



The Academy of Our Lady of Peace

99 South St. New Providence, NJ 07974

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October 6, 2009

Dear Parents:

In the fall of 2003, Archbishop Myers asked all schools within the Archdiocese of Newark to adhere to the policies and regulations outlined in *The Charter for the Protection for Children and Young People* which has been issued by the Archdiocese. **Completing this program enables parents and anyone who wishes to be involved, the opportunity to volunteer at The Academy of Our Lady of Peace. If you have already completed this program, you do not need to repeat the program.**

There are two documents associated with the Charter. The Academy of Our Lady of Peace must adhere to the policies outlined in the document entitled: *Policies on Professional and Ministerial Conduct* and must familiarize itself with the document entitled: *Supplemental Norms for Clergy*.

The Policies on Professional and Ministerial Conduct addresses a code of ethics and conduct that all staff and parents who work or volunteer at AOLP must adhere to. Topics that are addressed include: Prevention of Immoral Conduct, Prevention of Harassment, Sexual Harassment, and Prevention of Exploitation. A complete copy of the Charter can be found on the following web site: www.rcan.org. Click on the picture of the angel labeled "Protecting God's Children" on the lower left-hand side of the web page. The next window offers a list of documents on the left-hand side and workshops on the right-hand side.

In order to comply with the Archbishop's directive, there are **four** steps we ask all our volunteers to follow:

(1). Read the two documents under "Conduct Policies" entitled *Archdiocese of Newark Policies on Professional and Ministerial Conduct* and *Archdiocese Policies on Professional and Ministerial Conduct - Supplemental Norms for Clergy* found on the website mentioned above. Sign the acknowledgement form (Appendix B -approx. pages 29 and 30) found at the end of the document. If you cannot print the forms needed or do not have access to the Internet contact the School's Office.

(2). For those parents who are involved with the students on a consistent basis, i.e. Forensic Volunteer, all Class Parent Coordinators, Girl Scout Leaders and Aids, and parents who transport students to school functions, you must complete the Archdiocese of Newark "Application for Employees and Volunteers." (Appendix A - approx. pages 26-28 of the website document)

(3). Volunteers are also required to attend one of the scheduled workshops being hosted by the Archdiocese entitled: "Protecting God's Children." Workshop locations and times can be found by clicking on the "Protecting God's Children" Workshop Schedule on the

right side of the web page described above www.rcan.org/charter/index.htm. Reservations are recommended for the workshops and can be done through the web link on the workshop page. Below are just a few available workshops in our area:

Little Flower, Berkeley Heights, October 8, 2009 at 9:30 am
Little Flower, Berkeley Heights, October 8, 2009 at 7:30 pm
Our Lady of Peace, New Providence, October 15, 2009 at 7:00 pm

Additional workshops can be found on the web site listed above.

(4). The final step is to complete a form entitled "Disclosure". This form can be obtained at the school's office or rectory and must be completed in order for a confidential background check to be made.

If you work with the children on a regular basis, you must complete the four tasks outlined in order to be certified to continue in your volunteer capacity.

We understand the inconvenience these requests may cause and we greatly appreciate your time and consideration in helping us fulfill this obligation. We take this directive seriously as we hope you will too.

As teachers and administrators, we are here to provide your children with the safest and most nurturing environment possible.

Thank you.