



## FAMILY HANDBOOK 2022-2023

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*"People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it. And he took the children in his arms, put his hands on them and blessed them." (Mark 10: 14-16)*

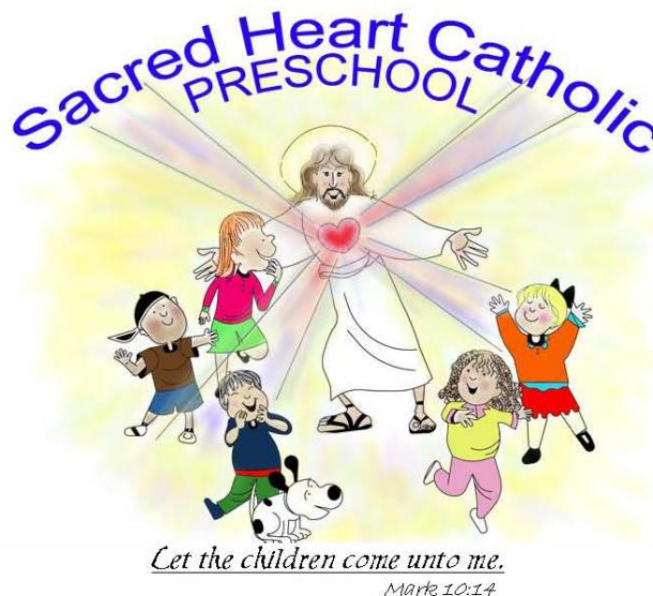
## **INTRODUCTION**

Welcome to Sacred Heart Catholic Preschool! We are happy that you chose to share your child with us for this most important time of early childhood. We plan to provide a secure and nurturing environment for your child. Each child and each family is a gift from God and will be treated with love and respect. Love of God and others will be taught through our daily activities with games, art, music, field trips, special events and the study of God's world. Because this is a Catholic preschool, we will pray and learn in an age-appropriate and Catholic way.

Early childhood education is intended to assist and support parents in the care and education of their children. At Sacred Heart Catholic Preschool, we will provide opportunities to meet the developmental and spiritual needs of your children while they are with us, but we can never replace the vital role that parents must assume in educating their children both academically and spiritually. We welcome and encourage parental involvement in our program.

## **SACRED HEART CATHOLIC PRESCHOOL MISSION STATEMENT**

*Sacred Heart Catholic Preschool is committed to providing an opportunity for young children (ages 3-6) in our parish and community to play, learn, grow, and develop in a safe and secure Catholic Christian atmosphere. This preschool ministry will seek to lay a foundation of faith and education, supported by our parish family, which will assist in the formation of conscientious adults.*



# SACRED HEART CATHOLIC PRESCHOOL

## Philosophy

*We believe faith development begins at home, but is supported by our parish family. We believe that children need daily opportunities to live their faith.*

*We believe the entire school community includes the pastor, children, families, and parishioners. We all share the responsibility for educating, caring for, and ensuring the safety and security of each child that we serve.*

*We believe that each child is a gift from God and has the ability and the right to learn and grow in the faith.*

*We believe that parents are the first teachers of their children. They should be involved and informed of the educational process. As such, the home-school connection is vital to the development of the child.*

*We believe that parents deserve the support of the parish family in the faith formation of their children.*

*We believe that teachers/staff should be examples of the love of Jesus through the Christian lives that they lead. They should also be qualified professionally and committed to continuing development of skills, methods, and theories of education.*

*We believe that our curriculum should be developmentally appropriate, meeting all the needs of all of our children: physical, emotional, cognitive, and spiritual.*

*We are accountable to children, parents and families, the parish, the diocese, ourselves, and ultimately to God.*

*Revised May 2019*

## **GOALS**

We will strive:

1. To provide opportunities for children to grow in their knowledge and love of God.
2. To provide an atmosphere in which children can mature emotionally and continue to develop and maintain a positive self-concept.
3. To provide an environment of stimulating opportunities that will encourage the cognitive development of each child.
4. To encourage children in the development of social awareness and social skills by providing a variety of interactions throughout the daily routine.
6. To provide opportunities for children to strengthen and coordinate large and small muscles in a variety of physical activities.
7. To maintain an environment in which children have the opportunity to make choices, carry out their own plans, and review their experiences.

## **ABOUT US**

Sacred Heart Catholic Preschool accepts children ages three and four in the T/Th classes for a preschool curriculum. Four and five year olds attend on MWF and M\_F for a pre-kindergarten curriculum. We operate on a regular school year schedule from August through May with the usual holidays. View the annual calendar for details. Each class is staffed with a teacher and an assistant teacher daily.

Pastor – Fr. Gabriel Lickteig

Director and T/TH Teacher – Breanna Christy

MWF Teacher- Alisa Collier

Assistant Teachers: Marceia Warlen and Breanna Christy

Office Manager – Alison Headley

## **ENROLLMENT INFORMATION**

Pre-enrollment for the coming year begins after all masses on the first weekend in October. The first opportunity to phone in to enroll is on the first Monday after this enrollment weekend.

Enrollment process continues in February when all on list are notified of availability of positions. Enrollment is completed when enrollment form and enrollment fee are received. Updated immunization record is required before first day of school. Medical forms are required within 30 days of first day of school.

If you have questions about enrollment or about immunization policies, please ask director at your convenience. As parents you have the right to inquire concerning the possibility of students exempted from immunizations at this facility.

## **POLICY OF NON-DISCRIMINATION**

Sacred Heart Catholic Preschool welcomes students and staff of every race, color, national origin and gender. Sacred Heart also welcomes students and staff of all faith backgrounds. They are admitted to all rights, privileges, programs, and activities generally made available to all students and staff in our school.

Enrollment information is confidential. It is mandatory that we keep this information up-to-date. Please notify us of any changes in your contact information or emergency numbers.

## **CLASS TIMES**

We meet in two separate groups. The 3-4 year olds meet on Tuesdays and Thursdays from 8:30-11:30. The 4-5 year olds meet on Mondays, Wednesdays, and Fridays from 8:30-11:30. The M-F 4-5 year olds meet 8:30-1:30.

## **TUITION**

Tuition for the year is as follows:

MWF: \$1,556 (\$185/month)

M-F: \$3,555 (\$395/month)

T/TH \$1,440 (\$160/month)

Monthly payments are due on or before the first of the month from September through May. If payment is late, please add \$10 late fee to the tuition payment. **Please make checks payable to "Sacred Heart Catholic Church," and give to Alison, our office manager.** Check with Alison if you are interested in an electronic payment option or if you need to make special payment arrangements. If she is not available, you may put payment in an envelope and give to your child's teacher.

## **GENERAL POLICIES**

### **Arrival**

Please bring your child no earlier than 8:25 for AM. Teachers need time to review plans for the day and to make certain that all is prepared for the arrival of the children. **For the safety of the children, please park in the lower lot and walk with your child to the classroom. It is important to use the marked parking places, as they provide the most predictable traffic pattern.** This will increase the safety of our parking lot. It is the responsibility of the adult who brings the child to school to sign in at the clipboard on the cubbies. This will help us maintain a secure environment. Please be sure to sign your child in on the folder that will be on the cubbies. This helps us to maintain safety of all of our children during the day.

### **Pick-up**

Dismissal is 11:30 for the AM. We will dismiss from the playground, unless there is inclement weather. Every effort will be made by the staff to be on time for daily dismissal, and we ask that parents are prompt when picking up the children. We will meet you with your child in the upstairs gathering space of the church. Please park in the upper level lot, using the marked parking places only. Reserve the handicapped spaces for parents with smaller siblings in the vehicle.

Please come into the building to sign your child out and then hold **his/her hand as you exit through the parking lot.** It is important to keep current the list of names of those who have permission to pick up your child from preschool. If pick-up arrangements are

different from those listed in the permanent record, please send a note at drop-off time. It avoids confusion later in the day. If there is an emergency that causes a pick-up change, please call Alison, the office administrator, as soon as possible. Please use the exit at the south end of the lot to enter and exit our campus. The exit at the north end of the lot needs to be "traffic free" to keep children and parents safe as they move from the building to the vehicles. If you arrive after dismissal has already begun, please enter through the south entrance for the same reason.

### **Security Door**

To maintain the security of our facility, it is necessary to have a secure entrance. All of the parish doors are locked throughout the day. The west entrance door will be open for drop off time, but then locked immediately afterward. If you need to arrive late or pick up early, then you will need to buzz in and identify yourself, then we will open the door for you. There is a camera on that door, to help us with this effort.

### **Behavior/Discipline**

#### **340.2 Christian Behavior Policy (from Diocesan Administrative Manual)**

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of staff, students and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions. (See *Guidelines for the Correct Application of 340.2 Christian Behavior Policy* for more details.)

#### *Discipline at Sacred Heart Catholic Preschool*

All aspects of the Catholic school experience are rooted in faith. Discipline is no exception.

*From Galatians chapter 5, we learn that the fruits of the Spirit are love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. Using these as our guide, the staff of Sacred Heart Catholic Preschool will work to lead children in the way of respectful Christian behavior.*

Our approach to discipline is one that keeps in mind that the young child is still learning and growing in all areas of development, including behavior. We will encourage children to use words when trying to solve a problem with a classmate. In the event that a teacher must intervene in a situation, we will first try to explain and encourage expected behaviors. Teachers will use positive statements of good behavior and redirection to encourage appropriate behaviors in the classroom. If the behavior is interrupting the learning of the other students, then a discussion with the teacher and/or a supervised "time beside" or "time away" will follow. These discussions usually occur in the classroom, but if time is needed outside of the classroom, then a teacher will accompany the child outside of the classroom as well. It is up to teacher discretion as to whether the child needs to leave the classroom for awhile or not. Bullying/harassment and harmful behaviors will not be allowed and will be met with immediate removal from the situation, followed by parent conference. Continual disruptive behaviors will be met with parent/teacher conferences via phone or face to face. An action plan will be developed by the teacher and parents together. Action plans may include asking parent to pick up child early if behavior is not corrected according to the parent/teacher plan. Parents will be notified of all serious behavior incidents. No discipline techniques will be used that are humiliating, threatening, or frightening. Spanking will not be allowed.

## **Toys from home**

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car, unless specifically requested by the teacher for a special occasion.

## **No guns, war toys, or other toys of destruction.**

A child must have a means to express feelings of aggression. During school time, we suggest instead clay to pound (manual dexterity), cobbler's bench (visual-motor perception), punching pillow (vent anger while developing perceptual abilities), and paints (to soothe anxiety while practicing a developing rhythmic movement).

## **Snacks**

We will serve a snack daily.

Birthday treats are most welcome. Just let me know when your child would like to celebrate his/her birthday or ½ birthday. Cupcakes, cookies and such are acceptable as birthday or party treats, but we ask that you limit the size to a mini-cupcake or a small cookie. Coupling a small cupcake with a small piece of fruit or cheese would provide a nice snack for a special treat.

We do ask a blessing before our snacks each day. We have a couple of little song prayers that we usually use for these times.

## **Field Trips**

Various field trips will be scheduled through the year. Some will be just walking field trips around the neighborhood and Marr Park. The Walking Field Trip Permission form allows your child to participate in these spontaneous walk-about.

### *Parents as drivers*

Parents will be asked to provide transportation and/or assist the class on the other field trips that are further away. In order to meet safety and security concerns of transporting children to and from field trips, the following guidelines and best practices are to be met;

Non-smoking vehicle environment

No cell phone use while vehicle is in motion (except in emergencies)

No children will be permitted to ride in the front seat of a vehicle

The driver must be able to maintain order of children at all times. A second adult will be asked to share supervision in a vehicle if possible.

**The driver must be able to provide driver's license and proof of insurance.**

The vehicle must be able to accommodate car seats and booster seats as required by law.

If a parent requests that his/her child ride with another parent, car seat/booster seat must be left at school with child's name affixed clearly.

Parent drivers are to drive to the field trip and then back to school. No other stops are permitted.

### *Child Safety Seats*

Children under the age of four must be secured in a child passenger restraint system bearing a label indicating the restraint meets Federal Motor Vehicle Safety Standards of the USDOT.

#### **Booster Seats**

Effective August 28, 2006, Missouri law will require children to be transported in a booster seat if they:

- weigh at least forty pounds, regardless of their age, or
- are at least four years of age but less than eight years; or
- weigh at least forty pounds but less than eighty pounds; or

- are less than 4 feet 9 inches tall.

#### Safety Belts

Children at least 80 pounds or more than 4 feet 9 inches tall shall be secured in a safety belt or booster seat appropriate for that child.

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NOTE: The National Highway Traffic Safety Administration recommends that children under 12 years always ride in the back seat.

Students may not be able to attend a field trip unless these regulations are observed.

### **Illness/Injury**

Please keep your child at home if he/she has symptoms of illness such as: fever, stomach ache, vomiting, diarrhea, runny nose and swollen glands. When you call or email to report that your child will be absent, please report the general symptoms of the illness. If your child becomes ill while at school, we will isolate him/her as needed and notify you immediately. If you are not available, we will notify one of your emergency contacts for prompt pick-up. If your child is injured while at school, we will notify you as needed, either during preschool time or at the end of class time.

### **Home/School Communication**

#### *Mobile App*

Register for the Sacred Heart THRYV texting program to receive concise reminders, announcements, and school closings for your child's class and for the preschool as a whole. You will not receive notifications unless you opt in to the program as follows:

***Text SacredHeart to 85100 to opt in to text notification services.***

### **Conferences**

Staff will continually evaluate student growth with observations and assessment forms. Parent Conferences are scheduled during the first part of November and again in February. At those times, we will review student progress with parents. Feel free to request an additional information or a conference at any time if you would like to do so. Exit conferences are available in May upon request.

*Newsletters* – We will send via email or backpack a newsletter each week, summarizing the week's activities and providing a "sneak peek" at the next week and upcoming events.

#### *Routine Communications*

There will be other notes and permission slips that will come to you via email or in the backpack with your child. Please check backpacks daily. We will also email during the week as needed.

### **Inclement Weather Dismissals**

If Warrensburg schools are closed due to weather concerns, then we will also close. You may receive that information in one of three ways:

- Register for the new Sacred Heart texting service as follows:
  - ***Text SacredHeart to 85100 to opt in to text notification services.***
- You may listen to 1450 KOKO for school closing announcements.
- You may also check the Sacred Heart Preschool website at [www.shcatholic.com](http://www.shcatholic.com). *Click on the Preschool tab to find the announcement.*



Due to the multiple uses of our preschool classroom space, it is difficult to extend the school year for make-up days. We will make up snow days as possible with the existing calendar, but in years of multiple snow days, we may only be able to make up a portion of the days missed.

## **SAFETY PROCEDURES**

We work in preschool to help the children understand the concept of emergency and to teach them to respond appropriately to common emergency situations.

### **Fire Response**

Fire drills are held monthly in accordance with state regulations. Children practice exiting from different exits each time and we note the importance of the EXIT sign. Procedures for a fire drill are posted in the classroom.

### **Tornado Response**

Tornado drills are conducted three times a year. Children move quickly to our Safe Spot (wall closet) and assume the duck and cover tornado position. We have a weather radio to assist in monitoring the weather. In the event of a real tornado, we would remain until the all clear signal. Procedures for tornado drill are posted in the classroom.

### **Safe Spot**

School personnel have been trained in safety precautions relating to intruders or other such emergencies. In the event that it is necessary, children will go to the Safe Spot (wall closet) and observe quiet time. We will practice Safe/Spot drills three times per year. Teachers will explain that sometimes there are dangers that we do not know about ahead of time and we need to know what to do for those times. We will discuss the importance of being quiet and waiting patiently to be told that it is safe to come out.

### **Evacuations**

In the event that an evacuation is necessary, we will walk to Ridgeview School (across the intersection) to wait for safe signal or to wait for parents to pick up. Parents will be notified by phone, if possible, of this change of pick up location. If Ridgeview School is also evacuating, the new safe location will be announced through available emergency lines (phone tree, radio, emergency broadcasting, postings, etc.).

### **Child Protection and Reformation Act**

The school staff is bound by the Child Protection and Reformation Act (RSMO 210). This legislation requires school personnel having reasonable cause to believe that a child known to them in their professional capacity is an abused or neglected child, to report to the Missouri Department of Family Services.

### **Reporting Safety Concerns**

It is always best to report all safety concerns and threatening situations directly to a teacher, administrator, or other adult staff member. However, if this is not possible, the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially, and anonymously, any time you know of a concerning or threatening situation, by contacting the Sacred Heart Parish office or the Diocese of Kansas City/St. Joseph at <https://catholicschoolsystem.com/>. However, anonymously reporting a concern or threatening situation makes it very difficult for the administration to investigate or respond to the situation. If there is a possible or perceived imminent threat,

the reporting party should contact 911 or the local police ASAP. School and diocesan level personnel are notified immediately when your report is submitted and your case will be investigated and appropriate action will be taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

## **Security**

The only open entrance to the church is on the lower level adjacent to main office during the day. All other doors are locked. Security cameras in strategic locations on the premises allow for monitoring of doors and hallways.



## **GENERAL INFORMATION**

### **Curriculum**

Our curriculum has grown from years of experiences and hours of collaboration. We meet and exceed those standards defined by the state of Missouri for early childhood. We also are accountable for the diocesan early childhood standards, which include religion standards. The age-appropriate activities are designed to allow for discovery and exploration, but also to directly encourage the development of necessary skills.

From Galatians chapter 5, we learn that the fruits of the Spirit are love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. Using these and our diocesan-recommended text as our guides, the staff of Sacred Heart Catholic Preschool will work to lead children in the way of respectful Christian behavior. We will also use Bible stories and songs to assist the children in the development of a knowledge and love of God. If you would like more detailed curricular information, please contact Lesa Carroll.

### *Circle of Grace*

The Circle of Grace program is used at Sacred Heart to encourage personal safety. (See copy of parent information letter.) Ongoing reinforcement of the concepts is encouraged throughout the year. It is our hope that the language of Circle of Grace will become a part of a positive culture of respect, care, and faith that will help protect our children and young people and help them to know what to do when they feel unsafe.

### **Pre-Kindergarten Lessons**

Lesson 1 – What is the Circle of Grace?

Lesson 2 – The Stoplight: Feelings, Touch and Secrets

Lesson 3 – Safety Plan

## **Scholastic Book Orders**

We are pleased to take part in the Scholastic Book Orders, both for our school and for you, as families. This is an opportunity to make good literature available to your child at home. When you order a book our school receives bonus points, which will add up to be used toward earning books for our school. Your child will periodically bring home a book order. The first order will come with an explanatory letter regarding the traditional and online methods that you may use to order. Reminders will be found in the newsletters. There is no obligation to purchase at any time. Books will be placed in backpacks at the end of the day, so that your child may bring them home to you.

**Attire** Think of your child's comfort and safety. Provide clothing that is free of complicated fastenings. Many of our activities are messy, so provide play clothes that wash easily and are sturdy. Flip-flops and other open-toed shoes are fun and fashionable, but are quite uncomfortable on the playground. Because of the insecure footing, it is difficult to run and climb. They frequently cause falls. Sturdier shoes with laces or Velcro are recommended. During times of changeable weather, please provide layers to add or remove as needed. We will dress for the weather and go outside nearly every day, except when it is raining or bitterly cold. Please provide appropriate head covering, mittens, and boots. Label all extra clothing and the backpack with your child's name.

## **Pictures**

### **Class Photos**

Individual and class pictures will be taken in the fall. You may choose to purchase from several different package options if you wish. They should arrive before Christmas.

### **Classroom Impromptu Photos**

The teachers also frequently take pictures of the children at work and play to display. You are asked to sign the permission slip about these photos in the enrollment packet of information. These photos will be available for you to download. Access information for these photos will be available separately for security purposes.

## DAILY SCHEDULE

Prayer – We will start and end each day with prayer. We will also pray at snack time. We will also help the children learn to open their hearts spontaneously to our Lord at a variety of other times during the days. The children will learn that we may choose to pray in different ways. We will learn to bow our heads, hold hands, make the Sign of the Cross, and even jump, shout, sing, and dance in prayer.

8:30 - 8:40 (12:30 - 12:40) Table Time –Children participate in hands-on activities and theme-related discussions. We also have Calendar/Weather time here.

8:40 - 9:20 (12:40 - 1:20) Opening Activities – Prayer, Sing Praise, Calendar, Weather Bear, Faith Focus, Introduction to the Day, Journal

9:20 – 10:20 (1:20 – 2:20) Discovery Time – Children are free to play and explore throughout the room. They are encouraged to participate in the theme-related activities and crafts that will be available each day.

10:20 – 10:30 (2:10 - 2:20) Clean-up

10:30 – 10:40 (2:30 - 2:40) Restroom/Coats

10:40 – 10:55 (2:40 – 2:55) Outdoor Play –This is usually an unstructured playtime, occasionally supplemented with planned activities.

10:55 – 11:10 (2:55 – 3:10) Snack Time – Children enjoy snack and develop language through discussion with other students.

11:10 – 11:25 (3:10 – 3:25) Story Time – We will use this time for teacher-directed activities. After a story that relates in some way to our unit of study, we usually have a follow-up activity. Finally, we incorporate a variety of activities in the area of movement, music, drama, science, and cooperative games.

11:25 - 11:30 (3:25 - 3:30) Backpacks and coats

Annual Calendar – Please refer to the annual calendar for a detailed list of school days and vacations.

# Diocese of Kansas City-St. Joseph

## Safety Plan Policy For Parishes, Early Child Care Centers, Elementary and High Schools

### Introduction:

This Policy mandates creation of a **permanent** Safety Plan for parish or school participation for anyone who: (1) is a registered sex offender, or has been convicted of a crime requiring sex offender registry; or

(2) has a history of criminal conviction(s) showing harmful to a child or vulnerable adult.

This Policy mandates creation of a **temporary** Safety Plan for parish or school participation for anyone who: (3) has been recommended for monitoring by the Bishop or Independent Review Board; or

(4) engages in crossing appropriate boundaries with a minor or vulnerable adult; or

(5) is currently under investigation by civil authorities or the diocese for suspicion of sexual abuse of a minor or vulnerable adult.

Anyone seeking access to a diocesan parish and/or school, who falls into one of the above listed categories will be referred to as the 'Subject' in this policy. In this policy, reference to 'Pastors' includes Parochial Administrators or Pastoral Administrators.

*Note:* If a Subject has been exonerated of any crime or suspicious behavior with a minor, the Safety Plan may be revoked at the discretion of the Pastor, only after consultation with the appropriate diocesan oversight office.

### Purpose:

The purpose of this policy is to protect children, youth and vulnerable adults from victimization, while promoting a safe and secure environment for the victim and victim's family, parish community, and the Subject. The first obligation of the Church with regard to victims is for healing and reconciliation. This policy is intended to allow a Subject to attend and participate in a liturgical service or the Sacrament of Reconciliation.

### Diocesan Oversight:

Diocesan involvement with plans is as follows: The Office of Child and Youth Protection (OCYP) will provide oversight and support in developing plans when the Subject is an employee or member of the parish. The Catholic School Office (CSO) will provide oversight and support in developing plans when the Subject has had or desires to have access to the school. The Vicar General/Vicar for Clergy's Office will create, implement and manage plans when the Subject is a member of clergy. The Victim Services Coordinator will be the liaison between the parish/school and the victim/family in cases where victim was abused by a cleric, employee or volunteer of the Diocese of Kansas City-St. Joseph.

Cases with Subjects who are minors are to be reviewed on a case by case basis by the OCYP and Diocesan School office, if applicable.

**Plan Management:**

When determining the need for a safety plan, the first step is for the Pastor or Principal to contact their Diocesan Oversight Office. Responsibility for creation, implementation and management of the Safety Plan lies with the parish and/or school. If an employee or cleric at a parish or school has knowledge of a person who is a Subject as defined in this policy, a Safety Plan must be created. The Pastor or Principal is responsible for implementation of the Safety Plan. These people must be informed of the plan: Pastor, SEC, Principal, ECC Director, and point of entry personnel. To best protect children, the subject should be monitored at all times while on property.

**Mass Attendance and Sacraments:**

While no one should be denied appropriate participation in liturgy, Subjects may only attend scheduled public liturgies as designated by the Pastor at their location (e.g. Mass, non-school Communal Penance Service, etc.).

The following precautions will be enforced, unless the Subject receives prior written approval from the Diocesan office of oversight, in consultation with the Victim Services Coordinator:

- Subjects may not attend the same parish as a known victim.
- Subjects may not be present on parish property other than to attend a scheduled public liturgy or scheduled appointment with the Pastor or Principal.
- Subjects must sit in the same assigned or designated area when attending a scheduled public liturgy.
- The Subject may not participate in any special role in the public liturgy (e.g. usher, lector, Extraordinary Minister of Holy Communion, etc.).
- The Subject may not be alone with minors or vulnerable adults in any restrooms at any time before, during, or after the public liturgy.
- Subjects may not participate in parish activities such as the social gathering following Mass, parish dinners, youth activities or any other activity other than public liturgy.
- Subjects may schedule a private appointment with the Pastor to receive individual Reconciliation.

It is the responsibility of the Subject to follow the Safety Plan. Further, it is the Subject's responsibility to know and comply with all registration, reporting and other laws.

At the discretion of the Pastor or his delegate(s), an usher or other responsible person may be alerted to the Subject's presence.

**Activities Involving Diocesan Early Child Care Centers, Elementary and High Schools:**

Anyone who can be described as a Subject in this Policy has the responsibility to make himself/herself known to the School Principal, Early Childhood Center Director or the Pastor.

The following precautions will be enforced, unless the Subject receives prior written approval from the Superintendent of Schools in consultation with the Victim Services Coordinator:

- Subjects are not allowed to be on property of early child care centers, elementary or high schools within the diocese;
- Subjects are not allowed to be present at school activities regardless of whether those activities are held on or off school property;
- Subjects are not to provide transportation for school activities such as field trips, unless access is required by law.

Despite the prohibitions described in this section, the Superintendent, after consultation with the Principal (Pastor), and Diocesan Victim Services Coordinator, may grant permission for a Subject to be on early childhood center, elementary or high school property for the limited purpose of attending meetings with school staff or in other situations where the student may benefit, and will do so only in situations where the Subject is not expected to be alone with any minor.

**Addressing non-compliance with this policy:**

Subjects who violate this policy may have further restrictions added to their Safety Plan up to and including prohibition from properties within the diocese. Failure of a Subject to agree to the terms of this policy will result in prohibition from properties within the diocese. Once a person is banned from a parish, appeal can be made to the bishop or his delegate. The diocesan oversight office will notify Pastors and Principals by email of a banned subject.

# **Diocese of Kansas City - St. Joseph**

## **Code of Conduct for Volunteers Who Work With Children and Youth in Catholic Schools and Early Childhood Centers**

Our children are the most important gifts God has entrusted to us. As a volunteer in a Catholic school or early childhood center, I promise to strictly follow the rules and guidelines in this Code of Conduct:

### **I WILL:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children and/or youth. If there is no other adult present, I will always interact in an area where I can be viewed by others as I work with children or youth. If I ever need to drive a young person home at night, I will have another adult go with me or I will try to arrange for the parent(s) to come after him or her.
- Arrange meeting space so that I am a comfortable distance from any child or youth with whom I am working or interacting.
- Use positive reinforcement rather than criticism, sarcasm, harassment, competition, or comparison when working with children and/or youth.
- Follow our diocesan policy on sexual harassment with regard to children, youth or adults.
- Refuse to accept expensive gifts from children and/or youth or their parents without approval from the administrator.
- Refrain from giving expensive gifts to children and/or youth without approval from the administrator.
- Immediately report suspected abuse to the principal or director and the Missouri Department of Social Services, Children's Division. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor. The Diocesan School Office is notified by the principal or director.
- Be aware that young people can easily become infatuated with a caring adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it and find ways to give the young person appropriate support and maintain appropriate boundaries.
- Take care in my speaking, writing, and actions to be professional but supportive and caring.
- Follow all policies and procedures regarding field trips i.e. notification of parents, permission forms, number of chaperones needed, drivers, etc.
- Avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities. If I need to monitor the area or deal with discipline, I will take care to leave the door ajar or to call for another teacher or volunteer to assist.
- Use a team approach in handling emergency situations.



**I WILL NOT:**

- Smoke or use tobacco products in the presence of the children and/or youth.
- Serve or supply alcohol or any controlled substance to minors.
- Use, serve, possess, or be under the influence of alcohol at any time while fulfilling my obligations as a professional educator or volunteer.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e. no fevers or other contagious situations).
- Strike, spank, shake, or slap any child or youth.
- Humiliate, ridicule, threaten, or degrade any child or youth.
- Touch a child or youth in a sexual or other inappropriate manner that might be misconstrued by the child, the youth or others.
- Use any discipline that frightens or humiliates a child or youth.
- Use profanity or vulgar humor in the presence of a child or youth.
- Make comments of a sexual nature except in response to specific classroom or otherwise legitimate questions from a minor.
- Place myself in a situation where my interaction with a minor cannot be witnessed.
- Go on vacation or overnights with any minor other than my own child(ren). I will never share a bed with a minor. Nor will I share a room with children or youth unless another adult is present. In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, I will take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
- Bring illegal substances, pornographic material, or weapons of any sort onto school or center premises or have on my person at any time children/youth are present.

Parent signature\_\_\_\_\_Date\_\_\_\_\_

***Parents that plan on attending field trips and other activities with the children must sign a Code of Conduct form. Those planning to drive on field trips must also submit copy of driver's license and proof of insurance.***