

Protocol and Procedures 5-13-15

Changes for safe environment procedures Diocese-wide as planned under the Office of Safe Environment:

1. New National database background check and Online Safety training are linked from the dioceseduluth.org website. Active as of 4/28/15.
2. New safe environment program taught by all schools and Parish Religious Educators: Circle of Grace. This replaces the Child Lures Program and is specifically designed for use in Parishes, using terminology that is age appropriate and addresses the whole dignity of the person. Teacher In-service training day is scheduled for August 31, 2015.

Protocols regarding building safety and security:

1. Access to the school building is limited during school and the school will remain locked between 3 pm and 7 am every day, excluding special events or scheduled meetings such as conferences, archery, boy scouts and the like. Access to the school should be prearranged through the office, should an after-hours planning meeting or the like be scheduled.
2. Kids club pick-ups after school hours should anticipate picking students up at the 23rd street entrance to avoid the likelihood of nobody being available to allow entrance to the building. Kids Club employees have keys and can access school facilities in order to provide time and space for student recreation.

Protocol reinforcement for safe environment practices:

1. All in-school and after-school student events require two-deep leadership that is vigilant and intentional.
 - a. all adult-child interaction (that is not between parent and child) at school events must be within the direct line-of-sight of at least 1 other adult or in a group setting with children. There is no one-to-one contact with children in the school or at any school function. (The practical result of this is that: teacher doors must be open until at least 2 students are in the classroom, teachers and chaperones must use separate seating on field trips, student consultations with teachers or the principal are to be in open-door scenarios)
 - b. Adults must be intentionally vigilant in establishing the line-of-sight principle as part of two-deep leadership. Adults must not feel afraid to call other adults on not following the rule, and repeated (more than once at a particular setting or event) or clearly intentional violation of that principle should result in school leadership being informed.

2. All members of the school community who have regular access to children other than their own must submit to the background check and online training. This includes anyone who would have reason to come in physical contact with students in a position of authority. All parents should go through this process. Any who don't go through the process cannot and will not be allowed to volunteer or work until they do. (under the new Safe Environment procedures online, turn-around is 72 hours, not 2 weeks) This is not anything new, but a re-statement of the seriousness of this process.
3. Location and arrangement of facilities for student use at all school events shall be clearly outlined before the event. Any change from that plan will be considered as a violation of the Safe Environment protocols for the school. (Example: students at a school dance or at a classroom party want to use St. Leo's Annex for a game, but this is not already part of the plan for the adults. Adults are required, by protocol, to say no. Or, a parent wants to pull a group of kids away from the Halloween party to sort candy in a classroom. This is also not allowed.) Adults must be in charge of how and when parts of the building are accessed for the safety of all children and for their own peace of mind.
4. While we want to preserve the friendliness and community feel of the school, teachers and parents alike must be good stewards of each other, particularly at the end of the school day. Given the principles of line-of-sight as part of two-deep leadership, requiring teachers to have doors open when tutoring, helping to catch a student up due to absence, or conferencing with them also means that students and parents not actively engaged with the teacher should avoid unnecessary loitering in classrooms and hallways. This is a safety concern; the goal is to reinforce appropriate boundaries in a professional setting. All are asked to respect the boundary of the classroom—If students are not picked up by 2:30 or otherwise working on an assigned task for a teacher or after school program, they are to go to kids club, no exceptions. This is school policy and has been since the beginning of the school year.