

ARCHDIOCESE OF MILWAUKEE
SAFE ENVIRONMENT COMPLIANCE DOCUMENTATION
FOR INDEPENDENT AND HIGH SCHOOLS

School _____ City _____

Safe Environment Coordinator _____

Principal _____

Audit Period July 1, 20__ to June 30, 20__

DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN.

Provide the number of individuals in each category. To the extent possible, if individuals belong in more than one category, count them in their primary category (e.g. educators who are also parents should be counted as educators).

These numbers should **not be reported cumulatively**. The numbers should reflect the total number of individuals who are active as of June 30, 20__ – how many of them have Safe Environment Education, have background checks and signed Codes of Ethical Standards.

Please note that all three pages of this documentation must be completed and all necessary signatures must be present on this documentation to be compliant.

Children and Youth – include **all** students enrolled;

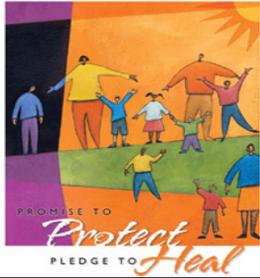
Educators – only salaried teachers in diocesan and parish schools (include principals and administrators);

School Employees – paid individuals (other than priests/deacons or teachers) who are employed by and work directly for the school (e.g., parish ministers, school support staff, rectory personnel).

Volunteers/Others – non-paid individuals who assist the parish and/or school such as coaches, playground assistants, classroom help, etc.

For Office Use Only:

Date Received by Archdiocese of Milwaukee Safe Environment Office: _____



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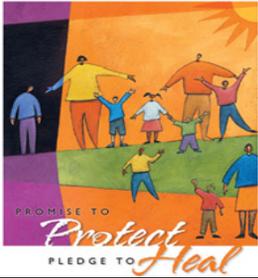
NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Background Checks Completed	Number of Background Checks Remaining	Number of Codes of Ethical Standards Signed and On File	Number of Codes of Ethical Standards Remaining to be Signed and On File
Children and Youth*					*****	*****	*****	*****
Educators		****						
School Employees		****						
Volunteers/Others		****						

*If a child or youth was absent on the day of instruction but the lesson was sent home, and verification was received from the parent/guardian that the lesson was taught (see Circle of Grace Guideline, Page 3), the student may be counted as trained. Students who received the lesson on another date may also be counted as trained.

Use the space provided below to provide any required narrative explanations.
Children and Youth:
Educators:
School Employees:
Volunteers/Others:

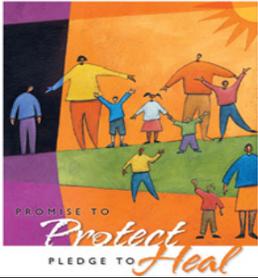
Please include a separate page if additional space is needed for providing any explanations.

		Yes No	Explanation
1	Does the school have curriculum and materials to verify that safe environment programs exist? If no, provide explanation.		



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		Yes No	Explanation
2	<p>For parents who choose not to have their child participate in diocesan Safe Environment training:</p> <ul style="list-style-type: none"> a) Does the school have documentation of the signed Parental Declination? b) Does the school have documentation that the safe environment training materials have been offered to parents? c) If parents refuse to sign any form, has a record been maintained by the school? <p>If no, provide explanation.</p>		
3	<p>Has the school provided Safe Environment Educational material (newsletters, handouts, etc) to parents? If yes, please explain how they are distributed. If no, please explain.</p>		
4	<p>Has the school provided Safe Environment Educational material (newsletters, handouts, etc) to the community at large? If yes, please explain how they are distributed. If no, please explain.</p>		
5	<p>Was the Safe Environment Week Proclamation made available to the school community?</p>		
6	<p>Briefly describe how the school observed Safe Environment Week this year? (You can include a separate sheet of paper with a description, if needed.) (e.g. wearing jeans, dressed in blue, pinwheels, etc.)</p>		



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		Yes No	Explanation
7	Have all background checks listed under Awaiting Review been cleared in your site's CMG Connect account? If not, please explain.		
8	a) Was the Circle of Grace curriculum used? b) Has children's data been entered into CMG Connect for all enrolled students receiving Safe Environment instruction? (Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.) <i>*Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and schools.</i>		

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

 Signature of Safe Environment Coordinator

 Date

 Signature of Principal

 Date

 Signature of Supervising Priest or School President

 Date

Contact Information for Individual Completing this Documentation:

Name _____ Phone Number _____ Email _____

Notes: _____