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)

CHEATING/PLAGIARISM

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in those activities.

If a student plagiarizes a portion or an entire document turned in for a final grade, the teacher will provide the parents/guardians and student with confirmation of the plagiarism. The principal, teacher and will determine the consequence for the student. Students may receive a zero for the assignment or may be required to re-do the assignment for limited credit. Ultimately we want to instill in our children the virtue of integrity.

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. 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. (#2200).

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)

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 FACTS parent alerts 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. Parents should be welcome to contact the school at any time, via email and/or phone. Homeroom teachers will send home a weekly newsletter to communicate class news. Teachers/Faculty will aim to respond to any emails or messages within 24 hours of initial message. *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 teacher directly to set up an appointment.

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). (#3450)

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)

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items not allowed at school: Items such as, but not limited to, e-cigarettes, questionable books and pictures, matches, cigarettes, trading cards, laser lights, cameras, large sums of money, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items at school.

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)

If a parent intends to have someone other than the legal parent/guardian(s) pick up your child, s/he must call or notify the school the day before. The individual picking up your child will 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. (#4300)

DETENTION

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention or called. The day, date, and time of the detention are at the discretion of the principal. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc. Detentions usually last until 4:15 pm.

DISCIPLINE

All students are expected to follow all policies of Assumption Catholic School. Students must treat other students, teachers, parents/guardians, and school property with respect. The school is a part of the building block in addition to family and church. Discipline is the foundation for being a true disciple of Christ. We believe these guidelines will be important in the foundation of our Catholic community. Any behavior which is deemed to be detrimental to the welfare, safety, and orderly operation of the activities and events at Assumption Catholic School, will be cause for appropriate discipline. Discipline will range from discussions with the student, parent/guardian involvement, administrative involvement, detentions, suspension, and expulsion. The intent of discipline is to help the student learn. There are consequences to one's actions. Punishment may be a tool, but it is not an end in itself. Any after school detention must be pre arranged with complete understanding of the parent/guardian. More serious issues will be recorded in the student's file. Each teacher's discipline policy will be reviewed at back-to-school night and signed by parents/guardians. (#2500)

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 (#4420)

E-MAIL, CELL PHONE, AND INTERNET USE

All electronic communications to and from any Archdiocesan school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals.

Policies regarding e-mail and Internet use will be established and taught in each class. All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to monitor and view emails sent from or to the school and/or Internet sites accessed on school computers. Engagement in online fora such as, but not limited to Facebook®, Twitter®, Instagram®,

TikTok®, texts, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. (#4030)

EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: (a) after all other efforts of motivation and counseling have failed or (b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or (c) as set forth in Archdiocesan Policy #2660 (Student Withdrawal on Grounds of Parental Behavior). At ACS, the following behaviors qualify for consideration of a student’s expulsion: bullying or cyberbullying, cheating/plagiarism, defamation of character, harassment, sexting, making threats, possession of weapons, alcohol, or illegal drugs. Final decision for student expulsion rests with the principal. (#2600)

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 child with discipline infractions, or severe academic concerns may be excluded from field trip opportunities. Any parent attending a field trip must have completed the “Safe Environment Training”. Parents driving for field trips are also asked to complete a Defensive Driving course and observe all 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. In order to participate in a field trip, a child must be in school that day. (#4340)

FINANCIAL INFORMATION

2023-2024 Annual Tuition
(plus \$100 Enrollment Fee)

K-8 Affiliated Catholics: \$5,250
K-8 Unaffiliated or non-Catholic: \$6,500

PreK Affiliated – 5 day: \$5,800
PreK Unaffiliated or non-Catholic: \$7,050

Multi-Child Discount (dependent of same family)

2nd Child \$250 off tuition
3rd Child \$500 off tuition
4th Child \$750 off tuition

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 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. (#5020)

FREE DRESS DAYS

Students and staff may earn free dress days in a variety of ways. When a free dress day is given, students must still have a neat and clean appearance. Shirts must be modest and have sleeves (short, cap or long, no tank tops). Pants may be jeans, khakis, corduroys or cargo pants. Shorts that meet the length requirement of the school uniform may be worn.

FUNDRAISING PROJECTS

No organization or individual may promote a fundraising project in the school's name without prior approval of the school principal and pastor. (#5040)

FUNDRAISING REVENUE

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Disbursement of funds will be according to school and parish procedures. At Assumption Catholic School, all fundraisers must be approved by the principal and pastor.

Unless previously designated and approved by the principal, pastor and/or Superintendent, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the principal, pastor and/or Superintendent. (#5050)

GRADUATION/CONTINUATION

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

HEAD LICE

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head, and at times, the eyebrows, and eyelashes of people. Head lice feed on human blood several times a day, live close to the human scalp and are found worldwide. Head lice move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infected person. Anyone who comes in head-to-head contact with clothing (hats, scarves, coats) or other personal items (combs, brushes or towels) used by an infested person is a means of spreading head lice. Although highly qualified experienced groups such as the American Association of Pediatrics and the National Association of School Nurses advocate that "no nit" policies should be discontinued, the principal, in consultations with the Pastor, will determine what will work best for the treatment procedures and control of the infestation of head lice at Assumption Catholic

School. (#1420)

Process

- A) If Assumption School is not sure if a student has head lice, the diagnosis should be made by the family's health care provider or other person trained to identify live head lice.
- B) Assumption School will notify school families when a case of head lice occurs in a classroom reminding parents/guardians to check their child's hair.
- C) If head lice are found in several students in one classroom or in more than one classroom, all students will be respectfully examined by trained personnel.

Resources

Listed below are a variety of resources available to access related to the identification and treatment of head lice. Internet/website addresses change frequently, so if you cannot find the link, search for the information using an internet browser.

Center for Disease Control

http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html

Diagnosis of Head Lice

<http://www.cdc.gov/parasites/lice/head/diagnosis.html>

Treatment of Head Lice

<http://www.cdc.gov/parasites/lice/head/treatment.html>

Colorado Department of Public Health & Environment

https://www.colorado.gov/pacific/sites/default/DC_ComDis-Infectious_Diseases-in-Child-Care-and-School-Settings.pdf

HOME SCHOOLING

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. (#2020)

Definition

Full-time students are those students who participate in the full scope of a school's program.

Limited-status students are those students who attend only certain classes or participate in certain programs for only a portion of a school day.

Students may change from full-time to limited-status or limited-status to full-time according to the policies set forth locally by schools. Principals and/or Pastors reserve the right to make the final determination as to whether this change can occur based upon student enrollment and available spaces.

Limited-Status Program Approval

Limited-status student programs must be approved by the Superintendent of Catholic Schools.

Schools wishing to implement a limited-status program must submit local policies and procedures for the enrollment of limited-status students, along with a limited-status student program description, for review and approval prior to implementation of said program. Refer to *Establishment, Expansion, or Elimination of School Programs, Policy # 1040* for process and procedures. Limited-status student policies and procedures must include, but are not limited to:

- A) Admissions process

- B) Curricular, extra/co-curricular, and other program offerings available to limited-status students
- C) Program participation requirements for the school year
- D) Tuition and/or fees for limited-status program
- E) Parent commitments (e.g. volunteer hours, fundraising, etc.)

All limited-status students and their families must adhere to all local and archdiocesan policies while enrolled in Catholic school.

Extra/co-curricular Activities and/or Programs

Limited-status students may participate in extra/co-curricular activities and/or programs (e.g. CSAL/athletics, tutoring programs, after school activities), according to the policies and procedures set by the school and/or the Catholic Schools Activities Board.

High Schools only: A “borrowed athlete” is a student who is officially enrolled in another school yet plays a sport for a Catholic high school due to the lack of an athletic program at the home school. CHSSA guidelines outline the parameters for a student to participate in this capacity.

Home School Programs

The Archdiocese of Denver recognizes the unique gifts present in home schooling programs and with those families who embrace their role as principal and primary educators of their children through homeschooling. Although home school programs are considered a separate form of private education, Catholic schools may enroll in their programs, as limited-status students, children who are being homeschooled. These students and families must follow the local policies and procedures and must meet all requirements set forth by the school. Catholic schools, with the approval of the Principal, Pastor, and Superintendent may collaborate and work with homeschooling families and home schooling programs in a manner which advances and supports the educational and evangelizing mission of the Church and the school. Assumption School welcomes Home School families!

HOMWORK

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. A general rule for homework is about 10 minutes per night for each grade they are in, so 4th grade would be about 40 minutes. 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. (#4130)

INAPPROPRIATE STUDENT-TO-STUDENT INTERACTION

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 harassment or bullying, and as such will be dealt with on a case-by-case basis.* Harassment and bullying 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.

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".

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 in person or via cell phones, texting, Facebook, Instagram, Snapchat or any other social media sites. (#2610)

Categories of Inappropriate Behaviors

- A) **Harassment.** Harassment is defined as *any verbal, physical, or visual 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.*
- B) **Bullying.** Bullying is defined as *a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements – imbalance of power; intent to harm; threat of further aggression.*
- C) **Teasing.** 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. All students engaging in teasing will be encouraged to remember the behavior norms of students at Assumption School, to apologize for any offense caused, and to provide restitution where appropriate.
- D) **Sexting.** Sexting is sending, receiving, or forwarding immodest, suggestive, enticing, and/or sexually explicit messages, photographs, or images, primarily between mobile phones, of oneself to others. Sexting has become more common with the rise in camera phones and smartphones with Internet access that can be used to send explicit photographs as well as messages. It may also include the use of a computer or any digital device.

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. We refer to these as Professional Development. Thank you for enduring the hassle of a changed school schedule so that we are able to continue to grow in our abilities to best educate our children.

INSPECTIONS AND RELATED REPORTS

The school will participate in all inspection programs required by the city, county, state, and federal government that are appropriate for a preschool and a school. All inspections will be maintained at required levels. All inspection reports will be on file at the Parish office. All inspection reports that require posting will be posted in appropriate places.

INVITATIONS TO BIRTHDAY PARTIES

Invitations for birthday or slumber parties should be sent to the homes of the students via the U.S. Mail unless an invitation is being given to every student in the entire class. Thank you for being kind to all of our students, not just your child's friends. Because we are a small school, when a classmate is not invited to a party, all students quickly learn about this and the uninvited student feels left-out. Hence, thank you for inviting all students.

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. (#2610)

LIABILITY INSURANCE

Each Parish, mission, educational, charitable and religious institution, under the control of the Archbishop, is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments features. It is assumed that parents/guardians are providing accident and health insurance.

LOST PROPERTY

Students assume responsibility not only for personal possession, but for those items issued to them by the school. Assumption only keeps lost and found items 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. At the end of each trimester any unclaimed items will be donated.

MASS ATTENDANCE

All students will attend weekly Mass, and Mass on Holy Days of Obligation. The students will also attend Adoration weekly. Parents are always encouraged to attend our Masses and participate in faith events. Middle School students will also attend Mass on Fridays with the principal. Following the Friday Mass, middle schoolers meet with the principal and teachers to discuss our goals from the week, celebrate our successes and set goals for the upcoming week. Mass uniforms are not required for the second Mass of the week that is on Friday. At times other grades will attend Mass on Friday. The classroom teacher will communicate this to families.

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. (#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. 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. (#2240)

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. Students are not to bring technology devices, smart watches, Ipods, music players, Ipads, airpods, 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. (#2621)

OFF CAMPUS MISCONDUCT

Thank you for understanding that you represent Assumption School in all you do. YOU show people how wonderful our students are and WE APPRECIATE YOU! 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.

PARENTS' ROLE IN EDUCATION

We, at Assumption School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Assumption School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter a partnership with us at Assumption School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical efforts of their educational partner in the quest of challenging yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within

the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent. Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence. Together, let us begin every year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

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. In addition, parents may schedule additional conferences with a teacher or principal at mutually agreed upon times. (#4400, #4410)

PERSONAL ITEMS BROUGHT TO SCHOOL

- Cell phones, electronic games, personal wearable technology (e.g., smart watches), communication devices, or laser equipment may not be used during the school day (including lunch). Items may be kept in lockers, backpacks, or given to the teacher for safekeeping before and/or after school.
- All personal technological equipment must be in the "off" (not merely "silent") position at all times during school hours.
- Use of cell phone cameras or any other electronic device used to cheat will have consequences.
- Any device used to take pictures or images of another person in school, on school grounds, or at any school sponsored events without permission when the person is in a place where s/he has a reasonable expectation of privacy such as in bathrooms will receive severe disciplinary penalties.
- Taking pictures of any person at a school related event who has not given the school written permission to have their picture taken is illegal.
- Using a laser pen or laser pointer without permission from a teacher is prohibited. Even with teacher permission any use of the device for things other than designed is prohibited.

PHYSICAL EXAMS FOR EXTRACURRICULAR SPORTS

All requirements established by the Catholic Schools Athletic League for the sports that Assumption Catholic School participates in will be honored.

PHYSICIAN ACCOMMODATIONS/RECOMMENDATIONS

Assumption Catholic School will review physician requirements and decide if the school can make the requested accommodation. The review will include the teacher and the principal. If the accommodation requires a budgetary need or a physical plant alteration, the pastor will be consulted. If an accommodation cannot be made, the parent/guardian will be notified that the requirement cannot be accommodated. It is the parent's/guardian's decision to have the child remain at Assumption Catholic School or not.

PRESCHOOL

ACS operates its 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.

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. (#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. (#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 statute does not require schools to mitigate. School families wishing to see the radon management plan should make the request through the school principal. (#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. In general, we look at 20 degrees or lower as an inside day, and above 20 degrees as an outside day. But living in Colorado we understand that sometimes a 20 degree day feels better than a 40 degree day so outdoor recess will be held at the principal's discretion. We will shorten recess if necessary but will always try to go outside for some time unless it is not safe to do so. 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

The faculty and students shall participate in daily prayer, regularly scheduled liturgies and other devotions. The school will assist at Mass on holy days and at least once a week (Wednesdays are all-school Masses weekly). Traditional devotions including but not limited to the Rosary, Stations of the Cross, Adoration and Benediction, and May Crowning should be provided. No principal, teacher or student will be exempt from participation in religious observances that are deemed part of the school program. (#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 into Assumption and are in grades 4th- 8th may also participate in the sacramental prep program at either the school or the parish. Students will participate in retreats for the sacraments and we will encourage and support our school families to partner with parish families during this most special time of sacramental preparation. The Sacramental life of children of the Catholic tradition is an important component of the religion program at Assumption School. Parents of Catholic students are required to be active partners in the preparation of their children for these sacraments. (The Sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.)

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).

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.

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 to pick up his/her child following an evacuation due to a threat or crisis. (#1300)

SCHOOL CALENDAR

The school calendar is available on the school website and is also a google calendar which can be downloaded to your device. The calendar was approved by the Pastor with guidance from the Office of Catholic Schools. The calendar includes student's first and last days, teacher in-service days, school holidays, and dates and times of early dismissal. Dates and times of Parent/Teacher conferences, athletic and other special events will be provided as they occur throughout the year.

SCHOOL COMMITTEES

School committees serve as consultative groups to the pastor and principal. Rather than one committee, multiple committees may be instituted to advance the mission and vision of the school. Parents are encouraged to contact the principal if interested in serving on a school committee. This year we are creating a marketing committee composed of staff and parents. We will meet monthly and watch for more information to come regarding this opportunity.

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. (#2320)

SCHOOL YEAR AND EFFECTIVE DATE

The school year and effective dates are given from the Archdiocese of Denver Office of Catholic Schools. Each individual school must have their school calendar approved through the Office of Catholic Schools.

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. (#2300)

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 FACTS Student Information System, our website, 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. In lieu of missing an entire day, if it appears that opening for a shorter length of school day, late start, early dismissal, helps us travel more safely, then a shorter day may be called. 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. (#1270)

SOCIAL ACTIVITIES

School sponsored groups, clubs, and social activities may only be held with the approval of the principal and/or pastor and in accordance with archdiocesan guidelines. These must be adequately supervised by staff and parents. (#2700, #2710)

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 uniforms 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, Assumption Spirit Shirt for the year or from previous years, 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.

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. (#2340)

STUDENT PERMANENT RECORDS

Permanent records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools (Appendix II, Safeguarding of Documentation and Archives – Record Retention). All Archdiocesan schools shall use the official cumulative record form as designated by the Office of Catholic Schools. Details on access to and release of student permanent records are outlined in archdiocesan policy. No records will be sent to transferring schools of students whose financial commitment is in arrears. Parents/guardians are requested to notify the school office in writing or make changes in ParentsWeb of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date. (#2320)

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)

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

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
- 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. (#2660)

SUPERVISION

ACS assumes responsibility for supervising the students from 7:45 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 7:45 a.m. and B) after 3:30 p.m. unless engaged in organized after-school activities or Homework Club. 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. (#2180)

NOTES: 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 the 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 the car line is as follows: students are released from school after closing prayer in the gym. Parents are welcome to join us for closing prayer. 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. 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.

SUSPENSION

Only the principal, or designee if absent, pastor and the Office of Catholic Schools has the authority to suspend a student. A suspension can be no more than five (5) school days. Parents/guardians must be informed before suspension begins and a conference shall be held with appropriate parties. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students will not be allowed to attend or perform in school activities. Students must complete all class work and tests from the days of suspension. Schoolwork may be done during suspension. (#2560)

TARDINESS

Children should be on time for school. School begins at 8:00am with our morning Offering and Pledge. All children arriving after the morning opening are tardy except cases where the tardiness is caused by severely inclement weather. If your children are frequently tardy to school, you will be required to work with the principal to create an attendance improvement plan. Consequences for students being late will rest with the children—missing recess play time, detention after school, missing other fun events at school. Please, it is a HUGE disruption to a classroom when a student is tardy so thank you for taking the steps you need to do as a family to have your children at school no later than 8 am!

TECHNOLOGY AND RESPONSIBLE USE

Students in each classroom have access to school-owned mobile devices (iPads or Chromebooks), which teachers and support staff may integrate into classroom activities and lessons on a regular basis. Students will be trained in the respectful and responsible use of these devices; at the beginning of the academic year, the school will assign each student a specific device which they will use for the entire school year. These devices are not to be used outside of the classroom except by specific teacher instruction and permission. These devices also are not to be taken home or leave school property at any time.

All parents (and students, as age-appropriate) will sign technology use agreements at the beginning of the school year. These agreements will specify expectations for respectful and responsible use of

mobile devices and include fees to be applied for repair or replacement of devices due to student-caused damage.

TECHNOLOGY EDUCATION

The school will provide opportunities for students to meet the Archdiocese Curriculum in Technology which states: "Computer instruction should be integrated into all subjects. Time for direct instruction in this area may be incorporated into language arts, mathematics, science, social studies, and/or art."

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 is assessed using the STAR test. Grades 3-8 also take the ARK 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. The WIDA language screener will be used to help us learn about language acquisition for our students. It is an Archdiocesan policy that scores not be released to the wider community for recruitment or public relations purposes. (#4430)

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. (#4020)

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. (#1320)

TITLE IX

Assumption Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TOBACCO, E-CIGARETTES, ALCOHOL AND OTHER DRUGS

Student possession and/or use of tobacco or e-cigarettes, possession, use, being under the influence of alcohol or illicit drugs are 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. (#2620)

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.

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)

UNIFORM DRESS CODE

Students in grades K through 8 wear uniforms. Among other documented benefits, uniforms promote school cohesion, reduce bullying, increase safety, reduce distractions, and help students focus on developing character. **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. Please make sure that all your children’s clothing is clearly marked with her/his name.

COMPLIANCE: 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 bulletin and calendar or announced directly to the students. Students and staff may also earn “free dress” days. Parents are asked to mark their child’s name in each uniform piece.

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

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

MAKE-UP: Middle School girls may wear a *light* amount of mascara only. No other makeup is permitted. No false nails, or long nails. No false eyelashes.

Regular Uniform, K - 8

SHIRTS: Navy, short or long-sleeved polo shirts with the newest 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, solid black or brown, (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 three inches above or the knees. No baggy, tight or cargo shorts. Belt (as above) must be worn from 5th grade up. No shorts should be worn from November 1st through upon returning from Spring Break.

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 may wear leggings, footless tights or shorts underneath the skirts. Girls may wear navy blue, white or cream colored leggings, footless tights or shorts underneath the skirts.

SHOES: Tennis or athletic shoes in a neutral color are required at all times. No sandals, slippers, 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. No heels or boots.

SOCKS: Navy blue socks must be worn at all times.

SWEATERS/SWEATSHIRTS: Plain navy blue crew neck sweatshirts with the logo, or a navy blue quarter-zip sweatshirt may be worn by all students. Middle School students may wear a navy hoodie, pull over or zip up, **with the school logo**. Mass day sweaters can also be worn at any time with the regular day uniform. No Jackets are to be worn during the school day (unless outside for recess).

MASS DAY UNIFORM K – 8

The Mass day uniform is to be worn by all students in K – 8 on Wednesdays and Fridays (for middle school) and on certain field trips as announced. 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 wear black or brown “dress shoes” and girls wear plain black, brown, or white shoes (flat, no heels) with their Mass day uniform. Middle School boys are Altar Servers and must have on black dress shoes for serving. If they are going to be doing an athletic activity later during the day they will need to bring their sneakers to change into.

Boys K-8th White button-up oxford, short or long sleeves, with a Navy sweater vest with the school logo, plaid tie and Khaki pants. Dress shoes must be worn.

Girls K-2nd White button-up blouse with peter pan collar, short or long sleeves, with a plaid jumper, plaid cross tie and white or navy tights or knee socks. Long sleeve navy cardigan with the school logo.

Plain black, brown, or white dress shoes (flat, no heels) must be worn.

Girls 3rd-8th White button-up oxford, short or long sleeve with a long sleeve navy cardigan sweater with the school logo, plaid tie or cross tie, plaid pleated skirt/skort with white or navy tights or knee socks. Plain black, brown, or white dress shoes (flat, no heels) must be worn.

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 conjunction 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 discouraged outside of the normal scheduled breaks. If students miss school they may not participate in extracurriculars that day unless the absence is for an extraordinary reason, such as attending a funeral.

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.

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. (#5090)

VOLUNTEER HOURS FOR STUDENTS

All students at Assumption School will be required to volunteer for the school and parish. Younger students will do this as a class, older students will begin to do this on their own and with their class. By 8th grade, students will be responsible for completing 10 hours of volunteering for the school or parish prior to graduation. Many opportunities will be provided to our 8th graders to help them fulfill this responsibility.

WEAPONS IN SCHOOL

Possession and Definition:

- A. Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.
- B. Carrying, bringing, using or possessing a deadly weapon/weapons/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connections to school or any school-sponsored event without the authorization of the school is prohibited.

- C. A deadly weapon/weapon/facsimile is defined as:
1. A firearm, whether loaded or unloaded.
 2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 3. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
 4. Any object, device, instrument, material, or substance – whether animate or inanimate – used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

Mandatory Expulsion

- A. **Expulsion is mandatory** for deadly weapon possession and/or use in accordance with state and federal law.
- B. The principal, upon consultation with the pastor and the Superintendent, shall initiate expulsion proceedings as outlined in *Expulsion, Policy 2600* for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.
- C. Expulsion shall be for no less than one full calendar year for a student who was determined to have brought a deadly weapon/weapon/ facsimile to school or a school-sponsored activity.
(#2621)

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. 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. (#2630) NB: Per Policy #2660 students may be forced to withdraw due to parental 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. All parents must sign a paper that they have read and agree to be governed by this handbook.

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. 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.

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 rights. 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

CODE OF

CONDUCT

Revised effective July 1, 2015 ver. 1.1

Archdiocese of Denver Code of Conduct Page 2 of 33 rev. eff. 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.

Archdiocese of Denver Code of Conduct Page 3 of 33 rev. eff. July 1, 2015 ver. 1.1

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 Christ¹, 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. ¹Codex Iuris Canonici [1983] (“CIC”), cc. 208; 209.

²CIC, c. 210.

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 person⁴ 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 persons⁵ 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":
 - o The Archdiocese of Denver Management Corporation
 - o Archdiocese of Denver Mortuary at Mount Olivet, Inc.
 - o Bishop Machebeuf High School, Inc.
 - o Camp St. Malo Religious Retreat & Conference Center, Inc.
 - o Catholic Charities and Community Services of the Archdiocese of Denver, Inc.
 - o Family of Nazareth, Inc.
 - o Holy Family High School, Inc.
 - o The Mount Olivet Cemetery Association
 - o Redemptoris Mater House of Formation, Archdiocese of Denver
 - o Saint John Paul II Center for the New Evangelization
 - o Saint John Vianney Theological Seminary
 - o Seeds of Hope Charitable Trust
 - o St. Simeon Cemetery Association

NOTE The above three categories of entities (the Archdiocese, the Catholic Parishes and their missions, and the Ecclesiastical 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 have regular contact with Minors (note: for Archdiocese of Denver Catholic Schools, the Office of Catholic Schools may determine 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 Archdiocese of Denver Code of Conduct Page 5 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 6 of 33 rev. eff. July 1, 2015 ver. 1.1

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).

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. Conduct with Minors/Children.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;

¹⁰ CIC, 229 § 1.

Archdiocese of Denver Code of Conduct Page 7 of 33 rev. eff. July 1, 2015 ver. 1.1

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) Clerics¹² bound to celibacy¹³ 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.

Archdiocese of Denver Code of Conduct Page 9 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 10 of 33 rev. eff. July 1, 2015 ver. 1.1

(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.

Archdiocese of Denver Code of Conduct Page 11 of 33 rev. eff. July 1, 2015 ver. 1.1

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 of 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”.

Archdiocese of Denver Code of Conduct Page 12 of 33 rev. eff. July 1, 2015 ver. 1.1

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

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.

Archdiocese of Denver Code of Conduct Page 15 of 33 rev. eff. July 1, 2015 ver. 1.1

(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).

Archdiocese of Denver Code of Conduct Page 16 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 17 of 33 rev. eff. July 1, 2015 ver. 1.1

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
As
sis
ta
nc
e
Co
or
di
na
to
r,
Of
fic
e
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
Assistan
ce

Coordin
ator,
Office of

Child and Youth
Protection
720-239-2832

Archdiocese of Denver Code of Conduct Page 18 of 33 rev. eff. July 1,
2015 ver. 1.1

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 Sanctitatis 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.

Archdiocese of Denver Code of Conduct Page 19 of 33 rev. eff. July 1, 2015 ver. 1.1

(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.*

Archdiocese of Denver Code of Conduct Page 20 of 33 rev. eff. July 1, 2015 ver. 1.1

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

b) *Notification.* The accused will be informed of the specific allegations that have been made against him and have the opportunity to ask clarifying questions before responding to the allegation. If reasonable ground believe the accusation, the accused will be informed that any statements or admissions by the accused ca

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 delegate, 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 exercise of sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.

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 is reported to the Vicar for Clergy, the Vicar for Clergy, in his discretion, may 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 or other person deemed necessary by the CRT Chairperson shall be invited to meet with the CRT. Each party will have the right to have a civil law attorney or canonical advocate/counsel present during any interview with the CRT. In all its actions, the CRT will take care not to interfere with any criminal investigation. To the extent permitted, 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 recommendations it deems appropriate. Once the Archbishop has made a determination in the matter, both the 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.

Archdiocese of Denver Code of Conduct Page 21 of 33 rev. eff. July 1, 2015 ver. 1.1

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 Minor, cf. c. 1395 §2) and the Archbishop deems that the claim has the *semblance of truth*, regardless of a civil investigation (which will continue its course), he is to close the preliminary investigation according to send the file to the Congregation of the Doctrine of Faith.²⁷ The Archbishop is required to await further instructions from the Congregation before proceeding further. Pursuant to Article 8 of the *Essential Norms*, when a substantiated act of Sexual Misconduct against a Minor "is admitted or is established after an appropriate procedure in accordance with canon law" – including an incident from the past – the offending Cleric will be removed from office.

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, not involving Minors), the Archbishop will close the preliminary investigation according to c. 1718 and how best to proceed, according to canon law, either through an administrative penal process or a judicial 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 the fitness for ministry of 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 place determined by the Archbishop or his designee.²⁸ Informed decisions concerning further action can be made only after receiving the results of this evaluation and pending further investigation of the 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 remedy if applicable, subsequent treatment. If there is no mutual agreement between the Archbishop and the member, the Archbishop may act as he deems appropriate to protect those in the community who are 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 penal process (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*, art. 4^o 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.

Archdiocese of Denver Code of Conduct Page 23 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 24 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 25 of 33 rev. eff. July 1, 2015 ver. 1.1

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.common sense media.org/>

Archdiocese of Denver Code of Conduct Page 26 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 27 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 28 of 33 rev. eff. July 1, 2015 ver. 1.1

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.

Archdiocese of Denver Code of Conduct Page 29 of 33 rev. eff. July 1, 2015 ver. 1.1

(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.

Archdiocese of Denver Code of Conduct Page 30 of 33 rev. eff. July 1, 2015 ver. 1.1

APPENDIX C

COLORADO ELDER ABUSE AND AT-RISK ADULT ABUSE REPORTING REQUIREMENTS

At-Risk Elder

As of July 1, 2014, Clergy Members are mandatory reporters³⁴ 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 reporters³⁵ 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 a 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.

Archdiocese of Denver Code of Conduct Page 31 of 33 rev. eff. July 1, 2015 ver. 1.1

"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.

Archdiocese of Denver Code of Conduct Page 32 of 33 rev. eff. July 1, 2015 ver. 1.1

APPENDIX D

PROCEDURES FOR RESPONDING TO ALLEGATIONS MADE AGAINST MEMBERS OF RELIGIOUS COMMUNITIES SERVING IN THE TERRITORY OF THE ARCHDIOCESE OF DENVER³⁶

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. ³⁶The

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 commun



Handbook Consent and Acknowledgement Form 2023-2024

Family Name _____

We have read and do agree to abide by the policies contained in the Parent/Student Handbook, including the Code of Conduct, Media Policy, Photographic Release, and Internet Use Policy. We understand that 8th graders must serve 10 hours of volunteer time for the school or parish prior to graduating. We understand each family must serve 20 hours of volunteer time for the school or parish. We recognize that this handbook governs activities at Assumption Catholic School (and off-campus), including but not limited to: Homework Club, 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

_____ Student signature & Grade

Please return to the school office by Wednesday, August 23, 2023