

Catholic Community of Pleasanton – Code of Conduct for Faith Formation

We are pleased to have you as a participant in one of our Faith Formation programs! Whether you are a member of Catholic Community of Pleasanton's (CCOP) Faith Formation Youth group, Confirmation, Middle School or Elementary or a guest, our policy of conduct is based on the expectation that we will conduct ourselves in a Christian manner during all activities and classroom settings (i.e. peer ministry, riding in vehicles, at restaurants, retreats, service projects, socials, rehearsals and all church events.)

All members: children, teens and adults, are here to develop and explore a growing relationship with Jesus. The following is a statement of conduct to be read, understood and agreed upon by your signature and that of your parents before you can enroll in a Faith Formation program at CCOP.

Please initial next to each statement that you understand (child and at least one parent/guardian):

1. Youth will respect, listen to, and cooperate with the program coordinator and adult leaders at all times. Respect the facility that we are using. **ALL** students that are involved in the act of breaking something will be expected to repair/replace the damaged item(s) at their expense, **NO EXCEPTIONS!**

_____ **Youth Initials** _____ **Parent/Guardian Initials**

2. Youth will respect each person and all property. **Bullying will NOT be tolerated under any circumstances.** We are committed to a safe and civil environment for **ALL** students, employees, volunteers and visitors; free from harassment, intimidation or bullying. This means any intentional written (including all aspects of the social network), verbal, or physical act that:

2.1. Physically harms a student or damages the student's property; or

2.2. Substantially interferes with a student's education, youth group meeting experience or peer ministry responsibility.

2.3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or 2.4. Has the effect of substantially disrupting the orderly operation of the ministry or event.

2.4.1. **Harassment, intimidation or bullying can take many forms including but not limited to: racial slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.**

_____ **Youth Initials** _____ **Parent/Guardian Initials**

3. Youth will reflect a Christian attitude in all personal relationships between peers during all Faith Formation activities, as well as in the public eye (includes but is not limited to school, sports, employment, and recreational activities).

_____ **Youth Initials** _____ **Parent/Guardian Initials**

4. Inappropriate Public Displays of Affection (PDA) such as kissing, cuddling, hand holding or any action sexual in nature, etc. are **NOT** permitted during any Faith Formation activity or event.

_____ **Youth Initials** _____ **Parent/Guardian Initials**

5. Youth will refrain from using profanity, exhibiting improper behavior, using alcohol or illegal substances and possessing drugs and/or weapons. (**Note: If you need to take a medication, it must be brought in by a parent/guardian and given to the coordinator with a note of permission to dispense.**)

_____ **Youth Initials** _____ **Parent/Guardian Initials**

6. Youth will wear modest, appropriate clothing at all times. Inappropriate words, symbols, drug, cigarette, or alcohol advertisements should not be displayed on clothing.

_____ **Youth Initials** _____ **Parent/Guardian Initials**

7. Youth will not leave the supervisory presence of the staff without permission – i.e. leaving a meeting, leaving the church, leaving the group during trips, etc. Failure to comply can jeopardize the safety of yourself, others, leaders, or the group. **This can result in your being sent home from an activity at Parent/Guardian expense.**

_____ **Youth Initials** _____ **Parent/Guardian Initials**

8. Youth will not verbally or physically threaten any peers, employees, volunteers or visitors.

_____ Youth Initials _____ Parent/Guardian Initials

Failure to comply with our Statement of Conduct:

STEP ONE:

When behavior contrary to our statement of conduct first occurs, the adult observing the behavior, or to whom the behavior is reported, shall address the person(s) responsible with a clear request that the behavior be stopped, changed, or avoided. The adult must use judgment as to whether or not the individual(s) knowingly behaved in a manner inconsistent with our statement of conduct. ***The severity of the problem behavior may require that this step be bypassed, and the next step be applied.***

STEP TWO:

If another or the same behavior contrary to our statement occurs involving the same person(s) above, ***especially when it is considered to be occurring in a destructive, attention-getting or belligerent fashion***, then a second warning will be given and the parent(s) will be notified by the coordinator and advised of the situation regarding their child. The coordinator will bring the individual(s) name(s) to the attention of the Catholic Community of Pleasanton's staff by written form. Parent(s) will be notified by phone/email/mail if deemed appropriate at that time.

NOTE: even if the youth agrees to change the behavior at this point, the youth may be given a cooling off period from youth activities for up to four weeks. ***The coordinator has the discretion as to whether to proceed in this way or to move to the third step of action immediately.***

STEP THREE:

Should there be a third problem behavior contrary to our Statement of Conduct identified, the parent(s) will be called immediately, asked to come and get their youth and the youth suspended from all Youth Ministry activities. A conference will be scheduled for the youth coordinator, co-leader(s) a Pastoral Staff member, parent(s) and the youth(s) involved, to resolve the conflict. The church leadership reserves the right to send home person(s) who are intentionally oppositional or repeatedly refuse to follow the Statement of Conduct policy mentioned above for any church or Faith Formation event.

CONTACT US:

If there is question/conflict about the implementation of the Code of Conduct, please contact any of our Faith Formation coordinators:

Meredith Burns – Elementary and Sacrament Preparation Coordinator – 925-474-2773

Ed Quindipan – Coordinator, Middle Grades - 925-474-2775

Lien-Thi de la Pena – Coordinator of High School and Confirmation – 925-474-2774

Sharon Hanson – Faith Formation Office Manager - 925-474-2771

----- Youth Printed Name	----- Youth Signature	----- Date
----- Parent/Guardian Printed Name	----- Parent/Guardian Signature	----- Date
----- Parent/Guardian Printed Name	----- Parent/Guardian Signature	----- Date
----- Coordinator Printed Name	----- Coordinator Signature	----- Date