



Catholic Safe Environment Curriculum

High School

2015/2016

Doctrinal Connection (CCC 1804)

1804 *Human virtues* are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life. The virtuous man is he who freely practices the good.

Youth Code of Conduct (DSJ, OPCVA)

The Diocese of San Jose, Office for the Protection of Children and Vulnerable Adults created the Youth Code of Conduct to promote appropriate relationships among teen peers and those who are in positions of teen leadership. When a teen is representing the Diocese of San Jose, they are expected to follow the Youth Code of Conduct. This refers to all times that a teen is on a Diocese of San Jose property as a student, volunteer, or visitor. Any time a teen is wearing Catholic school or Parish program logo wear (uniforms, retreat t-shirts, etc), and any time youth are posting on social media about Catholic school or Parish.

1. Every youth is expected to act in a Christ-like manner
2. Every youth is expected to be respectful.
3. Every youth is expected to cooperate with classmates, teachers, peers, and adults.
4. Every youth is expected to communicate in an appropriate manner.
5. Every youth is expected to respect the personal boundaries and property of others.
6. Every youth is expected to report and inform adults in charge of any kind of abuse or harassment in real life or on line.
7. Every youth is expected to promote and support a safe, fun, healthy environment.
8. Youth will NOT tolerate any abuse of any kind from anyone!

Christ-Like Mannerisms

Ask the group members to come up with a one-word definition or action of what is “Christ-Like behavior.” Answers will vary and commonly are “Love, respect, giving, forgiving, acceptance, helpful.” Encourage all positive answers and redirect negative comments. Remind the participants that as Catholic Christians, they are EXPECTED to have Christ-like mannerisms at all times.

Respect

Respect is easy to give when others feel as if they are being respected. Acknowledge with the teens that giving respect is not always easy, especially if they are being disrespected by a peer or adult. Use the following examples to foster a discussion about how to respond respectfully. Read each scenario, remind the group that they can never put their hands on anyone else in an aggressive manner (that is battery), tell the teens that they are role models for others, and ask them to come up with realistic respectful responses. Offer about a minute for discussion for each scenario and then encourage the teens to share.

1. You have volunteered to work the school fundraiser. The night before your social media is overloaded with nasty comments, embarrassing images, and flat out lies from the person you just cannot stand. You manage to ignore the posts, but when you arrive at the fundraiser, that same person is signing in and is assigned to work with you for the next several hours. This person scowls at you and in a very sarcastic tone states “Do you have anything to say about last night?” How do you respectfully react?
2. You are helping in a 4th grade classroom or afterschool program. You have been asked by the teacher to go around the room and help the students complete their math assignments. As you wander through the room, you are giving compliments to the children and encouraging them to keep going. You get to “that kid” who has done nothing on the page. You kindly and respectfully ask them if you can help. They look at you, toss their paper at you, and state “You do it...that’s what you are here for.” How do you respectfully respond?

Cooperation

Cooperation – working together for a common goal. Cooperation includes letting adults in charge know if a problem arises with a group project, assignment, or task. Participation with discussion, projects, and activities is cooperation. Following the rules, including others, being respectful, and being polite are also part of cooperation.

1. You are working on painting signs to display around the church with a group of random teens that were assigned by the leader. The task is to have everyone work together to get the signs painted and displayed. Two teens separate from the group and seem to be engaged in a private discussion. How do you cooperate with one another and the leader to resolve the issue?

2. While listening to a guest speaker a few group members start to make rude comments, raise their voices, and become obnoxious. This behavior is unacceptable and disruptive. Other group members are starting to get annoyed and detract from the speaker. How can you be an excellent example and help these individuals cooperate with the guest speaker?

Appropriate Communication

Teens communicate vocally, physically, and digitally. Due to the increase of digital communication, teens can sometimes lack the filter needed while vocally and physically communicating. Reminding teens that everyone is watching and listening is important. They need to be aware of their surroundings and who is within earshot of their conversations. Using vulgarities, racial slurs, sexual innuendos, and “trash” talk are inappropriate.

1. You and your friends have “special” names you call one another. Think about all those names you use for one another. How do you think your parents would react if they heard someone calling you that name? How do you think your friends parents would react if they heard you calling their child that name? How would you feel if a random person called you those names?
2. You get a text, post, comment, email, from someone you know that reads I NEVER THOUGHT YOU WOULD SAY THAT ABOUT ME. There is no other information, no emojis, no clue. How do you feel when you read it? How do you think the person was feeling when they sent it? What are you going to do?
(emotions could be: anger, hurt, irritation, guilty, upset, love, admiration, etc. Remind the teens that emotion is often lost in cyber space. It can be any emotion. The best, most appropriate way to communicate is to have a verbal conversation and ask for clarification.)

Personal Boundaries

Personal space, personal information, personal property all need to be respected as boundaries. Teens need to feel secure with establishing and maintaining boundaries. Teens need to be encouraged to protect their feelings, bodies, and information.

1. Personal space is the distance between two people. Some people are touchy/feely while others are “hands off.” Girls....You see your friend across the hall in between classes. You run up to them and throw your arms around them saying something like “Oh my gosh, I love you.” Boys.....you see your friend across the hall in between classes. You walk up to them, Grab hands, pull them in for a “Bro hug.” The boundaries between best friends and close teammates will be very different from acquaintances. What would be a comfortable distance between you and an acquaintance? You and a stranger? What is your comfort zone? How do you let others know in a respectable, appropriate way?

2. Personal information should only be shared with parents. No one is entitled to know any information about a teen unless the parents give permission first. Many web sites will ask for personal information. Many adults will ask for teens personal information. How do you respectfully tell another adult you need get personal information from your parents? How do you surf the web and even install apps and sites while still keeping your personal information private? (reminder – falsification of age or other information on a web site can be a felony. Teens need to let parents fill out online forms)
3. Personal property needs to be respected at all times. You should always know where your items are and how to protect them, especially digital devices. You, and your parents, are responsible for all information stored on devices and sent to/from devices. You should never let anyone use your device without your parents' permission. How can you respectfully tell your friend "No" when they ask to use your phone, ipad, laptop, ipod, or other device?

Report Abuse or Harassment

No one should tolerate any form of abuse or harassment. Abuse can be physical, emotional, sexual, financial, and verbal. Abuse can be inflicted by another person or self-inflicted through injuring oneself. Harassment can be bullying, sexual in nature, stalking, and intentionally annoying. Abuse and harassment can be done in real life or through online social media sites, texts, and emails. Teens need to know who to report any abusive situation to.

1. Your friend is posting pictures on a popular picture sharing site. Most of their pictures are funny and harmless. One day you notice your friend seems to be depressed and sad. Later that night your friend posts a picture of a bottle of pills with the tag line "I can't take it anymore." Who do you report this to? What do you post or say to your friend?
 - a. Report to the site
 - b. Report to your parents
 - c. Report to their parents
 - d. Call the police
 - e. Call your friend
 - f. Post "are you ok, no, don't do it. We love you" or something similar
2. You are changing for PE class. You notice a lot of scars on a classmates upper arms and thighs. You know they are cut marks. Some are old and healed, some are scabbed over, some are still open. Who do you report this to? What can you say in the moment?
 - a. Report to the teacher immediately. Even if your classmates asks you not to. A cutter does not show the scars and cuts until they are ready to stop, they just don't know how to get the help. Showing you is a cry for help.
 - b. Tell your classmate that you care and you HAVE to tell someone. They may be angry at first, but their anger is out of fear. Be strong, trust your instincts, protect those who need help.

3. Several people you know have invited you to join a social club. You decide to attend a few meetings/gatherings. You notice that some of the jokes they tell and chants they say are rather vulgar and racial. You like your friends and are surprised that they are participating. Everyone seems to not be bothered but you are feeling very uncomfortable. Who do you report this to? What can you say or do in the moment?
 - a. Report this to your parents right away.
 - b. Report this to the adult leader in charge of the group.
 - c. Report this to the national charter.
 - d. You do not need to confront anyone in the moment, protect yourself and leave.

Promote Fun, Safety, and Health

Teens need to be aware that not everything is so serious. Having fun, being safe, and staying healthy are just as important as respect, rules, boundaries, cooperation, and reporting abuse. Teens are the future of our church and our society.

1. Fun Environment – keep a positive attitude. When a person walks into a room and is in a bad mood, everybody seems to be in a worse mood too. In reverse, when someone walks into a room cheerful and positive, the entire group seems to have their spirits lifted. Remember to make each experience a positive one. Who can remember a time when they just did not want to do something, but another person’s attitude was so good, that yours changed?
2. Safe Environment – keep your eyes and ears open. Be aware of your surroundings. If you see someone walking around your campus without a visitor pass, report them to a teacher right away. If you see someone lurking around the restrooms at church, report them to an adult right away. If you see someone wandering in the parking lot and peering into cars, report it to the police right away. Your safety, the safety of others, and the safety of property are of the utmost importance.
3. Healthy Environment – keep your cough covered and hands clean. Kids, teens, adults, and elderly all need to remember to cover their cough. Most illnesses can be prevented. Who has ever been coughed on? How did that make you feel? What can you respectfully say to someone who has coughed on you? Keeping your hands clean is also important to help hinder the spread of germs. Hand sanitizers are the most common way to keep hands clean in schools. One squirt will do the job. Washing hands with soap and water for 2 minutes also helps prevent the spread of germs. Keep your hands clean, encourage other to do the same. Remember, “sharing is NOT caring” when it comes to staying healthy.

Youth Will NOT Tolerate Any Abuse of Any Kind from Anyone!

Teens are often faced with media challenges that promote self-harm. Teens can experience trauma that leads to self-injury. Teens can be exposed to abusive situations at home, school, and in the community. As a catholic family, we are expected to not only respect others, but our own bodies, minds, and environments.

A: Abuse – physical, sexual, emotional, financial, neglect. Any kind of ongoing abusive behavior of one self or from another person must not be tolerated and must be reported immediately.

B: Speak Up! – Not tolerating abuse means speaking up. Say NO immediately, GO to a safe place immediately, and TELL a safe adult about what is going on immediately. Tolerating abuse will not make it stop, it WILL make it worse. Speak up for others as well as yourself.

C: Have Confidence and Bravery: It is natural to be scared, upset, confused, and angry. Having confidence to speak up and stop abuse is being brave, and it may be the most difficult thing you will ever have to do. A confident and brave person is an inspirational leader and role model for others.

Volunteer Teen Leadership

In The Beginning...

For your teens that want to volunteer at any Diocese of San Jose Catholic school or parish program, it is important to remind them that they need to contact the school or parish contact person to set up the date and time prior to arriving. The teens should be clear on the arrival and departure times, lunch (pack a lunch, order in advance, walk up), and what to wear. Remind the teens that it is THEIR responsibility to bring their sign off sheet or enter their volunteer time on their own schools log. If the teens are already driving remind them to ask about parking procedures (a special lot, parking pass, etc).

1. Sign In
 - a. Where ever you are volunteering, you MUST sign in and get a name tag or visitor badge.
 - b. In case of an emergency, everyone needs to know who is in a building or out.
2. Wash/Sanitize Hands
 - a. Wash with soap and water or use hand sanitizer – regularly
3. Understand your Volunteer Assignment
 - a. Ask for a list of duties or expectations.

- b. Who else will you be volunteering with?
- c. Ask about any time limits. Manage your time appropriately.

And Then We ...

- a. Only sit on chairs or benches, not laps or “chair sharing.”
- b. Hand holding should take place only during prayer time.
- c. Physical (Public) displays of affection are not appropriate while volunteering
- d. Avoid bringing or giving gifts to the people you are volunteering with.
- e. Know how to say “No” if you are feeling pressure to break the rules.
- f. Turn off and put away your devices (music, phone, tablet, etc) while volunteering.
- g. Make sure you are not chewing gum – many schools have “no gum” rules.
- h. Avoid “friending” students or posting information on social networks.
- i. Keep your contact information private. You are not expected to be “on-call.”
- j. Use a group approach to all crisis intervention and problem solving.
- k. Sign out before you leave, turn in your badge or sticker, log your time.

Child Abuse and Neglect Center Phone Numbers

San Jose Area – (408) 299-2071

Gilroy/Morgan Hill Area – (408) 683-0601

Palo Alto Area – (408) 493-1186

Emergency Numbers (911)

Santa Clara County Sherriff (800) 211-2220 (Toll Free)

Teacher/Catechist Note: Please distribute the certificates to the teens. Have them neatly PRINT their names in the mid-section, write their date of birth on the line provided, and sign the certificate. After the certificate is complete, ask the teens to take a picture of it with their phone or device, this ensures a digital copy for them to show schools or parishes when they arrive to volunteer. Depending on your program, you may need to collect the hard copy of the certificate to keep on file, or you may send the teens home with the certificates. Please inquire with your Volunteer Coordinator, Principal, DRE, or Youth Minister for your specific policy.