



Saint Raphael

CATHOLIC SCHOOL

Dear Parents,

Saint Raphael School is committed to maintaining a safe environment in our school. Keeping our students safe has always been and will continue to be a priority. We follow the guidelines outlined by the Diocese.

The procedures to follow in making sure all children are safe can be found in two documents: *Policy for the Safety of Children in Matters of Sexual Abuse* and *Standards of Conduct in Ministry*. **All clergy, staff, coaches and volunteers (volunteering more than 4 hours a month) are required to:**

- Read the two documents **OR** Watch the videos discussing the documents
- Sign the Acknowledgment forms
- Complete Virtus training
- Have a background check completed
- Turn in signed Acknowledgement forms

All volunteers at Saint Raphael School are asked to:

- Not use cell phones while volunteering (in school or on field trips)
- Sign the Acknowledgement of Uncompensated Volunteer form
- **Not post pictures of students on personal social networking sites**
- Sign in at school office

In addition:

- All volunteers are **encouraged** to do **one** of the following: read the documents, watch the videos, or read the summaries sign the Acknowledgement forms.
- All are **encouraged** to complete Virtus training.

All volunteers and parents are asked to respect the right of others by not posting pictures of our students on personal social media sites.

The most pertinent changes to the documents include provisions on Social Media, its use and the governing policies of its potential misuse. I have included a few of the highlighted areas for you:

- Use of electronics and Internet browsing while on parish property is not considered private.
- Church personnel and volunteers should not use the entity's Internet Portal for personal use.
- Accessing, storing, or transmitting pornographic images is prohibited and is cause for immediate disciplinary action.
- Evidence of pornographic images found on an entity computer will be reported to the local authorities.
- Church personnel and volunteers should not examine or patrol social networking sites of minors.
- When using any form of social media, e-mails, or the Internet, all policies contained in the *Standards of Conduct* apply. This especially applies to rules of confidentiality, conduct with youth, sexual conduct, and harassment.

For your convenience, we have put the video, the two documents, all Acknowledgement forms, and summary of changes on our school website. Forms will also be available in our school office. If you have had a background check done previously please advise the office and submit documentation.

Our intention is to keep our students safe and not make it difficult for our parents to volunteer. Our volunteers provide a much-needed service to the students and to the school. We are so thankful for our volunteers for sharing their gifts of time and talent! What a blessing they are to Saint Raphael School.

If you have any questions or concerns please feel free to contact me at 440-871-6760.

Yours in Catholic education,

Mrs. Ann Miller
Principal