



**CRITERIA AND OUTCOMES FOR HIGH SCHOOLS (UPDATED 5/20/14)**

All Session must be reported on VIRTUS® Online <http://www.virtus.org/virtus/>  
Programs Completed by February 15<sup>th</sup> / Reported Online by February 28<sup>th</sup> each year.  
(See Attached Instructions)

Name of High School: \_\_\_\_\_

Circle: Archdiocesan    Parish                      Region: \_\_\_\_\_

**ANNUAL CRITERION:** Review of the: “Guidelines for Middle and High School Youth Working or Volunteering with Minors.” (See page 3.)

Date Completed: \_\_\_\_\_

Number of Signed “Guidelines” Documents Returned and Filed: \_\_\_\_\_

**CRITERION (1, 2, 3 or 4):** Each school year choose one of the four “Criteria” either by grade level or by year.  
(See pages 4, 5, 6 and 7.)

Criterion Used Current School Year: \_\_\_\_\_

Resource(s) Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Taught By Grade Level or By Year: \_\_\_\_\_

Number Students Taught the Criterion: \_\_\_\_\_

Number of Students Absent: \_\_\_\_\_

Number of Students Opted-Out: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Print Name of Principal: \_\_\_\_\_

Date of Submission of Report: \_\_\_\_\_



### **GENERAL DIRECTIONS:**

The “Annual Criterion” below is used every year. The remaining four may be used school-wide, using one “Criterion” per year over a four year cycle **OR** each Criterion can be assigned to a grade level so that all are used each year.

**ANNUAL CRITERION** – **Review of Archdiocese of Los Angeles Boundary Guidelines.** Most high school students will spend some time working with or supervising younger children. This may be as a part of a Christian Service project, as a babysitter, or in a paid employment situation.

Students will develop the skills:

- to know and understand the Guidelines for Minors Working With Minors
- to report abuse when necessary

### **ACTIVITY:**

Read, teach, and discuss *Archdiocese of Los Angeles Boundary Guidelines for Middle and High School Youth Working or Volunteering with Minors* at the beginning of each year in all religion classes. A copy of the signed document must be kept on file for one year in main office.

### **YEAR OR GRADE LEVEL:**

Each September



## **Archdiocese of Los Angeles Boundary Guidelines for Middle and High School Youth Working or Volunteering with Children or Youth**

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – both Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

### **Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

#### **As a student volunteer, I will:**

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

#### **As a student volunteer, I will not:**

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternalize inappropriately with children/youth through electronic communication, social networks, media, over the internet or through other forms of communication.



We, the undersigned, have read and understand the Archdiocese of Los Angeles **Boundary Guidelines for Middle and High School Youth Working or Volunteering with Children or Youth**, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Youth Volunteer:	_____	Date:	_____
Signature of Parent/Guardian:	_____	Date:	_____
Signature and Title of Witness:	_____	Date:	_____
Signature of Parent/Guardian:	_____	Date:	_____

**CRITERION (1) - Adult Relationships.** As teens attend High School they will encounter a variety of relationships with adults. In some instances these relationships could lead to physical or psychological abuse because the adult uses authority and a position of control to bring about inappropriate actions.

Students will develop the skills:

- to understand inappropriate behavior between adult and student.
- to enforce personal boundaries to stop inappropriate behavior.
- to recognize when an adult is grooming him or her for an inappropriate relationship.
- to engage personal strengths to help be strong while in a negative situation.
- to report such an incident to authorities.

**ACTIVITY:**

View and discuss *\*Breaking the Silence: Preventing the Sexual Abuse of Minors (Diocese of Orange)*

OR use Lesson #5 For Young People from *\*Creating Safe and Sacred Places*, St. Mary Press,

OR *\*Relationship Safety Workshop for High School Students (Archdiocese of Los Angeles)*

OR *\*Good-Touch/ Bad-Touch® “Establishing Healthy Boundaries” (7<sup>th</sup> – 9<sup>th</sup> Grade Only)*

OR \_\_\_\_\_

\_\_\_\_\_

**YEAR I OR FRESHMEN LEVEL:** \_\_\_\_\_



## RESOURCES:

*\*Breaking the Silence: Preventing the Sexual Abuse of Minors* (Approx. \$29.95 plus tax and shipping)

*\*Email Query: Breaking the Silence Diocese of Orange* to access order page for this resource or call (714) 282-3077.

*\*Creating Safe and Sacred Places* from St. Mary Press (Approx. \$25.95 plus tax and shipping)

Email: [www.smp.org](http://www.smp.org) or call (800) 533-8095

*\*Relationship Safety Workshop Outline for High School Students* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*\*Bullying Exercise – St. Monica Confirmation Class* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\* “Establishing Healthy Boundaries”* For information contact: [srmegalt@la-archdiocese.org](mailto:srmegalt@la-archdiocese.org)

**CRITERION (2) - Harassment.** Harassment happens in a variety of settings. It can occur in a sexual, physical or psychological manner. Students need to be aware of the many forms of harassment and how to deal with it when confronted.

Student will develop the skills:

- to treat others with respect and care as outlined by Jesus Christ.
- to understand that sexuality is a gift from God, but can be used to hurt.
- to define harassment in all its forms and tell why it can be dangerous.
- to report harassment or inappropriate behavior.

This Criterion may also include: **Exposure to Violence.** Exposure to violence may become a part of each student’s life. Students can find themselves witness to or involved in a violent, abusive relationship.

Students will develop the skills:

- to resolve conflict.
- to work to break the cycle of violence in its various stages.
- to report abuse when necessary.
- to get support and assistance when necessary.



## ACTIVITY:

View and discuss “Peer Sexual Harassment” segment from *\*Personal Safety Awareness for Venturing* (Boy Scouts of America)

OR \_\_\_\_\_

YEAR II OR SOPHOMORE LEVEL: \_\_\_\_\_

## RESOURCES:

*\*Boy Scout of America: Personal Safety Awareness*” (Approx. \$14.99 plus tax and shipping) or call your local Boy Scout Office and ask for item #AV-09DVD33 or go to: [www.scoutstuff.org/](http://www.scoutstuff.org/) and click on DVD/Video and type in item number.

*\*Boy Scout Peer Sexual Harassment DVD Study Guide* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*Bullying Exercise – Confirmation Outline (St. Monica, Santa Monica)* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

**CRITERION (3) - Technology.** Technology has brought the art of communication to new and exciting places; however, the internet has become a tool of perpetrators who use it as a lure to harm young people.

Students will develop the skills:

- to use computers in a positive way.
- to practice safe internet use, understanding that people online may not be who they say they are.
- to notify a trusted adult if anything received makes them uncomfortable.

This Criterion may also include: **Media Influence.** Media has both a positive and negative effect on teens. Gender role stereotypes as portrayed in music, videos, movies, television, etc. often promote violence.

Students will develop the skills:

- to reject media promotion of stereotyping and unhealthy values.
- to evaluate attitudes and actions portrayed in music, poetry, advertisement, etc. which can lead to abusive behavior.



- to understand that media messages often obscure the truth and present unrealistic and unhealthy images.
- to utilize Christian virtues and values as measurements against which media can be evaluated.

### ACTIVITY:

View and discuss from “Internet Safety and Stalking” segment of *\*Personal Safety Awareness\**

OR \_\_\_\_\_

YEAR III OR JUNIOR LEVEL: \_\_\_\_\_

### RESOURCES:

*\*Boy Scout of America: Personal Safety Awareness\** (Approx. \$14.99 plus tax and shipping) or call your local Boy Scout Office and ask for item #AV-09DVD33 or go to: [www.scoutstuff.org/](http://www.scoutstuff.org/) and click on DVD/Video and type in item number.

\*Boy Scout DVD Internet and Pornography Study Guide – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*Our Lady of Miraculous Medal – Confirmation Outline – Internet Safety* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*Free Booklet: Bullying in Schools: What You Need to Know* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*Parent Handout - Cyber-Bullying: Protecting Young People from Technology Dangers* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*Recommended Technology Guidelines for Pastoral Work with Young People* – See <http://nfcym.org/resources/documents/TechnologyGuidelinesNov2010.pdf>

**CRITERION (4) - Sexual Violence.** Today many teens are subjected to sexual violence in daily life, particularly in dating relationships.

Students will develop the skills:

- to identify and build dating relationships which are healthy.
- to use dating as opportunities for positive future life choices (i.e. marriage).
- to communicate and behave assertively.
- to avoid drugs and other lures that end in abusive sexual behavior.



- to get support when violated.
- to file an abuse report.

### ACTIVITY:

View and discuss “Acquaintance Rape” segment of *\*Personal Safety Awareness\** (BSA)

For younger grades you may use VIRTUS® Teaching Touching Safety DVD segment for Grades 9-12 on Boundaries.

OR \_\_\_\_\_

YEAR IV OR SENIOR LEVEL: \_\_\_\_\_

### RESOURCES:

*\*Boy Scout of America: Personal Safety Awareness\** (Approx. \$14.99 plus tax and shipping) or call your local Boy Scout Office and ask for item #AV-09DVD33 or go to: [www.scoutstuff.org/](http://www.scoutstuff.org/) and click on DVD/Video and type in item number.

*\*Boy Scout DVD Date and Acquaintance Rape Study Guide* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)

*\*Boundaries and Bullying – Confirmation Outline (St. Monica, Santa Monica)* – email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org)





## ARCHDIOCESE OF LOS ANGELES

Responsibilities of Principals in Relationship  
to Safeguard the Children Initiatives

*(Adopted 4/21/2009/Revised 10/11/11/ Revised 7/26/2012/Revised 5/20/14)*

### I. Principals must:

- be fingerprinted.
- have attended VIRTUS® Protecting God's Children Adult Awareness Training. [Certificates must be on file.]
- have signed Acknowledgment of Receipt for the "Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events." [Documents must be on file.]
- sign Child Abuse Acknowledgment Form and have on file.
- ensure that outside vendors are fingerprinted.

### II. Principals are responsible to:

- ensure that all employees, staff and volunteers are fingerprinted and listed on VPIN\*
- ensure that all employees, staff and regular volunteers have attended VIRTUS® Adult Training [certificates must be on file] and are listed on VPIN.
- ensure that all employees, staff and regular volunteers have signed the "Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events" and have documents on file.
- ensure that all children and youth have received/receive Child/Youth Sexual Abuse Prevention Training annually. **Training must be completed on or before February 15<sup>th</sup> and reported on VIRTUS® Online by February 28, 2013.**
- report – VIRTUS® Online, "Educators" Tab: Type in the name of the program you are using, the number of students in your program, the number trained, the number who "opt-out" and the number absent.
- review "Child Abuse Reporting Procedures" with faculty and staff and have them sign the "Child Abuse Acknowledgment Form" annually.

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\* Volunteers and Personnel Information Network (VPIN). For information: Help Desk – (800) 266-3311 or [ypin@la-archdiocese.org](mailto:ypin@la-archdiocese.org).



- distribute and display in the office the most current copy of the “Working Together to Prevent Child Sexual Abuse” brochure. [“Working” Together brochures are revised at the beginning of each year in preparation for Child Abuse Prevention Month in April].

**III. Elementary School Coaches** must:

- be fingerprinted.
- have signed the “CYO Coaches Code of Conduct.” [Documents must be on file.]
- complete a “Play Like A Champion Today™” training (Elementary Coaches). [Documents must be on file.]
- review Child Abuse Reporting Procedures.
- have attended VIRTUS® training.

**IV. High School Coaches** must:

- be fingerprinted.
- have attended Play Like a Champion Today course for initial certification. [Certificates must be on file.]
- have attended VIRTUS® Protecting God’s Children Adult Awareness Training for re-certification. [Certificates must be on file.] (For more information email: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org).)
- have signed the “Code of Conduct.” [Documents must be on file.]
- review Child Abuse Reporting Procedures.

**V. Volunteers who “have regular supervisory contact with minors,” (e.g., Health Room assistants, Library aides, Office help)** must:

- be fingerprinted.
- have attended VIRTUS® Protecting God’s Children Adult Awareness Training. [Certificates must be on file.]
- have signed Acknowledgment of Receipt the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.” [Documents must be on file.]
- review Child Abuse Reporting Procedures.



**VI. All other Volunteers who work in any capacity with or around children, the elderly or special needs persons must be:**

- have attended VIRTUS® Protecting God’s Children Adult Awareness Training. [Certificates must be on file.]
- have signed Acknowledgement of Receipt for the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.” [Documents must be on file.]



**ARCHDIOCESE OF LOS ANGELES  
SAFE ENVIRONMENT TRAINING POLICY  
FOR ARCHDIOCESAN AND PARISH HIGH SCHOOL  
EMPLOYEES, ADULT VOLUNTEERS AND STUDENTS 9/9/08  
(Updated 3/31/09, 1/14/13 and 9/4/13)**

**Employee and Adult Volunteer Training:**

Immediately after being selected, all high school employees and adult volunteers are required to attend a live VIRTUS® “Protecting God’s Children” awareness training for adults. They must then submit a copy of their VIRTUS® certificate of attendance to the Principal.

**Coaches – Teachers and Seasonal “Walk Ons”**

All high school coaches will be certified through the Play Like a Champion Today (PLACT) course. This also applies to all full or part time teachers who coach. If a coach is paid by the school, he or she must also attend the live VIRTUS® Protecting God’s Children. Newly hired coaches who must begin coaching before the next PLACT course will immediately register for the next PLACT course and the Athletic Director will immediately provide the Principal and Assistant Superintendent with the full name of the coach and the date of the next PLACT that the coach will be attending.

**Record Keeping:**

All high schools will keep a separate file for its’ employees and adult volunteers which contains a copy of the VIRTUS® certificate of attendance and copy of the “Acknowledgement Receipt” of the *Guidelines for Adults Working with Minors*, that has been reviewed and signed at the beginning of every school year, and any other documents required in order to comply with the policies and procedures of the Archdiocese of Los Angeles. (See attached checklist) The front of the file must have a check off list of all school employees with dates as to when certification and recertification was received. A separate file for student volunteers will contain a copy of the “Acknowledgment Receipt” of the *Archdiocese of Los Angeles Boundary Guidelines for Middle and High School Youth Working or Volunteering with Children or Youth*, that is reviewed and signed at the beginning of each school year, and check off list.

The person delegated by the Principal to maintain the Volunteer and Personnel Information Network (VPIN) will impute employee certification as soon as it is received. This person will also update all VPIN files at least twice per year. Training and fingerprint clearance entered on VPIN is portable from school to school to parish in the archdiocese.

**Student Training:**

All high schools are required to complete the *Safe Environment: Criteria and Outcomes for Secondary Schools* each school year and the Principal, or a person assigned by the Principal, must record all youth Training on VIRTUS® Online by February 28.

**Recertification:**

VIRTUS and Play Like a Champion Today certification are valid in the Archdiocese for four years. Recertification may not take place on line. Attendance at a VIRTUS® Protecting God’s Children session is required for recertification.



**Cost:**

All materials for the live VIRTUS® “Protecting God’s Children” program are provided free by the Archdiocese of Los Angeles.

**Trainers:**

Each school is encouraged to have at least one teacher or administrator (but ideally a team of teachers and administrators) trained and certified as a VIRTUS® Facilitator for “Protecting God’s Children” adult program and VIRTUS® Leadership Trainer for *Teaching, Touching, Safety* for the youth programs.

The only cost for these trainings is a onetime cost of the “training binders” that will be used by the trainers. The training itself including all meals and parking is free. In addition, all participant materials used by the trainer are also free. Having a trainer or team of trainers at each high school is a great advantage because this insures convenient access to certification for all employees, volunteers, and students. This also helps to insure that the site is always in compliance.