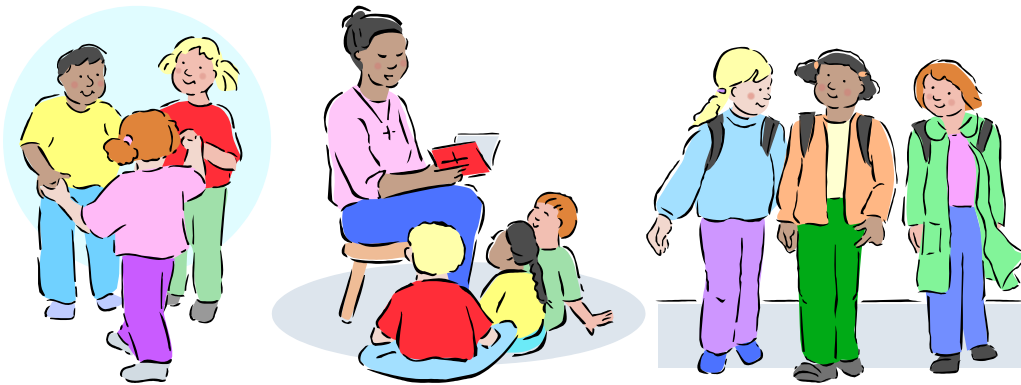


St. Lawrence Early Childhood Center

Parent Handbook

Infants/Toddlers, Preschool and 4K



Dear Parent:

The following material is presented as a handbook of information for the St. Lawrence Early Childhood Center Infant/Toddler, Preschool and 4K Programs. We have tried to include all information considered important to your child's safety and for the basic operations of the program.

It is widely known that more learning takes place during the first five years than at any other period in life. With this as our focus, we are excited about the opportunity to provide your child(ren) with a quality program in a safe and caring environment.

We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family. We understand fully the trust you have placed in us for your most precious gift—your child, and we look forward to sharing him/her with you. Welcome to St. Lawrence Early Childhood Center.

Sincerely,

The St. Lawrence Early Childhood Center Staff

Mission Statement

To inspire excellence and personal growth grounded in Catholic principles and tradition.

Statement of Purpose

The St. Lawrence ECC views children as a precious resource, given by God, and acknowledges its responsibility, along with the parents, for their care and nurture.

Therefore, St. Lawrence ECC carries out the mission by establishing and maintaining a program of care, providing a safe, secure, and nurturing Catholic environment for children.

St. Lawrence ECC is State Licensed and an accredited center by the National Association for the Education of Young Children (NAEYC) to serve children ages 3-12. St. Lawrence ECC is currently working towards licensing.

St. Lawrence Early Childhood Center Information

Location

St. Lawrence Early Childhood Center is located at:
551 Tenth Avenue North
Wisconsin Rapids, WI 54495
Telephone: 715-422-0990

Early Childhood Program

The educational program for children ages 6 weeks to 5 years of age is to provide developmentally appropriate, theme-based learning experiences for the children throughout the day. Children's learning is enhanced in the following areas: large and small muscle development, fine arts, science, social studies, math readiness, pre-reading, oral language, self help skills, and emotional/social development.

Non-Discrimination Policy

The St. Lawrence ECC welcomes children/students of all religious, social, and national/ethnic origins who have the ability and desire to be part of its sponsored programs.

Christ-Centered Zone

Items which endanger the safety and wellbeing of our students, staff and visitors are not permitted on school premises: weapons, firearms and controlled substances are prohibited.

Admission

Admission to the St. Lawrence ECC is open to any child, regardless of race, creed, or national origin, beginning at 6 weeks. For the Day Care Program, preference will be given to full day enrollees; partial day student will be accepted to the extent that corresponding vacancies exist. Enrollment is on a first come basis.

At the time of enrollment, parents will be required to state the hours of day care they desire and to schedule a meeting to discuss their infant/toddler's needs. Any change in this figure is to be made in writing to the Director of Day Care as soon as possible. It is the responsibility of the parent to escort his/her child into and out

of the program each day. Parents are to sign day care children in and out of the program daily on the sign-in sheets provided. They will not be allowed to leave the center with anyone but the parent or individuals listed on the child's enrollment form as authorized pick-up people. In order for an individual to be placed on the authorized pick-up list the person must be 18 years old and provide a picture ID to staff on first visit. The childcare staff will check ID so please have the ID ready.

Parents or guardians of a child enrolled at St. Lawrence ECC are welcome to visit and observe the programs any time during the hours of operation, unless the visit or observations are contrary to an existing court order.

The admission of each child is provisional, being dependent upon that child's ability to adjust successfully to an early childhood setting.

In family situations where child custody has been granted by the court to one parent, a copy of that portion of the court decree must be provided to St. Lawrence ECC. This is especially necessary if parental access is denied by a court order.

Required paperwork must be completed and on file at the time of attendance or within the stated required time period. Paperwork may include, but is not limited to, such items as: enrollment agreement (contract), general information, health report, immunization, and schedule sheet. Child's records are confidential. Information will not be released without written consent of the parent or guardian. If a child is to be absent, please notify the school office with this information before the child is scheduled to attend.

Program Participation Fees

Program participation fees are the sole support of the Catholic Schools Care programs. They are not subsidized by the school system or the parishes.

Fee/Payment Information

The Infant/Toddler program has weekly rates, the Preschool program has hourly rates, weekly rates, and discounts for children enrolled in full time care. Specific fee information can be obtained from the Director and the fees may change yearly.

Hours of Operation

St. Lawrence ECC is open Monday through Friday, from 7:00 a.m. to 5:30 p.m. The program will be closed on the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Occasionally during the year there are days of low enrollment due to holidays or days off of school. The program reserves the right to close due to low enrollment. As these days are approached, a sign-up sheet will be distributed to identify the needs of the enrolled families. Notification will be provided in advance if the center will be closed.

St. Lawrence 4K is a 2 ½ hour program that meets Monday through Friday throughout the school year. The 4K program will follow the WRPS school calendar during the school year as to closing dates.

Forms and Agreements

A completed, signed enrollment and policy agreement form must be returned before the first day of attendance. Updated information on home phone numbers, work phone numbers, and authorized pick-up persons should be submitted as changes occur.

Child Health Report

A child health report should also be provided within thirty days of enrollment. This form requires your physician's signature to verify your child's ability to attend the program. A separate immunization form is also required with your signature as verification. **If your child has a food allergy, please inform the childcare staff in writing.**

Immunizations

As a State Licensed childcare facility, St. Lawrence ECC is required to maintain records on your child's immunization history. Every child must be immunized against the following:

- *diphtheria, tetanus, and/or pertussis (DPT or DT)
- *polio
- *measles
- *rubella
- *mumps
- *hemophilus influenza b vaccine (Hib)
- *Hepatitis B
- *Varicella or Chicken Pox Vaccine

A completed Immunization Record form must be completed within thirty days of enrollment.

General Parental Responsibilities

With the child's safety and well being in mind, it is important that the parent fills out an emergency card and adheres to the instructions given. Following are important regulations regarding the child's entering and leaving the premises of each program:

- 1 Parent should not leave children at the center before the staff arrives.
- 2 Children should be escorted directly to the designated care space and checked in by the staff.
- 3 Parents should not take their children from the school site without first notifying the staff and signing the child out (if in Day Care).
- 4 Program personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi for your child, you must notify the staff in advance, in writing, or have a permanent request on file. The taxi driver must sign the child out. A school age release form must be filled out as well.
- 5 PARENTS SHOULD NOT SEND PERSONS WHOSE SIGNATURES ARE NOT ON THE AUTHORIZED PICK-UP LIST. FOR THE CHILDREN'S SAFETY, RELEASE WILL NOT BE GRANTED.
- 6 Parents may wish to telephone the programs asking that their child be directed to go various places. There is always the possibility that a

person/persons other than the parent might telephone; therefore, SUCH REQUESTS WILL NOT BE GRANTED.

Sign In and Out

Each day when you arrive at the center, you are required to sign your child in on the computer (or classroom forms). Our legal responsibility for your child begins at this point. At departure, you are required to sign your child out. Our legal responsibility for your child ends at this point. Our computer or classroom forms give us accurate attendance information, which is used for record keeping, for billing, and in the event of an emergency.

Daily Schedules

Although our daily schedule remains flexible in order to accommodate every child's interest and developmental level, a routine schedule is planned for each classroom. This schedule will provide a balance of active and quiet activities which will include art projects, songs, finger plays, books and storytelling, large motor play outdoors and in the gym, table games and manipulatives such as puzzles, legos, etc, dramatic play, and block building. The daily schedule also includes times for meals and rest time. The schedule of the day for your child's classroom will be posted in the sign-in area.

INFANT/TODDLER SCHEDULE

Infant/Toddler schedules will be similar to the Day Care schedule but will vary due to the needs of each child. Each day will include the following:

- Feeding (according to individual needs)
- Diapering/Toilet Training (every two hours or according to individual needs)
 - Naps (according to individual needs)
- Non-walkers will have opportunities to move freely by creeping and crawling.
 - Outdoor activities when the weather permits or Indoor walks.
- Physical Attention (being held, rocking, talked to, sung to and taken on walks)
 - Language Development (during times of eating, diapering, holding, etc.)

PRESCHOOL SCHEDULE (Ages 3 -12)

7:00-8:00	Quiet Choice Time
7:30-7:45	Breakfast
8:00-8:30	Centers/Small Group Activities

8:30-8:45	Dismiss 4K children & Bathroom Break
8:45-9:00	Calendar/Flannel Board/ Small Group Time/Storytelling
9:00-9:45	Centers/Small Group Activities/Music (Wed/Thur)
9:45-10:00	Snack (clean up and wash hands)
10:00-11:00	Outdoor Play or Large Motor Activities Indoors
11:00-11:15	Bathroom Break
11:15-11:55	Art Activities/Small Group Time
11:20	Pick Up 4K
11:55-12:00	Bathroom Break
12:00-12:30	Lunch
12:30-12:45	Bathroom Break
12:45-2:30	Rest Time/Quiet Reading/Puzzles
2:30-2:45	Wake Up Time/Bathroom Break
2:45-3:00	Wash Hands/Snack
3:00-5:30	Outdoor Play or Large Motor Activities Indoors
3:30	4K Children Arrive
5:15-5:30	Clean Up/Close Center

4K SCHEDULE

8:45-9:15/1:00-1:30	Children Arrive/Free Choice Time
9:15-9:20/1:30-1:35	Clean Up
9:20-9:45/1:35-2:00	Circle Time
9:45-10:10/2:00-2:25	Bathroom Break, Wash & Snack
10:10-10:25/2:25-2:40	Large Motor Activities (Gym or Outside)
10:25-11:05/2:40-3:20	Project Time
11:05-11:15/3:20-3:30	Clean Up and Dismissal

Additional Parental Responsibilities

- 1 Please label each item your child brings to the center.
- 2 It is important to dress children appropriately for the weather since outside activities are planned at least twice a day (weather permitting). Dress your child in washable clothing that allows active play.
- 3 An extra change of seasonal clothing in a bag or tote must be provided for each child to be kept in your child's backpack or at the center—this should include clothes that are comfortable for active play. An extra change includes; shirt, pants, underwear and socks.
- 4 Children must have shoes as well as boots during the winter months.
- 5 Dress, casual, and tennis shoes must be neat and clean. Street shoes or

- tennis shoes with black soles may not be worn for gym class, due to our white tiled floors. No cowboy boots, flip flops, clogs, thongs, sandals without back straps, or heels beyond one inch may be worn.
- 6 Parents should avoid sending toys to school with their child, unless it is their show-n-tell day.
 - 7 Parents are encouraged to visit and observe, and are invited to participate in activities whenever they can.
 - 8 Parents are welcome to address any problems or concerns. We value your comments and patronage.
 - 9 The staff is eager to meet with parents to discuss the child's adjustment and progress.
 - 10 A parent-teacher conference will be offered two times each year to discuss your child's growth and development. A sign up sheet will be posted.
 - 11 The staff knows that God is an important part of our lives. Times will be provided each day to acknowledge that through songs, stories, discussion, holiday activities, and mealtime prayers.
 - 12 Parental involvement is always encouraged. If parents would like to volunteer their time to assist by sharing a skill or craft, their type of employment, play an instrument, help with bulletin board decorations or share a healthy snack, please contact St. Lawrence ECC at 715-422-0990 or in person.

Payment Procedures

- 1. ANY PART OF AN HOUR IS CONSIDERED A FULL HOUR OF CARE (Meaning we do not charge by the half hour.)**
2. All day care payments are to be made each week (generally on Thursday for the following week). The following Monday, if the account is not paid in full, childcare ceases until the account is brought up to date. The Director or Administrator of St. Lawrence ECC will hear special cases. A \$35.00 nonrefundable deposit is required to hold a place for a child for the school year or summer program.
3. A penalty fee of the current hourly day care rate will be charged for each 15 minutes that a child is brought early or picked up later than scheduled. A telephone call or note is needed to avoid the charge. This procedure is to insure that the program can have the proper adult to child ratio.
4. After the program closing time of 5:30 p.m. a late fee of \$5.00 will be assessed for every five minutes. After three such incidents, written notice will be given that if a similar incidence again occurs, the child will be removed from the program.

5. The parent is required to pay for the hours specified on the agreement, unless the Director receives written notice with a change.
6. We understand that sometimes a family emergency may arise. Please call the school as soon as possible in those cases. The Director reserves the right to deny participation in the program if parents take advantage of this.
7. There are no tuition fees for the 4K program.
8. Fees not paid at that time specified will bar the parent from further use of the program until accounts are brought up to date. All payments are to be given to the designated caregiver. Checks should be made out to the Assumption Catholic Schools (ACS). If a check is returned due to insufficient funds, only cash or money order will be accepted after that. There is a \$35.00 charge for any returned check.
9. Parents are responsible for keeping track of the amount owed. St. Lawrence ECC and ACS offices do not do billing. You may check with the Director for information about your account.

Medication Policy

Prescription and non-prescription (over the counter) medications may be administered to a child by the staff under the following conditions from the Department of Health and Family Services:

- Teacher or assistant may give prescription or over the counter medication, or apply (parent provided and labeled) sunscreen or insect repellent only as follows:

A written authorization, (with the child's name, type of medication, time of needed dosage, directions for administering, any possible complications, date and signature of the parent), must be on file.

Any medication must be in original container, labeled with the child's name, name of medication, dosage, directions for administering, date and physician's name.

- Medication administered by teacher or assistant will be recorded in the medical logbook. Each entry will include type of medication, dosage, time, date, and the name of the person administering the medication.
- In case of a missed dosage, teacher or assistant will administer as soon as possible. If too much time has elapsed, the parents will be contacted for instructions.
- Medications will be stored in a locked container inaccessible to the children. Medicines that need refrigeration will be kept in a separate locked marked

- container, and stored in the refrigerator in the classroom. First-aid supplies will be stored on the top shelf easily accessible for staff use.
- All medication must be given to the staff and stored in a secured area. NO STUDENT MAY CARRY MEDICATION ON HIS/HER PERSON.
 - No person with a health history of typhoid, paratyphoid, dysentery or other diarrhea disease may work, until it is determined by appropriate tests that the person is not a carrier.

General Illness and Accident Procedures

- Cases, which appear to be of a minor nature, will be taken care of on the premises.
- In cases which appear serious, the Director will make efforts to carry out the instructions as given on the child enrollment form.
- Parents who do not wish their child treated in any way should indicate this on the child enrollment form, and should provide directions to be followed.
- Parents will be expected to make provisions for taking sick children home. St. Lawrence ECC does not have facilities to care for or transport children home.
- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child. Staff will call 911 upon emergency.

Program Communication

The staff will attempt daily verbal or written communication about your child's day. Parent/teacher conferences will be offered during the year to discuss your child's progress. Newsletters will be published to keep you informed. You are encouraged to call anytime you have any questions or concerns about your child at 715-422-0990.

Behavior Guidance

The staff creates an environment and opportunities that promote positive interactions among the children and the children with the staff. The environment is divided into areas that have self-limiting boundaries, thus making it easy for children to understand and enforce the perimeters of their play activities. Rules are developed primarily to insure the health and safety of the children. In

addition, these rules are stated positively and simply so that the children understand what behaviors are expected rather than what behaviors are prohibited.

The staff uses a variety of strategies to teach children acceptable behaviors. Examples of these strategies include:

- 1 Using descriptive praise to recognize children's acceptable behaviors.
- 2 Involving children in problem solving activities by having children develop alternative ways to solve a problem.
- 3 Helping children use words to describe feelings.
- 4 Following through with consequences when certain behaviors occur or do not occur.
- 5 Redirecting children's behavior/energy by substituting a positive activities or active play for a negative one.
- 6 Sharing with children's parents the child's positive behaviors on a regular basis.
- 7 Positive reinforcement.

When unacceptable behaviors occur, the staff follows these steps:

- 1 The appropriate or expected behavior is described to the child.
- 2 If the unacceptable behavior occurs, the appropriate or expected behavior is described to the child. The child is also informed that if the unacceptable behavior continues, he/she will need to make another choice of toys, materials, equipment, etc.
- 3 If the unacceptable behavior continues, the child is informed that he/she must make another choice from the choices described by the staff.
- 4 If the child has difficulty making a choice, a staff person will help the child in the decision-making process.

All punishment that is humiliating or frightening to a child is strictly prohibited. There will be no corporal punishment under any circumstances. Children, regardless of age, shall not be scolded or punished for lapses in toilet training.

In circumstances in which a parent and/or the staff is concerned about a child's demonstration of unacceptable behavior, the staff and parent work together to develop and implement a plan to address this type of behavior.

Child Abuse, Neglect and Confidentiality

The State of Wisconsin requires all childcare staff to report suspected child abuse and neglect to proper authorities. The regulation states: "A child care staff person who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency."

All staff is bound by confidentiality and cannot discuss or disclose personal information regarding a child, or the child's family to outside parties without written authorization from the parent. Information concerning your child or family will be shared with your child's teaching team including assistant and substitute teachers unless you specifically request that it remain with the Director. All files are kept in a locked, fire-proof cabinet in the Director's Office.

Health and Safety Policy

- 1 State regulations require that children with significant illness be excluded from day care attendance. Parents are asked to be sensitive to the potential problems of exposing communicable diseases to other children and staff. Please plan IN ADVANCE for alternate care for your sick child.
- 2 Please use the following information to make your decision:
 - If your child has an oral temperature of 100 degrees or more. It is recommended that the child stay home for 24 hours after the temperature returns to normal. A child MAY NOT attend our Day Care program until a minimum of 12 hours of a normal temperature is attained.
 - If your child has vomited or has had diarrhea, the child should stay home until 24 hours after the last episode.
 - If your child has symptoms that require medication (i.e. pink eye, strep throat, rash) follow doctor's orders before re-admission to day care.
 - A thick yellow or green drainage from his/her nose or ears.
 - When in doubt, please call the day care director.
- 3 Children with a sore throat, a fever, rash, lice, vomiting, diarrhea, inflammation of the eyes, or any other suspected communicable illness shall be isolated from the other children, until a parent or guardian can pick up the child from the center. Be observant for white spots on the throat accompanied by a fever, or if the child cannot swallow.

- 4 A child, who, in the judgment of the program staff, is too ill to attend, must be promptly removed from the program by the parent, upon such request. A child with a severe cold and hacking cough belongs at home.
- 5 If the child is excluded because of a suspected communicable disease, such as, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, polio, impetigo, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis, the local health office will be notified.
- 6 Complaints of pain: toothache, earache, abdomen, call your doctor for consultation.
- 7 Suspected cases of child abuse or neglect will be reported to appropriate authorities.
- 8 Regular practice of emergency procedures in the event of fire or tornado will be conducted. This practice will involve both staff and children.
- 9 Parents will be informed via phone and radio announcements when the center closes due to severe weather.

If a child becomes ill while at St. Lawrence ECC, parent/guardians will be notified and are expected to pick up their child as soon as possible. State licensing prohibits ill children from returning to the classroom. In emergency situations 911 will be called. Remember, we do not want children kept home unnecessarily, but we also do not want sick children at the center. If for any reason you should have questions or concerns about your child's health, please do not hesitate to call your family physician.

Nutrition/Food Program

This facility is operated in accordance with the US Department of Agriculture Child Nutrition Program policy. Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of

Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

St. Lawrence ECC offers breakfast, morning snack, lunch and afternoon snack for children attending the various programs. Menus/Snack calendars are sent home and posted in the classrooms. 4K programs offer one snack per session. Special snacks/foods are allowed but, parents are encouraged to bring healthy snacks/foods. Suggestions include: favorite fruits or vegetables, lower fat baked goods, favorite dishes, or special family or cultural dishes. **If your child has a food allergy, please inform the childcare staff in writing.**

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. This facility subscribes to the following policy:

1. Breastfeeding mothers, including employees, shall be provided a place to breastfeed and/or express their milk.
2. A refrigerator will be made available for storage of expressed breastmilk.
3. Sensitivity will be shown to breastfeeding mothers and their babies.
4. Staff shall be trained in handling human milk.
5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.
6. Breastfeeding promotion information will be available to employees and families.

Sudden Infant Death Syndrome (SIDS) Risk Reduction

St. Lawrence ECC staff assigned to the infant/toddler room will participate in SIDS Training and will follow the following policies to reduce the risk of SIDS:

Children under one year of age:

- Infant/toddlers will be placed on their backs in pack-n-plays, unless the

- child's physician authorizes another position in writing.
- Infant/toddlers will not sleep in a pack-n-play with sheepskin, pillows, quilts, comforters, stuffed toys, bumper pads or other soft items.

Children under two years of age:

- Infant/toddlers will be placed in a safe pack-n-play with a firm tight-fitting mattress and any covering will fit snugly over the mattress. No waterbeds will be used.
- If a blanket is used, the blanket will be tucked around the pack-n-play mattress, reaching only as far as the child's chest, keeping the infant/toddler's head uncovered during sleep.
- If an infant/toddler falls asleep in a car seat or swing, the child will be removed and placed on their back in a pack-n-play.

If you would like more information on Sudden Infant Death Syndrome please let the staff know.

Rest Periods

Children enrolled at St. Lawrence Early Childhood Center under the age of 5 in care for more than 4 hours shall have a nap or rest period. Parents are required to provide a sleeping bag or child size blanket for infants and toddlers. Children may bring one soft item to rest or sleep with, if desired. Sleeping bags, blankets, and soft items need to be clearly marked with the child's name. If the child does not sleep, then books or puzzles may be used. This is a quiet time period. Children enrolled at St. Lawrence Early Childhood Center under the age of 5 in care for more than 4 hours shall have a nap or rest period.

Field Trips

Walking field trip permission slips are included on the child enrollment form and are to be signed at the beginning of the year, and apply only to destinations within walking distance of St. Lawrence ECC.

Field trips requiring a mode of transportation will require an additional signed permission slip listing time, date, destination, and cost (if any). Chartered bussing will be used to take children to and from field trips. Notification will be provided in advance of all trips as they are scheduled.

Asbestos Management Plans

The Management Plans, Surveillance and Training Reports are available in the office of the Principal. Interested persons may contact the Principal to review the plans.

Insurance

The program carries liability insurance; however, families are encouraged to provide their own accident/liability insurance coverage.

Termination of enrollment at St. Lawrence ECC

Participation in the St. Lawrence ECC may be terminated for the reasons listed below:

- 1 Nonpayment of fees.
- 2 Irregular attendance.
- 3 A decision on the part of the program Director, in consultation with the staff, that the program is not able to effectively serve the needs of a child or cope with a child's behavior patterns.
- 4 Repeated late pick-up of children by parents or other persons given those responsibilities.
- 5 Failure to fulfill the terms of expectations specified in the handbook.
- 6 A two-week termination notice shall be submitted in writing by either party whenever possible.

PHOTO, VIDEO, AUDIO PERMISSION AND WAIVER FOR USE POLICY:

Adult Waiver - As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools to collect video and/or audio tape and/or photos in which I/we appear for purposes of producing promotional and informational material. I further permit ACS to distribute this material

in its normal course, in commercial form and /or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" form indicates that I/we waive all claims for allowing this use.

Parent/Guardian Waiver – As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools to collect video tape, audio tape, or photos in which my minor child/children appear for purposes of producing promotional and informational material. I/we further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" Form indicates that I/we waive all claims for allowing this use.

SAFE ENVIRONMENT POLICIES (RED/GREEN BOOKS) AND WAIVER FORMS:

Sexual Misconduct Procedures (Red Book)

A Pastoral Letter to Christ's Faithful
of The Diocese of La Crosse

The Most Reverend William Patrick Callahan
Bishop of La Crosse

October 18, 1997
Feast of Saint Luke, Evangelist

On the Promulgation of
The Revised Sexual Misconduct Policy and Procedures
For the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the Church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound in the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education for all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who have suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, whose feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

I nvoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ
(Most Rev.) William Patrick Callahan
Bishop of La Crosse

Decree

**PROMULGAINING THE REVISED
CHILD SEXUAL MISCONDUCT POLICY AND PROCEDURES
OF THE DIOCESE OF LA CROSSE**

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

(Most Rev.) William Patrick Callahan
Bishop of La Crosse

Sr. Marlene Weisenbeck, F.S.P.A.
Chancellor

Sexual Misconduct Policy

1. Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
2. No person shall be subjected to sexual misconduct by any Diocesan agent,

including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.

3. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

Sexual Misconduct Procedures

1 PURPOSE

1. To convey the message by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
2. To provide a prompt, compassionate and appropriate response to reporters of sexual misconduct.
3. To respect the canonical and civil rights of the parties involved.
4. To provide a confidential procedure to gather all relevant facts which respects the privacy of the reporter and of the accused.
5. To provide a mechanism, when appropriate, to make available competent and supportive professional resources to victims, perpetrators, and the accused.
6. To provide and develop a climate and opportunities for remediation, reconciliation and forgiveness.
7. To provide a process which seeks to restore trust.

2 PROCEDURE

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to

the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.

5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).

6. The investigative protocol shall be carried out in a timely manner.

7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.

8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.

9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other

examinations at Diocesan expense. All documents and/or reports are confidential.

10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.

11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.

12. The following will apply if the accusation is sufficiently confirmed:

a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.

b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of reoffense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.

e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.

13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Sexual Misconduct Policy and Procedures

3 SCOPE

1. These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.

2. The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse (Green Book)

A Pastoral Letter to Christ's Faithful
of
The Diocese of La Crosse

On the Promulgation of the
Revised Child Sexual Abuse Policy and Procedures
of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the Revised Sexual Misconduct Policy and Procedures, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with

special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the Charter for the Protection of Children and Young People to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, which required the review and approval of the Holy See. In accord with the requirements of the Charter, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

Once the Holy See had completed the review of the Charter and the Essential Norms, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised Charter and the Essential Norms have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Cases of child sexual abuse by other Church personnel will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means

of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the Revised Child Sexual Abuse Policy and Procedures be the occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the Revised Child Sexual Abuse Policy and Procedures for the good of all in the Church.

I invoke God's blessings upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) William Patrick Callahan
Bishop of La Crosse

Benedict T. Nguyen
Chancellor

Decree

**PROMULGATING THE REVISED
CHILD SEXUAL ABUSE POLICY AND PROCEDURES
OF THE DIOCESE OF LA CROSSE**

The Diocese of La Crosse has been following the Revised Sexual Misconduct Policy

and Procedures, promulgated on October 18, 1997, which have applied also to cases of allegations of sexual abuse of children by a priest or deacon.

At its General Meeting in June of 2002, the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. The Charter for the Protection of Children and Young People required that the Diocese of La Crosse have specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the Charter, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

At its General Meeting in November of 2002, the United States Conference of Catholic Bishops approved a revision of the Charter and the Essential Norms. On December 8, 2002, the Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.

Both the revised Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons required some revision of the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegation of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

I hereby promulgate the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse, including the Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board, effective today.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) William Patrick Callahan

Benedict T. Nguyen
Chancellor

**Revised
Child Sexual Abuse Policy and Procedures
of the Diocese of La Crosse**

1 SCOPE

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse governs priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

2 DEFINITIONS

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

3 POLICY

1. Sexual abuse of a child is a crime and “an appalling sin in the eyes of God.” (cf. Address of Pope John Paul II to the Cardinals of the United States, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

4 PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks

to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified.

The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.

5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).

6. The canonical preliminary investigation shall be carried out in a timely manner.

7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.

8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.

9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and

communications shall be confidential.

10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.

11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.

12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.

13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.

A. The Congregation for the Doctrine of the Faith shall be notified.

B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.

C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.

D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.

14. In any case involving canonical penalties, the processes provided for in canon law must be observed.

15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Norms

Governing the Diocese of La Crosse Child Sexual Abuse and Review Board

1. **Composition and Appointment.**

The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.

2. **Qualifications.**

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.

3. **Term.**

The term for each Review Board member shall be five (5) years, which can be renewed.

4. **Purpose.**

The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
- B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
- C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.

5. **Confidentiality.**

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The

procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.

6. Norms Governing the Assessment of Allegations.
 - D. Issue: "Is the allegation true?"
 - E. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
 - F. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
 - G. Representation:
 - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
 - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
 - (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
 - (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.
8. Rules of Evidence.

Adherence to the application of the strict rules of evidence shall not be required.
9. Discovery.

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.
10. Nature of the Proceeding.

Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

Safe Environment Policies and Video Waiver Forms:

Policies of red and green books:

I /we have been given a copy of "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse", A Pastoral Letter to Christ's faithful of the Diocese of La Crosse, by the Most Reverend Raymond Burke, former Bishop of La Crosse, and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse". These items are contained within this appendix or available online at www.assumptioncatholicschools.org or www.dioceseoflacrosse.com.

My signature/s indicate that I /we have read the above documents and that I /we understand "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse" (Red Book) and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse" (Green Book).

I /we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review these policies annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done.

Video waiver:

Viewing of video entitled *Providing a Safe Environment - Diocese of La Crosse*, Copyright September, 2005 Diocese of La Crosse (Length - 25 minutes):

I /we have viewed the twenty-five minute video entitled *Providing a Safe Environment - Diocese of La Crosse*. The video is available in each of the schools or online at www.dioceseoflacrosse.com.

My signature/s on the "Statement of Compliance" form at the end of the handbook indicates that I /we have viewed the above video that is part of the Diocese of La Crosse Safe Environment Program.

I /we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review this video annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done.

St. Lawrence Early Childhood Center
551 Tenth Avenue North
Wisconsin Rapids, WI 54495
(715) 422-0990

Dear Parent:

After reading the handbook provided to enrollees in the Assumption Catholic Schools ECC program, please return this form to your child's school office or the Director. The form needs to be turned in by the end of your child's first week of attendance.

I have read and agree to uphold and abide by all policies, regulations, and procedures as stipulated in this handbook. I have discussed pertinent and appropriate sections with my child.

Document:

Parent Handbook	Yes	No
Photo, Video, Audio Permission and Waiver	Yes	No
Safe Environment Policies (Red/Green Books) & Waiver	Yes	No
Save Environment Policies (Video) & Waiver	Yes	No
Infant Meal Notification Letter	Yes	No

Signature of Parent

Date

Signature of Parent

Date