

TEACHER, STAFF AND VOLUNTEER CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a teacher, staff or volunteer member working at a Catholic school, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to children and youth (persons under the age of 18) at Catholic schools in the Diocese of Pueblo.

As a teacher, staff or volunteer member, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- Avoid situations where I am alone with children and/or youth at School or Church activities
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the principal
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the principal
- Report suspected abuse to the principal and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor
- Cooperate fully in any investigation of abuse of children and/or youth

As a teacher, staff or volunteer member I **will not**:

- Provide shared, private, overnight accommodation for individual young people in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present
  - In rare emergency situations, when accommodation is necessary for the health and well-being of the child and/or young person, extraordinary care shall be taken to protect all parties from the appearance of impropriety and from all risk of harm.
  - A team approach should be used in managing emergency situations.
- Smoke or use tobacco products in the presence of children and/or youth
- Use, possess, or be under the influence of illegal drugs at any time
- Pose any health risk to children and/or youth in a sexual or other inappropriate manner
- Strike, spank, shake or slap children and/or youth
- Touch a child and/or youth in a sexual or other inappropriate manner
- Use any discipline that frightens or humiliates children and/or youth
- Use profanity in the presence of children and/or youth.

I understand that as a teacher, staff or volunteer member working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a teacher, staff or volunteer member at the school.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date