

Please Read Carefully and Complete the Forms Indicated Below

I realize that many parents are busy, but please take the time to read carefully all of the information included. Then, **please complete and return the enclosed registration forms below as soon as possible.**

- 1. Student Registration (1 per child)**
- 2. Family Information (1 per family)**
- 3. Faith Formation Rules and Policies (1 per child)**
- 4. Photo Permission Form (only 3rd & 9th grade, 1 per child)**
- 5. Safe Environments Pamphlets (families must read all 6 topics and sign at the bottom of the first page and include it with the registration form – 1 per family)**

➔Note: All of these forms must be **printed out** and returned to our office with your payments. The Faith Formation fee and registration forms may be placed in the offertory basket in an envelope addressed to the Faith Formation Office, or brought to the Faith Formation office. We have a Faith Formation mailbox in front of the parish office, if you want to drop them off after hours.

Registration Fee:

The Faith Formation fee must be paid for all students regardless of whether they are attending class or homeschooling. These fees support our Faith Formation program and all other activities for our children. A \$5 per week fee will be added to all registrations received after March 31, 2018.

There are **NO Faith Formation FEES** for children of our volunteers teaching a class in 2018-2019. If you are interested in teaching in 2018-2019 please contact the Office of Faith Formation.

At Notre Dame and St. Colman, we are blessed with faith formation and support for all our Catechists at every level. If you are considering the call to serve as a catechist, please prayerfully consider offering your gifts and desire to share your faith with the children. We feel this will not only help the volunteer teachers but also impress upon our students the importance of religious education.

Please contact the faith formation office at 860-349-3059.

- **The Faith Formation office must receive completed registration forms and full registration fees for all students attending class or homeschooling.**
- If your family is registered at the Notre Dame Church, please make checks payable to “Notre Dame Church”
- If your family is registered at the St. Colman’s Church, please make checks payable to “St. Colman Church”.

Grades	1 Child	2 Children	3 or More
1,2,3,4,5,6,7,8 & 9	\$70.00	\$110.00	\$150.00

3rd grade – First Communion, add \$5 (for banner)

8th grade - Confirmation Year 1, add additional \$30 per candidate
(Includes Retreat & Activities)

9th grade - Confirmation Year 2, add \$45 per candidate (Includes Retreat,
Gown Rental & Activities)

Late Fee – A \$5 per week late fee will be charged for all registrations received after March 31, 2018.

New Faith Formation Homeschool Policy For 2018-2019

The goal of the St. Colman and Notre Dame Faith Formation program is to create a Catholic climate that contributes to the formation of students as active participants in the parish community. Therefore, all St. Colman and Notre Dame students are strongly encouraged to attend faith formation classes on either Sunday mornings, Monday nights or Thursday nights. As St. Colman and Notre Dame are yoked churches, children from one church may attend class with either program for the school year. If you would like to do this, please note the change on the top of the registration forms.

Class schedules for the **2018-2019 school year** are as follows:

Sunday – 8:25 am -9:25 am, Grades 1,2,3 & 4 at the St. Colman Church hall

Sunday – 9:30 am – 10:50 am, Grades 8 & 9 at the Notre Dame Rectory

Sunday – 9:45 am – 10:55 am, Grade 3 at the Notre Dame Rectory

Sunday – 10:30 am – 11:50 am, Grades 8 & 9 at the St. Colman Church hall

Monday – 6 pm -7 pm, Grades 5, 6 & 7 at the Notre Dame Rectory

Thursday – 5:15 pm -6:15 pm, Grades 1 & 2 at the Notre Dame Rectory

Thursday – 5:30 pm – 6:30 pm, Grades 4, 5, 6 & 7 at Strong School

All children in a sacrament year (grades 2, 3, 8 & 9) **must attend** class on Sundays. If a child in grades 1, 4, 5, 6 or 7 is unable to attend class on any of the above listed times and would like to homeschool, a parent or guardian **must submit a request in writing** to Father Jan Swiderski with the registration forms. If your request is approved, the student has to complete all of the homeschool work and homeschool review by the end of the regular faith formation year. Homeschool students are also expected to attend and participate in weekly Mass and on Holy Days of Obligation. If these requirements are not met, the student will not be allowed to homeschool again and will not move on to the next grade level.

Faith Formation Fees: Additionally, the faith formation fees apply to all families, whether they are attending classes or homeschooling. These fees support our faith formation programs to ensure that we provide a quality education in which all of our children will learn the important teachings and traditions of our Catholic faith. Please note, a \$5 per week late fee will be applied to all registrations received after March 31st, 2018. If any family is having financial difficulties, please contact the faith formation office for assistance.

NOTRE DAME - ST. COLMAN CHURCHES

2018-2019 FAMILY INFORMATION

(Family **MUST** be registered members of Notre Dame or St. Colman Parish)

Date of Registration: ____/____/____ Fee Enclosed: Check # _____ \$ _____ Cash: \$ _____

I am a registered parishioner of (please circle one): Notre Dame Church St. Colman Church

My child/children attended Faith Formation at Notre Dame / St. Colman last year. Yes ____ No ____

If not, where did they attend: _____

Father's Name: _____ Mother's Name: _____
Last First Last First

Mailing Address (Please Print Clearly): _____

Contact Person Phone # _____ Cell: _____

➔ **Children enrolled in St. Colman - Notre Dame:** Please include all students who will be attending Faith Formation

<u>Child(ren) name</u>	<u>Faith Formation Grade</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

➔ **Please consider offering your gifts and desire to share our faith with the children next year.**

Catechist:	<input type="checkbox"/> Yes, in Grade(s) - 1 st choice () 2 nd choice ()
Catechist Assistant:	<input type="checkbox"/> Yes, in Grade(s) - 1 st choice () 2 nd choice ()
Substitute Catechist:	<input type="checkbox"/> Yes, in Grade(s) ()

St. Colman :	<input type="checkbox"/> Sunday, 8:25-9:25 am , Grades (1, 2, 3, 4) Parish Hall <input type="checkbox"/> Sunday, 10:30-11:50 am, Grades (8, 9) Parish Hall <input type="checkbox"/> Monday, 6-7 pm, Parish Hall Grades (5, 6, 7)
Notre Dame	(Please Note: All 8th & 9th grade Confirmation classes will meet weekly) <input type="checkbox"/> Sunday, 9:45 - 10:55 am, Grade 3, Rectory <input type="checkbox"/> Sunday, 9:30 - 10:50 am, Grades 8 & 9, Rectory & Church Hall <input type="checkbox"/> Thursday, 5:15 - 6:15 pm, Grades (1, 2) Rectory <input type="checkbox"/> Thursday, 5:30 - 6:30 pm, Grades (4, 5, 6, 7) Strong School

Strong School Hall Monitor:	<input type="checkbox"/> Thursday, 5:30-6:30 pm
Youth Program:	<input type="checkbox"/> Confirmation (8 th & 9 th)

✠ Please Check One

- Notre Dame Faith Formation**
- St. Colman Faith Formation**

2018-2019 STUDENT REGISTRATION

NOTE: PLEASE ENCLOSE A COPY OF THE BAPTISM CERTIFICATE FOR 1ST GRADE AND TRANSFER STUDENT IF NOT BAPTIZED AT NOTRE DAME / ST. COLMAN CHURCH

Student's Name: _____
Last First Middle Male or Female Sex

Home Phone: _____ Birthplace: _____ Birthday: ___ / ___ / ___

School: _____ Faith Formation Entering Grade: _____

Contact E-mail (Please print clearly): _____

Father's Name: _____

Address: _____

Phone: _____ Cell: _____

Mother's Name: _____

Address: _____

Phone: _____ Cell: _____

Mother's **Maiden** Name (Please print clearly): _____

Are there any medical conditions, disabilities or special needs we should aware of?

If yes, Please Explain: _____

Emergency Contact Name: _____ Phone # _____

Please indicate the Sacraments the student has received:

___ Baptism Name of Church _____

___ Reconciliation Name of Church _____

___ First Communion Name of Church _____

-TURN OVER-

Faith Formation Rules and Policies

We are delighted that your children will be studying with us this year. With your encouragement, they will be a part of many exciting and rewarding experiences as we journey together in faith.

Since lifelong success depends, in part, on learning to make responsible choices, our parishes have developed a discipline plan which affords every student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive, nurturing environment. Your child deserves the most positive educational climate possible for his/her growth, and we know that together we will make a difference in this process. The “**Faith Formation Rules and Policies**” outline our expectations for appropriate behavior and the consequences for inappropriate behavior.

1. **Show respect for priests, sisters, teachers, assistants and classmates. Rude, offensive or foul language will not be tolerated.**
2. **Students should behave appropriately in the classroom, at Mass and at any Faith Formation event, including retreats. Students should cooperate and participate in all activities.**
3. **Students should be prepared for class and bring their books to every class.**
4. **Listen to what teachers and classmates are saying. Class discussions are an important part of Faith Formation classes. Do not ridicule or criticize another student.**
5. **Students are not allowed to write or draw on the blackboards, whiteboards, walls or desk in the classrooms/school.**
6. **Hats and caps are not to be worn in the rectory or school classrooms.**
7. **No food, candy, chewing gum or beverages are allowed in either the rectory or school classrooms.**
8. **Phones and other electronic devices must be turned off during class time.**
9. **Students who attend Strong School during the school day are not allowed to enter their classrooms or lockers on Thursday evenings.**

To encourage students to follow these rules, we will recognize appropriate behavior with praise, “good news” notes, and positive phone calls home. However, if a student chooses to break a rule, the following steps will be taken.

Discipline Procedures: Our goal is to maintain an atmosphere in which students can form a learning community and hear the Gospel message.

First: When students’ behavior problems occur, the catechist will attempt to correct the situation directly with the student.

Second: A call home from the catechist or brought to the CRE.

Third: A parent must attend class with their child or they will be expected to pick the child up.

This is a must.

Fourth: A conference will be arranged with the student, parent, catechist, the CRE and the Pastor. The student will not be permitted to return to class until the problem has been resolved and an agreement reached about how the child will behave and make up missed work.

Be assured that our goal is to work with you to ensure the success of your child this year. Please read this “**Religious Education Rules and Policies**” with your child. Then sign and return this form for each of the children you are registering.

I have carefully read and signed the discipline procedures and the Faith Formation Rules for Behavior. I understand these rules and have discussed it with my child, and I do agree with this policy.

Students Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

3rd and 9th Grade Only

**Yearly Parental Consent Form Photographs & Photos Posted on
Notre Dame/St. Colman Churches Website Photos**

The two paragraph statements below are excerpts from the Diocese of Norwich Office of Safe Environments policy regarding *Electronic Communications, Internet, and Computer Use Policy, effective March 1, 2013*. Please read, check and complete next to the appropriate box and sign.

1. No image of a minor who is involved in a parish/school/institution, may be posted on a webpage associated with that parish/school/institution, without the written permission of the responsible administrator of the program and the minor's parent. Such images must be removed immediately if the minor's parent refuses or withdraws their consent.
2. No personal information about minors involved in a parish/school/institution, may be posted on a webpage associated with that organization or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).

Academic Year Current & 2018-2019

- I give permission for my child,** _____ grade _____ to appear in photographs taken at parish sponsored events, which may appear either in printed photographs /posters or appear on the parish website.
- I do not give permission for my child,** _____ grade _____ to appear in photographs taken at parish sponsored events, which may appear either in printed photographs /posters or appear on the parish website.

Parent Name _____ Signature _____ Date __/__/__

✠ NOTRE DAME – ST. COLMAN FAITH FORMATION

Safe Environments

I have received the following Norwich Diocese Safe Environments documents:

Please sign this form as confirmation that you have received the information and will be reading it at your earliest convenience.

- . Safe Environments in the Diocese of Norwich
- . Sexual Abuse & Sexual Misconduct Reporting Procedures
- . Twelve Things Parents Can Do to Help Create and Maintain Safe Environments at Church and at School
- . Nine Things Teenagers Can Do to Help Create and Maintain Safe Environments at Church and at School
- . Ten Things Concerned Catholics Can Do to Help Create and Maintain Safe Environments at Church and at School
- . Eight Things Children Can Do to Help Create and Maintain Safe Environments at Church and at School

I understand that my child(ren) will review the age-appropriate document(s) with his/her (their) catechist(s) at the beginning of each Faith Formation year.

-----Cut and Return-----

I have received the Safe Environments pamphlets with information for families.

I have read these documents and understand what I, as a parent/guardian, can do to help maintain a safe environment for all in the Notre Dame-St. Colman faith community.

Child(ren) Grade _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature

____/____/____
Date

Safe Environments In The Diocese of Norwich

Safe Environments refers to environments that are created and maintained in an effort to provide children, young people, ministers, and other people with the safest possible place in which to minister, study, and work.

The Diocese of Norwich and its parishes, schools, and other affiliated institutions is committed to providing safe environments for children, young people, and adults.

To assist in creating and maintaining safe environments, Bishop Michael R. Cote has established the Office for Safe Environments. The responsibilities of this office include overseeing the creation and implementation of safe environments programs and policies. In the Diocese of Norwich, there are six components to the safe environments programs and policies:

1. Awareness and Education

In creating any safe environment, awareness and education are essential. The Diocese has chosen the Praesidium programs Armatus online and Called to Protect as two of the avenues for raising awareness regarding the issue of child sexual abuse and how to prevent it. Called to Protect is a video-based and discussion- oriented program, and Armatus is online training. Both of these programs provide a foundational understanding of the risks, warning signs, and appropriate responses to child sexual abuse. It also discusses preventive strategies and how to implement them.

All priests, deacons, ministry leaders, and employees and volunteers who interact with children and teenagers on a regular basis have an obligation to attend this program.

In addition to these two programs, the Diocese has embarked upon several initiatives to raise awareness and increase education in regard to safe environments. These initiatives include:

- the writing and distribution of pamphlets, bulletin inserts, and other educational materials;
- articles in the Four County Catholic;
- postings on the diocesan website (www.norwichdiocese.org);
- other programs and forums determined by the Office for Safe Environments.

2. The Pastoral Code of Conduct

The Pastoral Code of Conduct is a set of guidelines for all Catholics to follow in creating and maintaining safe environments. It also includes provisions for addressing a lack of compliance with the Pastoral Code of Conduct and referrals in how to report sexual misconduct.

3. Electronics Communication and Computer Use Policy

The proper relationship between adults and minors can easily become confused because of the easy, informal, and at times anonymous nature of many forms of electronic communication. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained.

4. Comprehensive Screening

Comprehensive screening refers to the screening process for employees, volunteers, and contractors affiliated with the Diocese of Norwich. It includes:

- a written application form with signed statement by the employee, volunteer, or contractor;
- checks of references listed on an application form;
- a personal interview with employee, contractor, or volunteer;
- observations of the person's conduct;
- a criminal background check of the contractor, volunteer, or employee.

5. Sexual Misconduct Policy

The Sexual Misconduct Policy of the Diocese of Norwich addresses child sexual abuse and other issues of sexual misconduct by priests, deacons, employees, volunteers, and contractors of the Diocese of Norwich. It describes how to report allegations of sexual misconduct and how the Diocese will respond to allegations. This policy complies with the Charter for the Protection of Children and Young People, which was drafted by the United States Conference of Catholic Bishops in June of 2002.

6. Practical Matters and Other Concerns

This component addresses practical matters that arise during awareness and education sessions and the implementation of comprehensive screening, the Pastoral Code of Conduct, and other safe environments measures. Practical matters and concerns include such things as safe environments conditions of usage for the use of parish facilities by people outside of the parish and resolving conflicts between diocesan safe environments policies and other professional codes of ethics and conduct.

Your help is needed!

Creating and maintaining safe environments for children and young people is not the responsibility of one or two people. Each and every person can assist in providing safe environments for all of God's children. In fact, for these initiatives to be truly successful, we need the help and assistance of all Catholics. To find out how you can help in creating and maintaining safe environments for all of God's children, contact your local parish, school, or Catholic institution or contact the Office for Safe Environments.

Sexual Abuse & Sexual Misconduct Reporting Procedures In The Diocese of Norwich

Sexual Misconduct

It is contrary to the policy of the Diocese of Norwich for any priest, religious, or lay person, either employed by, volunteering for, or otherwise engaged in ministry in the Diocese, to engage in sexual conduct which is unlawful or contrary to the moral teachings of the Roman Catholic Church.

To enforce this policy and to prevent future incidents, we need the help of victims, their families and friends, and other concerned people to tell us when such misconduct may have occurred, even though it is sometimes not easy to come forward with allegations.

Victims, survivors, family members – indeed, each and every person, has the right – and an obligation – to report suspected or actual abuse to appropriate civil authorities before calling the diocesan reporting line when appropriate.

Getting Help

It is important that those affected by sexual misconduct obtain help immediately. We encourage victims and their families to utilize the services of an experienced victims' service agency staffed with personnel who can assist them and who can also assist victims and families wishing to make a complaint against diocesan personnel. Victims and families may also wish to seek the assistance of experienced mental health professionals.

To assist those affected by sexual misconduct by an employee or volunteer of the Diocese of Norwich, the Diocese makes available the services of the Assistance Coordinator. This person helps those victims and families find the assistance they need for healing. The Assistance Coordinator can be contacted by calling the diocesan reporting line listed below.

Reporting

If you know of an emergency situation in which abuse or assault is occurring or has just occurred, call the police immediately.

To report allegations of sexual misconduct involving a minor under age eighteen and an employee or volunteer of the Diocese of Norwich, or its parishes, schools, or institutions, call the DCF Hotline at 1-800-842-2288 and then call the reporting line of the Office of Internal Affairs at 1-800-624-7407.

To report allegations of criminal or illegal sexual misconduct involving an adult and an employee or volunteer of the Diocese of Norwich, or its parishes, schools, or institutions, call the police and then call the reporting line of the Office of Internal Affairs.

To report allegations of sexual misconduct that are not illegal and involve an adult and an employee or volunteer of the Diocese of Norwich, or its parishes, schools, or institutions, call the reporting line of the Office of Internal Affairs.

To file a written complaint alleging sexual misconduct against an employee, minister, or volunteer of, or in, the Diocese of Norwich, call the reporting line of the Office of Internal Affairs.

After you call the diocesan reporting line, you will be sent information on the diocesan procedures and a complaint form for you to complete, sign, and return to the Office of Internal Affairs. If you are not able to file a written incident report form, the Office of Internal Affairs will help you file a written report. No information regarding the incident will be sought or received on the telephone.

If you are upset, confused, or in immediate need of help, please contact a crisis hotline immediately.

If you believe that there is a current danger to other people, call the State or local police.

Diocesan Procedures

When your complaint is received, the Office of Internal Affairs, if criminal behavior is alleged, will send the matter to the Connecticut Department of Children and Families (DCF) and/or to the State's Attorney in the jurisdiction where the incident occurred. If the matter appears to be non-criminal, the Office of Internal Affairs will conduct an investigation. This means that the person making the complaint may be questioned further about it. It also means that the person against whom the complaint is being made will be made aware of the allegation and questioned about it.

The results of every investigation will be brought to the Diocesan Review Board and to the Bishop. If there appears to be some substance to the allegation, the worker or volunteer against whom the complaint was made will be removed from ministry and/or diocesan employment, and the Assistance Coordinator of the Diocese will work with victims to help them obtain counseling and other professional help.

If complainants are dissatisfied with the functioning of the Diocesan Review Board, they may file a complaint with the Policy Review Board. The Policy Review Board reviews and evaluates the functioning of the Office of Internal Affairs and the Diocesan Review Board and makes recommendations for changes in policy. At each point in the procedures, every attempt will be made to respect the privacy of the parties involved but this cannot always be assured.

Eight Things Children Can Do To Help Create and Maintain Safe Environments At Church And At School

Rules tell children what to do and what not to do. Children should be taught that if they follow the rules they can stay safe. Given the unique needs of children and teenagers in relation to the rest of the Christian community, it is not surprising that in the Church we place the needs of our children and teenagers first.

Children can help maintain a safe environment by following certain rules. Children need to know that:

1. They can and should discuss anything that happens to them that makes them feel uncomfortable, confused, or upset in anyway. They would usually talk to one of their parents, but they can also talk to a teacher, a school nurse, or another adult they can trust. When someone touches them in a way they do not want to be touched, they can tell that person to stop.

2. Most people are only allowed to touch certain parts of their body, like their hands or their shoulders. But NO ONE should touch the private parts of their body unless they are helping you keep these parts healthy. Private areas are those parts of their bodies covered by a

swimsuit. If they are touched in a way they do not want to be touched they must tell their parents or an adult they trust. They need to remember that if an adult touches them in a place they do not want to be touched, that adult is wrong. It is never a child's fault when an adult does something wrong.

3. They do not talk to or ride in cars with people they do not know. They do not accept gifts from adults they do not know. When accepting gifts they tell their parents.

4. When they go on field trips, they stay close to each other and they do not wander away from their parents or teachers. They always remember to have permission slips signed by their parents or guardians that allow them to go on field trips. If there is no permission slip, then there is no field trip.

5. If they see a friend doing something that could be bad for their friend, they tell their friend to stop. If he or she keeps doing it, they tell their parents or another adult. If a friend tells them that another person is making him or her feel uncomfortable, confused, or upset in any way, they tell this to an adult who can help, like their parents or a teacher.

6. If someone around them makes them uncomfortable or worried, they should tell their parents or another adult they trust.

7. They do not wander off alone to lonely or secluded places. They always keep an adult they trust within sight. Before they leave the area of the adult in charge, they must ask permission of the adult.

8. They treat other people the way they would want to be treated. They do not treat other people as objects. They do not use other people to get what they want.

Twelve Things Parents Can Do To Help Create and Maintain Safe Environments At Church And At School

The Church teaches that parents have the most serious duty, and primary right, to do all in their power to assure the physical, social, cultural, moral and religious upbringing of their children. Parenting is a difficult and demanding task. It is a task that requires the support and assistance of the entire Christian community. Parents, children and Church ministers, must all work together to assure the safety and welfare of our most precious resource, our children.

Parents need to take an active, and even proactive, role in the educational and social activities of their children. As a parent, you can work with your child(ren) to assure their safety. Among other things, you need to:

1. Know your child's teachers as well as those adults who have some supervisory role in relationship to your child(ren). Two adults should normally be present when working with your child(ren).

2. Satisfy yourself that the adults having contact with your child(ren) have been carefully screened. If you have doubts about whether or not an employee or volunteer was properly screened, talk with the person in charge of the activity, or your pastor, and communicate your concerns. If your doubts concern a school employee, talk with your child's principal.

3. Visit the classrooms and places where activities are held to assure you that these places are safe environments.

4. Become involved in programs and activities at church and school.

5. Teach your child(ren) that most people are only allowed to touch certain parts of their body, like your hands or your shoulders. But NO ONE should touch the private parts of your body unless they are helping you keep these parts healthy. Private areas are those parts of our bodies covered by a swimsuit.

6. Encourage your children to speak openly about their experiences and not keep secrets about their relationships with other people. Children need to be taught that they can and should discuss anything that happens to them that makes them feel uncomfortable, confused, or upset in any way. They need to know they can talk to a parent or another trusted adult about feelings such as these.

7. Discourage your child(ren) from accepting inappropriate gifts.

8. Not allow your child(ren) to travel unchaperoned or stay overnight with adult non-family members as part of Church or school related activities except with your explicit written permission.

9. Insist that your child(ren) not be allowed to travel without explicit written permission, given only after careful review of the travel arrangements.

10. Listen carefully and with a discerning ear to what children are saying to one another about the adults around them.

11. Be aware of the Pastoral Code of Conduct in effect for Church ministers and promptly report any violations of the same to the appropriate authorities (see Process of Reporting and Addressing Complaints and Allegations listed under the section entitled Enforcement). Familiarize yourself, and discuss with your child, the Diocese of Norwich Electronic Communications, Internet and Computer Use Policy.

12. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement; and teach your children not to treat other people as objects for gratification, power, or advancement.

Nine Things Teenagers Can Do To Help Create And Maintain Safe Environments At Church And At School

Laws and rules are at the service of a community as well as individuals. Given the unique needs of children and teenagers in relation to the rest of the Christian community, it is not surprising that in the Church we place the needs of our children and teenagers first. Our laws and rules are at the service of our children and teenagers.

Teenagers can also help create and maintain safe environments. As a teenager, you need to be aware that:

1. Your body is your own. No one should touch you in a way you do not want to be touched. If another person touches you inappropriately, that person is wrong and should be reported to the proper authorities.

You should not accept expensive gifts from non-family members. You should not accept food, drinks, or rides from people you do not know well.

2. When attending Church functions, expect to be chaperoned at all times and have behavioral expectations made clear to you. If this is not occurring, then either the people in charge or your parents must be told. When attending an activity you need to advise the adult(s) in charge before you leave the activity.

3. You must not stay overnight in church- owned or operated facilities without chaperones and the written permission of your parents.

4. Adolescents must not bring, consume or abuse drugs or alcoholic beverages. Any Church ministers, employees, or volunteers who provide drugs or alcohol to teenagers are acting illegally and must be reported promptly to both Church and civil authorities.

5. Be cautious when dealing with overly friendly adults, those who place themselves on the same level as adolescents, those who seem to relate better to adolescents than to adults, those who suggest activities of which parents would not approve. Similarly, exercise caution around any adult who takes pictures extensively of adolescents, or offers explicit pornographic materials to teenagers. Such behavior should be reported immediately to parents or other trusted

adults. Overlooking or thinking of such behavior as harmless can pose a real threat to everyone in the community.

6. Church personnel have certain limitations on their behavior. Church ministers, workers, and volunteers are not allowed to give expensive gifts to young people. They are not allowed to travel unchaperoned with young people. They are not allowed to touch young people in unacceptable ways. Generally, except in certain limited situations, it is expected that there will be at least two adults present for youth activities. If you observe violations of these rules by Church personnel, you should report those violations to your parents or appropriate Church authorities (see Process of Reporting and Addressing Complaints and Allegations listed under the section entitled Enforcement).

7. Reporting violations of this Pastoral Code of Conduct may not be an easy or popular thing to do. However, the purpose of this Code of Conduct is to assure the safety of people young and older. The Church personnel who may be disregarding these provisions are wrong and may pose a real threat to the health and safety of others. None of us can look the other way and pretend we do not see what is happening.

8. Discuss with your parents, the Diocese of Norwich Electronic Communications, Internet and Computer Use Policy. Abide by this policy.

9. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement.

Ten Things Concerned Catholics Can Do To Help Create And Maintain Safe Environments At Church And At School

The safety of children concerns all of the Christian faithful, whether or not they have young children, and whether or not they are working or volunteering for the Church. Our children are our most precious resource. They are the present and future of the Church and the future of our society. To allow them to be harmed, harms all of us irreparably.

How can all concerned Catholics help protect our children? As a concerned Catholic, you can take the following steps:

1. Take the time to learn what is happening in your parish to create and maintain a safe environment.

2. Ask questions of parish employees and volunteers regarding the Safe Environment practices in the parish. These practices must include: (a) education for parents, children, employees and volunteers regarding the sexual abuse of children; (b) identifying the warning signs that children may be abused; (c) an awareness of adult behaviors which can signal a danger to children; (d) controlling access to children; and (e) careful monitoring and supervision of children and parish programs.

3. Keep your eyes and ears open. Children talk among themselves. Listen carefully and with a discerning ear to what is being said. If an adult is making them uncomfortable this should be brought to the attention of the proper authorities.

4. A child who comes from a dysfunctional home is exceptionally vulnerable. If there is conflict, divorce, abuse, alcohol or drug dependency in a child's home, be aware of it and help and support that child in an appropriate manner. Watch for changes in the child's behavior, including silence, withdrawal, acting out, and/or slumping grades.

5. Notice adults who are overly friendly or who place themselves on the same level as adolescents or young children, those who seem to relate better to adolescents or children than to adults, those who suggest activities of which parents would not approve. Observe any adult who takes pictures extensively -and/or exclusively of adolescents; this behavior could signal problems and should be reported to the appropriate authorities.

If an adult offers explicit pornographic materials to teenagers, report such behavior to the appropriate authorities.

6. Understand the Church's efforts where employment or volunteer status is denied to an individual. It is important to appreciate that: (a) such a decision is made based upon a good faith concern for the welfare of children and of our community; and (b) those making the decision may have access to confidential information which they may not legally be allowed to release or disclose. While an individual may not be prevented from challenging the Church's decisions, the Church is constrained from responding or releasing any confidential information it has acquired as the result of a screening process.

7. When an allegation is made against any adult, we all must be concerned for that person's right to due process and a fair hearing. We all should presume innocence until guilt is proven in some definitive manner.

8. Similarly, we need to respect the right of all of the People of God to a good name and reputation. Innuendo, suggestive remarks, snide comments, stereotyping, and generalizations can do just as much damage to a person's reputation as an ad in a newspaper. We should not place ourselves in the position of judging either accuser or accused unless or until we have access to all of the facts in any given situation.

9. Familiarize yourself with the Pastoral Code of Conduct for the Diocese of Norwich, available at www.norwichdiocese.org. Know the rights and obligations of all of the members of the Church community. If you see any member of the community failing in his or her responsibilities, bring it to the attention of the proper authorities (see Process of Reporting and Addressing Complaints and Allegations listed under the section entitled Enforcement).

10. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement.