

VIRGINIA CATHOLIC EDUCATION ASSOCIATION  
– Diocese of Arlington

V C E A - D A



# VCEA - Diocese of Arlington Policy Manual

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## I. OVERVIEW AND HISTORY

### History of VCEA Accreditation Process

The Virginia Catholic Education Association was formed in 1986 at the initiative of the two Catholic school superintendents in the State of Virginia, Dr. Lois King Draina of the Diocese of Richmond and Rev. William F. Davis, OSFS, of the Diocese of Arlington. The primary responsibility of VCEA was to oversee the self-study process for accreditation of schools in the Diocese of Arlington and Richmond. The Association created and successfully implemented the Design for Excellence Program.

Acknowledging the continued need to maintain a process that would encourage school communities to confront the diverse approaches to creating a learning community for the 21st century, in 1993 the VCEA accreditation committee accepted the task of revising the Design for Excellence process. In 1994, the first draft of the revised Design for Excellence was written. The format was a response to a shifting paradigm of learning. This new approach demanded an integrated strategy to the formation of a Christ-centered learning environment already immersed in a rapidly changing technological society. The shifting of society into an era of interdependency required schools to recognize the unique ways individuals learn and to design an educational process that creates an environment which fosters creative, challenging, and ever-changing responses to the ultimate goal of academic excellence.

In 1995-96, the revised Design for Excellence was piloted by Holy Spirit School, Diocese of Arlington and St. Edward-Epiphany School, Diocese of Richmond. In 1996-97, the final revisions were made and the new document published. The March 1997 Accreditation Workshop for all school administrators in both dioceses is a reflection of the VCEA continued commitment to promote excellence in Catholic education.

During the 1999-2000 school year, the Design for Excellence instrument was updated to meet the requirements of the Southern Association of Colleges and Schools, thus enabling the high schools to seek accreditation through the Design for Excellence process. The Virginia Secondary and Middle Schools Committee acknowledged acceptance of the DFE document as a criteria for School Improvement in October 2001.

During the 2005-2006 school year, the Arlington Diocese revised the Design for Excellence instrument. The Richmond Diocese pursued the AdvancED District Model, developing the Design for Growth instrument/process for accrediting schools.

Given the fact that there are a number of excellent K-12 accreditation programs throughout the country, and in respecting the diversity of our Catholic schools in the Commonwealth, the VCEA Executive Board respects the autonomy of each diocese and thus endorses the use of Design for Excellence (DFE) and AdvancED, which is now Cognia.

The Diocese of Richmond decided to withdraw from this accrediting agency. As of July 1, 2016 the association will be known as VCEA – Diocese of Arlington.

## **Non-Discrimination Policy of Virginia Catholic Education Association – Diocese of Arlington**

Catholic Schools, within Virginia Catholic Education Association – Diocese of Arlington (VCEA - DA), comply with those constitutional and statutory provisions, and provide equal opportunity to all qualified employees and applicants for employment, as may be required of and as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

VCEA - DA reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching or advocating in the workplace any practices or doctrines which are inconsistent with religious tenets of the Catholic faith. Consistent with the foregoing, it is the policy and practice of VCEA - DA to promote equal opportunity in employment, promotions, wages, benefits, and all other privileges, terms and conditions of employment.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the Catholic Diocese to undertake and/or enforce appropriate actions with respect to applicants or students who teach or advocate on school property or at school functions any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

### **Goals of the VCEA – Diocese of Arlington**

The goals of the VCEA – DA are:

- To maintain and improve the quality of early childhood, elementary and secondary Catholic schools in Virginia;
- To approve and endorse accreditation processes for Catholic schools that foster educational excellence in the setting of a school faith community;
- To represent the Catholic school community of Northern Virginia in discussions with public and other private school personnel and before public agencies and bodies whose decisions affect Catholic schools; and
- To partner with the Virginia Catholic Conference, when appropriate, in matters related to education.

## Annual Report

The VCEA - DA annual report will be available on the Diocese of Arlington website.

The report will include:

- Fact Sheet
- Accomplishments
- Finances
- Accreditation Register
- Membership Directory

## Administrative Protocols

- A. Financial records as well as “official” minutes are kept at the Office of Catholic Schools in the Arlington Diocese.
- B. In the event DFE or Cognia reports submitted to a visiting team are incomplete or substandard, the chairperson of the visiting team is to inform the Office of Catholic Schools. At that point, the Office of Catholic Schools will notify the school that its plan needs to be revised prior to the school continuing its accreditation process.
- C. At the annual spring VCEA – DA meeting, the budget for the new year will be approved. Subsequent to that approval, VCEA - DA annual dues are mailed to all members with payment due October 1<sup>st</sup> of the school year.

### D. Accreditation Policy on School Mergers

When a merger occurs between two accredited schools, the newly established school will receive a formal accreditation visit during the third year.

### E. Accreditation Status Wording

In order to standardize the language and clarify the relationship between a school, an accrediting association, the VCPE and the Virginia State Board of Education, the VCPE has specified the following wording schools should use when describing their accreditation.

Specifically, for any school accredited by the VCEA – DA, the following sentence should be used in its entirety:

*“[Name of school] is accredited by the Virginia Catholic Education Association - Diocese of Arlington (VCEA - DA) whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.”*

Schools which are members of, but not accredited by, the VCEA - DA should not use the above language.

F. Managing Records for Closing Schools

When an existing parish school closes, personnel and student records will be sent to the parish where they will be archived and retained for the duration as stipulated by the State of Virginia. When an existing regional or inter-parish school closes, personnel and student records will be sent to one of the participating parishes as determined by the Office of Catholic Schools. When an existing diocesan high school closes, personnel and student records will be sent to one of the diocesan high schools as determined by the Office of Catholic Schools.

G. Complaint Policy

If any concerned individual has a complaint to file regarding the operation of VCEA-DA, he/she must submit the concern in writing to the Diocesan Commissioner. The Diocesan Commissioner will seek information from concerned parties. Results of the findings will be presented to the Superintendent, who will make an appropriate determination.

## II. MEMBERSHIP

### Virginia Council for Private Education

The Virginia Council for Private Education (VCPE) was organized in 1974 as the Virginia affiliate of the National Council for American Private Education (CAPE), which has headquarters in Washington, D.C. VCPE oversees accreditation of nonpublic preschool, elementary and secondary schools in the Commonwealth. VCPE facilitates a statewide framework for communication and cooperation among private schools, their public school counterparts, state and local governments, and other agencies and organizations.

The VCEA – DA is a member of the VCPE and, as such, will collectively pay annual VCPE school dues after collecting VCEA – DA dues from each school.

The VCPE association assessment will be paid from the VCEA – DA annual operating budget.

### Fees

VCEA – DA Annual Membership Fee is determined by:

- VCPE fee structure and
- VCEA –DA administrative expenses.

Payments are due by October 1<sup>st</sup> each year. Dues submitted beyond November 30<sup>th</sup> will be charged a 10% late fee.

All fees are to be made payable to the Virginia Catholic Education Association – Diocese of Arlington and should be mailed to:

VCEA - DA  
200 North Glebe Road  
Suite 503  
Arlington, VA 22203

### III. ACCREDITATION

#### VCEA – DA Accreditation Program

The VCEA – DA Accreditation Program is a six-year (5-year for Cognia) cyclical process for growth that emphasizes total school improvement and examines a new learning paradigm. It is a process which requires looking at a school as a composite and encourages dialogue among the entire faculty. Collaboration and inspiration assist the school in challenging itself for the future through its goals and objectives and through its integration of faith and learning.

The Design for Excellence requires that the school and the visiting committee focus on four Domains of the school: Mission and Catholic Identity, Governance and Leadership, Academic Excellence and Operational Vitality.. At the conclusion of the visit, the visiting committee votes on Standards pertinent to each of the above areas. Following the visit, the VCEA – DA Accreditation Committee awards accreditation based on the visiting committee report and vote on Standards. Once accreditation is awarded, the school submits a plan for improvement, due on March 1<sup>st</sup> if the Visiting Committee evaluated the school in the fall, and November 1<sup>st</sup> if the Visiting Committee's evaluation occurred the previous spring to the VCEA – DA -Accreditation Committee, and the VCEA – DA monitors progress on the annual goals of each school.

The Cognia process requires that the school and *the visiting team* focus on five major standards in concert with the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*: Purpose and Direction, Governance and Leadership, Teaching and Assessing for Learning, Resources and Support Systems, Using Results for Continuous Improvement. At the conclusion of the visit, *the visiting team* reaches consensus on the fulfillment of the standards, the level of demonstration of continuous improvement and the provision of quality assurance. Following the visit, *the visiting team* determines the school's compliance with diocesan requirements as a school within the district and recommends the *awarding of a continuous grant of Cognia accreditation*. *The visiting team* submits its report to the Office of Catholic Schools, who determines the school eligibility for maintaining Cognia accreditation. The Office of Catholic Schools submits its successful peer review reports to the VCEA – DA Accreditation Committee, who determines that the school is in compliance with VCEA – DA guidelines, and awards VCEA – DA accreditation to the school.

#### Staff Preparation, Development and Certification in a VCEA – DA School

##### A. Staff Preparation

To be employed in a Catholic school and to be certified in a professional educational capacity by either the Virginia Department of Education of the Commonwealth of Virginia or the Virginia Catholic Education Association – Diocese of Arlington as authorized by the Commonwealth of Virginia will require the following minimum signs of educational preparation:



## 1. Teachers

- a. A bachelor's degree and possession of a valid teaching certificate dependent upon the requirements of each diocese;
- b. Compliance with VIRTUS requirements
- c. CPR/AED and First Aid certification
- d. Dyslexia Awareness Training Module and
- e. Behavior Intervention and Support Training
- f. Preschool teachers may possess a Child Development Association Certificate (CDA) or AAS (associate's degree) as defined by local county/city requirements in lieu of a bachelor's degree.

## 2. Administrators

- a. A Master's degree, possession of a valid administrator's certificate from a State Department of Education.
- b. Those persons without a Master's degree in administration may be hired provided they will attain a valid administrator's certificate within 3 years from being hired;
- c. Compliance with VIRTUS requirements
- d. CPR/AED and First Aid certification
- f. Dyslexia Awareness Training Module and
- g. Behavior Intervention and Support Training.
- h. Being a practicing Catholic.

## 3. Counselors

- a. A Master's degree and an earned certificate in School Counseling.
- b. Compliance with VIRTUS requirements
- c. CPR/AED and First Aid certification
- d. Dyslexia Awareness Training Module and
- e. Behavior Intervention and Support Training.

- f. Training in the Recognition of Mental Health Disorder and Behavioral Distress

B. Staff Development and Continuing Certification

1. Continued staff development will be required of all K-12 professional educator. Personnel who have been issued Virginia Department of Education licenses or VCEA – DA certificates must renew these licenses/certificates every five years. The process described in the current *Virginia Recertification Manual* will be used for renewal of both Virginia licenses and VCEA – DA certificates.
2. Each school shall have a functioning program for ongoing supervision of each staff performance.
3. Each school shall have a functioning program for ongoing professional staff development.
4. Each school shall follow the diocesan guidelines for catechist preparation and development, including catechist certification.

C. Certification

1. Virginia Department of Education (VDOE) Licensure: Staff members who hold a valid VDOE license should fulfill their continuing staff development responsibilities, and process the documentation necessary to obtain or renew that license through the Office of Catholic Schools.

Staff members holding VDOE licenses should renew that license rather than seeking other licensure or certification.

2. VCEA – DA Certification: Newly employed staff members who do not hold a VDOE license and who meet the minimum requirements for staff preparation in a VCEA – DA school may be granted a VCEA – DA certificate.

All VCEA – DA certificates are valid for a five-year period.

3. To apply for a VCEA – DA certificate from the Diocese of Arlington, the following documents must either be submitted to or be on file with the Office of Catholic Schools:
  - a. Initial VCEA Application;
  - b. Official transcripts from an accredited college or university showing:
    - 1) Bachelor’s or Master’s Degree;
    - 2) Six (6) credits in Education
    - 3) Six (6) credits earned within the previous five (5) years;
    - 4) *Virtus* Training including documented compliance with diocesan child abuse prevention requirements
    - 5) CPR/First Aid/AED Certificate
    - 6) Dyslexia Awareness Training
    - 7) Behavior Intervention and Support Training

4. Elementary school teachers of World Languages must be certified and hold an endorsement in those areas in order to teach their respective courses.
5. Elementary school teachers of Algebra must satisfy one of the following requirements:
  - a. Possess a Virginia Mathematics endorsement.
  - b. Pass the Praxis II Algebra assessment.
  - c. Complete a College Algebra course from an accredited college or university and submit official transcripts.
6. Elementary school teachers of Geometry must satisfy one of the following requirements:
  - a. Possess a Virginia Mathematics endorsement.
  - b. Complete a College Geometry course from an accredited college or university and submit official transcripts.

The superintendent may, in special cases, grant VCEA – DA certification status to long-time employees of the district. The superintendent will set requirements on a case-by-case basis.

#### VCEA – DA Early Childhood & Extended Day Guidelines

##### A. STAFF-STUDENT RATIO FOR EARLY CHILDHOOD PROGRAMS

The minimum staff-student ratio is one staff member to every eight children for age two, and one staff member for every ten children age three until age of eligibility to attend school. Each school should be responsible for compliance with Department of Social Services staff-student ratios. At least one staff member must be present with children at all times. Two staff members must be on the premises at all times when the program is in operation.

##### B. STAFF-STUDENT RATIO FOR EXTENDED DAY PROGRAMS

The minimum staff-student ratio is two staff members to every eighteen through age eight and two staff members for every twenty for ages nine through twelve. Each school should be responsible for compliance with local government staff-student ratios. At least one staff member must be present in each location within the program, for example inside and outdoors, in the homework room, and in the playroom, etc. Two staff members must be on the premises at all times when the program is in operation. Junior Assistants may be counted in the ratio—but may not be by themselves.

### C. STAFF TRAINING REQUIREMENTS FOR EARLY CHILDHOOD PROGRAMS

All teaching staff must receive twenty hours of staff development each school year, appropriate to the duties assigned and the particular program. Teaching assistants must receive sixteen hours of staff development. Staff development activities must:

- Be related to children and the function of the center;
- Consist of some sources outside the center which may include but not be limited to audio and visual tapes, conferences and workshops;
- Be from someone with verifiable expertise or experience when conducted as in-service training;
- Include annually the topics of safety for children, child development and discipline, and playground and outdoor supervision for staff;
- Include first aid and CPR training;
- Include working toward acquiring Religion certification.

### D. STAFF TRAINING REQUIREMENTS FOR EXTENDED DAY PROGRAMS

Each staff member must receive sixteen hours of in-service each school year, appropriate to the duties assigned and the particular program. Staff development activities must:

- Be related to children and the function of the center;
- Consist of some sources outside the center which may include but not be limited to audio and visual tapes, conferences and workshops;
- Be from someone with verifiable expertise or experience when conducted as in-service training;
- Include annually the topics of safety for children, child development and discipline, and playground and outdoor supervision for staff;
- Include first aid and CPR training.

Visiting Team Membership

Representation must include:

- School administrators
- Teachers
- Persons qualified to review the religious dimension of the school (see Section A)
- Chairperson
- For the high schools, the chairperson must be Cognia approved

Guidelines for New Schools

Recommended guidelines for new Catholic schools who participate in these accreditation processes are:

1. All new diocesan schools affiliated with the Virginia Catholic Education Association – Diocese of Arlington will receive preliminary accreditation status when they have successfully met certain accreditation standards as prescribed by VCEA – DA Guidelines for New Schools.
2. The evaluation of new schools subscribing to the VCEA – DA Minimum Standards will utilize the minimum standards instrument.
3. Monitor satisfying the standards over the three year initial period.

<b>SECTION A Building the Faith Community</b>	<b>Yes</b>	<b>No</b>	<b>Prior to Opening</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>
The school provides a Christ-centered learning environment.				√	√	√
The school reflects the needs of the community, which it serves.				√	√	√
The school adheres to ethical practices in admitting students that reflect the mission of the VCEA Vision Statement.				√	√	√
The VCEA Vision Statement of the Catholic School influences the decisions and activities of all segments of the school community.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The school demonstrates its effectiveness in bringing students into the faith community.				√	√	√
The school demonstrates its effectiveness in nurturing adults as part of the faith community.					√	√
The school effectively demonstrates it has integrated faith and learning within the community.				√	√	√
The school encourages members of its community to participate in parish activities whenever possible.					√	√
The school welcomes parish and community to become involved in the school.					√	√
The school provides opportunities for its members to reach out and serve the parish and wider community.					√	√
The beliefs and mission statements are reviewed annually, revised when needed, and disseminated to constituents.					√	√
The school reflects a commitment to equity and an appreciation of diversity.				√	√	√
<b>SECTION B Leadership</b>						
The pastor(s) and principal collaborate on a regular basis. Documentation of collaboration is available.				√	√	√
The school has clearly defined lines of administrative authority operative within the school.			√	√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The school employs a qualified graduate degreed principal who is responsible for the leadership, administration, and supervision of the school.			√	√	√	√
The principal effectively empowers the faculty and staff to contribute to the vision of the school, which builds and maintains positive morale among faculty and staff.				√	√	√
The principal effectively utilizes both human and material resources to achieve the goals of the school.				√	√	√
The pastor evaluates the principal in accordance with the process defined by diocesan policy. Copies of the completed evaluations are available.				√	√	√
The administrative head of the school ensures the written curriculum is implemented, supported, and assessed.				√	√	√
The administrative head of the school develops written plans with appropriate training for staff and students that provides for the safety and care of persons within the bounds of the school.				√	√	√
• Crisis Management Plans/ Shelter in Place Plans are available				√	√	√
• Diocesan Wellness Policy is available				√	√	√
• Bloodborne Pathogens Exposure Control Plan is available				√	√	√
• Formation in Christian Chastity is conducted annually				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The administrative head of the school ensures that a periodic analysis of instructional and organizational effectiveness is conducted as a basis for improving the school.				√	√	√
The school provides students the opportunity to develop and demonstrate leadership, responsibility, independence, and decision-making skills.				√	√	√
The administrative head of the school creates and provides handbooks for faculty/staff and parents/students.				√	√	√
The administrative head of the school provides evidence of a program of parent education and involvement that strengthens their understanding of the growth and development of children, adolescents and of the educational programs designed for each level. A list of parent educational programs is available.				√	√	√
The administrative head of the school has control over activities under the sponsorship of the school, including extra-curricular activities.				√	√	√
The administrative head of the school creates and/or changes local school policies according to an orderly, well-communicated process.				√	√	√
A well-developed method for supervision and evaluation of the faculty and support staff is used. Teacher and support staff evaluations are available.				√	√	√



	Yes	No	Prior to Opening	Year One	Year Two	Year Three
There are provisions for orientation, in-service training and professional and spiritual growth for faculty members. A roster of in-services is available.				√	√	√
<b>Curriculum</b>						
The school has a Philosophy of Learning, which reflects the VCEA Vision Statement of the Catholic Church <i>and describes the expectations for student learning.</i>					√	√
The school's Philosophy of Learning has been developed and is being implemented in the school's curriculum. ( <i>Philosophy reflects best practices and research.</i> )					√	√
The school creates a positive learning environment consistent with the faith community.				√	√	√
The instructional staff diversifies its teaching strategies to meet multiple learning styles of students.				√	√	√
Administration and faculty recognize individual student needs and attempt to provide programs to meet these needs.				√	√	√
Student Assistance Teams are created and are utilized to develop Student Assistance Plans to provide support services to special needs students. Documentation of Student Assistance Teams meetings, Student Assistance Plans and Individual Educational Plans are available.				√	√	√
Collaboration among faculty members is evident to ensure integration across the curriculum.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The administrative head of the school expands and strengthens collaborative networks with parents and other members of the community in support of student learning.				√	√	√
The school provides opportunities for both students and adults to be more proficient in using technology for learning.				√	√	√
Basic technological operational processes are used in the instructional program.				√	√	√
Electronic technology is used to access and exchange information.				√	√	√
Instruction and technology are integrated into all areas of study.				√	√	√
The Diocesan Curriculum serves as a framework for school programming. Monitoring sheets are available for review.				√	√	√
The curriculum provides opportunities for students to relate their learning to real world issues outside the classroom.				√	√	√
The school develops and implements a curriculum that aligns teaching strategies and learning activities, instructional support and resources, and assessments of student learning.				√	√	√
Instruction emphasizes higher order thinking skills that require students to apply their learning.				√	√	√
The school year consists of at least 180 instructional days during which students and teachers engage in teaching and learning activities. (Diocesan policy)				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The school develops a comprehensive system for assessing student progress based on expectations for student learning.				√	√	√
The school gathers, analyzes, and uses data and research in making curriculum decisions. Copies of the Diocesan Handoff sheets and Planning for Instruction are available.				√	√	√
The assessment system serves the informational needs of professional personnel associated with the school.				√	√	√
The curriculum relies on sound learning principles and provides a balance of educational experiences, including academic, fine arts, and physical education based on knowledge of human growth and development.				√	√	√
Extra-curricular activities are based upon the beliefs and mission of the school and meet the needs and interests of the students.				√	√	√
The school provides a balanced collection of usable library volumes which is current, comprehensive and carefully selected in terms of the school's mission and instructional program and are catalogued using a currently accepted system.				√	√	√
The school provides resources that serve all grade levels and professional development.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
Library media personnel collaborate with other professional staff to ensure best use of resources for curriculum integration.				√	√	√
The library media materials collection includes electronic technological formats in support of the curriculum.				√	√	√
The school has a policy and procedure for responding to challenged materials.				√	√	√
The school adheres to the Diocesan policy that addresses Internet use.				√	√	√
<b>Personnel</b>						
Professional educational personnel (PreK-8) have current valid certification, or are in process as defined by VCEA policies, from the Virginia Department of Education/endorsements or the VCEA or the Child Development Association and show evidence of continuing professional education. Copies of certificates are available.			√	√	√	√
The administrative head and other supervisory personnel of a school system earn, or are in process as defined by VCEA policies, from a regionally accredited institution at least 18 semester hours of credit in administration or supervision as part of a graduate degree or in addition to the degree.			√	√	√	√
Teachers of Religion are certified to teach religion by valid certification from the Diocese.						√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
There is evidence of unity, cooperation and teamwork among the staff.				√	√	√
Every employee is apprised of relevant diocesan policies and understands that full compliance with those policies is required.				√	√	√
A job description is clearly written for each employee. Job descriptions are available.				√	√	√
Personnel records are maintained according to diocesan policy regarding contents, availability, and confidentiality.				√	√	√
The school community establishes, maintains, and models high expectations for citizenship and conduct.				√	√	√
Paraprofessionals are qualified and trained to perform in the specific area of their responsibility and are under the supervision of professional personnel.				√	√	√
The school has written policies relating the qualifications, selection, training and assignment of substitute teachers.				√	√	√
Personnel are placed in positions so they effectively support student learning.				√	√	√
	<b>Yes</b>	<b>No</b>	<b>Prior to Opening</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>
<b>Services</b>						
Student records are secure, accurate and complete in accordance with state and federal laws.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The school maintains proper health records for each student and employee.				√	√	√
Appropriate staff members have been trained in universal precautions, first aid, CPR, and dispensation of medicine.				√	√	√
Policies exist and are implemented that support the health and safety of all students.				√	√	√
Designated personnel provide health services in a clearly identifiable area of the school.				√	√	√
The extended day program, if offered, follows VCEA Extended Day guidelines and state regulations. Current license and compliance reports are available.				√	√	√
The early childhood program, if offered, closely follows the VCEA Early Childhood Program guidelines and state regulations. Current license and compliance reports are available.				√	√	√
There is evidence of communication with appropriate agencies, such as public health, mental health, physicians, and other professionals.				√	√	√
The school develops, implements, and communicates expectations that govern student participation in all extra-curricular activities under the sponsorship of the school.				√	√	√
The school provides guidance to parents with psycho-educational needs.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
Various technology programs are utilized to secure, retrieve and maintain records.				√	√	√
<b>Governance/Finance</b>						
The governance or advisory groups that have been formed understand the roles established for them.				√	√	√
An enrollment management team is actively functioning within the school.				√	√	√
A monthly and annual financial report is utilized by the school's administration to monitor financial management of monies as well as the budgetary process. Copies of monthly statements and the Annual Financial Reports are available.				√	√	√
The budget provides the resources to support the beliefs, mission, and educational programs and goals of the school.				√	√	√
The school develops and implements a long-range financial plan. A copy of the plan is available.						√
The school has a tuition assistance plan to subsidize needy students.				√	√	√
Policies and procedures provide for orientation and training of members of the school board regarding their role, duties, and responsibilities, if applicable.				√	√	√
The school monitors all financial transactions through a recognized accounting system that is subjected to audit at regular intervals.				√	√	√

	Yes	No	Prior to Opening	Year One	Year Two	Year Three
All funds raised in the name of the school are under the control of the administrative head of the parish/school.				√	√	√
The school maintains on-going communication with alumni, parents, and other constituencies.				√	√	√
The school complies with all applicable financial statutes and governmental regulations.				√	√	√
The school maintains access to legal counsel who can advise or obtain necessary information about the legal requirements and obligations that exist in the state, federal, or other jurisdictions in which it operates.				√	√	√
Debt service or lines of credit are managed in such ways as to assure that fiscal responsibility remains under the control of the governing authority.				√	√	√
The school is not in, or in prospect of moving into financial reorganization under the protection of bankruptcy.				√	√	√
The school maintains adequate insurance or equivalent resources to protect its financial stability and administrative operations from protracted proceedings and claims for damage.				√	√	√
<b>Facility</b>						
The school facilities allow for an adequate educational program consistent with the school's Philosophy of Learning and the educational needs of its community.				√	√	√



	Yes	No	Prior to Opening	Year One	Year Two	Year Three
The site, building, equipment and furnishings are designed and maintained to facilitate the safety of those on-site and the quality of the school's instructional and co-curricular programs.				√	√	√
The school site and facilities are in compliance with all applicable local, state, and federal standards, rules, and regulations.				√	√	√
Plans for maintaining and improving the school site, facilities, and equipment are in effect. A Copy of the "Engineer's Management Group" report is available.				√	√	√
Safeguards, including exit plans, for the protection of students and staff against hazards such as accidents, fire, violent storms, and earthquakes are evident throughout the building. Copies of the fire drill log and emergency plan log are available.				√	√	√
The school's physical facilities are inspected annually and approved by local and health authorities.				√	√	√
The school's buildings are climate controlled, well-lighted, heated, and well-ventilated.				√	√	√
The school facility is made available for adult learning.				√	√	√
<b>Demographics</b>						
The school utilizes current demographic information to plan for the future.				√	√	√
The school maintains and uses a current profile reflecting data that describes the characteristics of the students and parish community.				√	√	√

## IV. ADDITIONAL REQUIREMENTS

### Safe Environment

#### A. Fingerprinting Requirements

The State Code of Virginia stipulates:

*“As a condition of employment, the governing boards or administrators of private or parochial elementary or secondary schools which are accredited by a statewide accrediting organization recognized, prior to January 1, 1996, by the State Board of Education shall require all applicants who accept employment to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant. “*  
22.1-296.3

All accredited VCEA – DA schools are expected to comply with this state requirement. Refer to Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse in Section VII.

#### B. *Virtus* Training

All accredited VCEA – DA schools are expected to comply with *Virtus* training requirements for all employees and significant volunteers, which requires attendance at an educational program sponsored by the Diocese on methods of recognizing and preventing child abuse and sexual misconduct involving children and others.

### Record Retention

#### **Record Retention for Students' Records**

The following student records are to be retained indefinitely:

Permanent record card (to include attendance record and standardized test results)

The following student records are to be retained for 7 years or age 25 whichever is greater:

Application

Court Documents

Psychological reports

Student Assistance Plan

Student Assistance Team minutes

#### **Record Retention for Employee Records**

The following employee records are to be retained for 7 years after leaving employment:

Application

References

Witness Statement  
TB test documentation  
Contract or letter of agreement  
Certification (professional and religion)  
Evaluations  
Transcripts  
Record of sick and vacation leave  
Letter of resignation or termination  
Disciplinary actions  
Personnel Action Change Form

**Each school should keep a list of personnel and positions for each year indefinitely.**

The I-9 form must be retained for 1 year after leaving employment.

**DFE Self-Study Process**

Standards: Reviewing, Changing, Adding, Revising Standard

Standards will be reviewed at least every five (5) years. When the need arises to change, add and/or revise accreditation standards, the proposed standards are prepared and submitted to the superintendent of schools by the Diocesan Commissioner for approval and adoption. Any major revisions to the accreditation standards are submitted to VCPE for approval prior to adoption.

## V. CONFLICTS OF INTEREST

### VCEA Conflicts of Interest Policy

Each member of the VCEA Accreditation Committee owes a duty of loyalty to VCEA and must act in good faith and in VCEA's best interests in all transactions touching upon his or her duties to VCEA. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

#### ARTICLE I

##### Purposes

**1.1 Disclosure.** It is the policy of VCEA to ensure that each member disclose any real, potential or perceived conflict of interest (as described in Article II), regardless of whether or not it impacts a matter currently being deliberated or decided by VCEA. Article III describes the required disclosures.

**1.2 Deliberations and Decisions.** In addition, it is the policy of VCEA that no member may participate in any deliberation or decision by VCEA that impacts a real, potential or perceived conflict of interest, unless the appropriate board or committee with board delegated powers determines that a conflict of interest does not exist under the procedures in Article IV.

#### ARTICLE II

##### Conflicts of Interest

**2.1 General Rule.** A conflict of interest may exist in any situation in which a member or a family member of a member is involved or may reasonably become involved with an activity that could adversely affect a member's judgement with respect to the business or interests of the VCEA. If the member is uncertain whether an activity may give rise to a real, potential or perceived conflict of interest, he or she shall resolve the question in favor of the existence of a real, potential or perceived conflict of interest.

**2.2 Specific Instances.** The following examples illustrate when a conflict of interest may exist (but in no way do these examples limit the general rule):

- a. The member or family member of a committee member requests or receives compensation that might be perceived to be an inducement to influence a decision or action by VCEA.
- b. The member or family member of the committee member serves as a director, officer or employee of a company that transacts or is negotiating or seeking to transact business with VCEA, competes with VCEA or may be affected in a non-incident manner by VCEA's strategic or business decision-making.

c. The member or family member of the committee member has, directly or indirectly, ownership or investment interest, other than in securities issued by a publicly traded corporation, in any entity that transacts or is negotiation for seeking to transact business with VCEA, competes with VCEA or may be affected in a non-incidental manner by VCEA's strategic or business decision-making.

### **ARTICLE III Disclosure**

**3.1 Annual Disclosure.** Each member shall disclose the existence and nature of any real, potential or perceived conflict of interest. Upon initial appointment and each year thereafter; every member shall receive a copy of this policy and shall complete the required Conflict of Interest Certification attached as Exhibit A.

**3.2 Continuing Disclosure.** Each member shall promptly disclose, by either written or oral communication to the executive committee, any real, potential or perceived conflict of interest that develops prior to the next annual disclosure and has not been previously disclosed.

### **ARTICLE IV Corporate Decisions**

**4.1 Duty to Disclose.** In connection with any real, potential or perceived conflict of interest, the member must disclose its existence pursuant to Article III and must be given the opportunity to disclose all material facts to the executive committee or members with delegated powers deliberating or deciding upon a matter impacting the real, potential or perceived conflict of interest.

**4.2 Determining Whether a Conflict of Interest Exists.** After disclosure of the real, potential or perceived conflict of interest and all material facts, and after any discussion with the member, He or she shall leave the committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining committee members shall decide if a conflict of interest exists.

**4.3 Voting.** If the remaining members determine that a conflict of interest exists, the member may make a presentation at he committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on the matter impacting the conflict of interest.

#### **4.4 Violations of the Conflicts of Interest Policy**

a. If the committee has reasonable cause to believe a committee member has failed to disclose any real, potential or perceived conflict of interest, it shall inform that member of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the committee determines the member has failed to disclose a real, potential or perceived conflict of interest, it shall take appropriate action.

c. A member may have conflicts of interest or loyalties to other entities that are so pervasive or significant that the person may not be able to serve as a member. If such is the case, the executive committee may take any action within its powers it deems necessary to resolve the conflict, including, but not limited to, requesting the member to resign.

## **ARTICLE V Records of Proceedings**

### **5.1 The minutes of the committee with delegated powers shall contain:**

a. the names of the persons who disclosed or otherwise were found to have an actual, potential or perceived conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the committee's decision as to whether a conflict of interest in fact existed.

b. the names of the persons who were present for discussions and votes relating to the matter impacting a conflict of interest, the content of the discussion and a record of any votes taken in connection with the proceedings.

## **ARTICLE VI COMPENSATION**

**6.1 A member who receives compensation, directly or indirectly, from VCEA for services is precluded from voting on matters pertaining to that person's compensation. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.**

**6.2 No member who receives compensation, directly or indirectly, from VCEA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.**

CONFLICTS OF INTEREST CERTIFICATION

Pursuant to VCEA’s Conflicts of Interest Policy, each VCEA member with delegated powers must disclose the existence of any real, potential or perceived conflict of interest. To this end, the undersigned hereby represents as follows:

1. Other than reimbursement of expenses, I have not, and no family member of mine has, derived personally any direct or indirect payments or benefits, material gifts, entertainment, or favors from any third party that might be perceived to be an inducement to influence a decision or action by VCEA, except for:

\_\_\_\_\_  
(Insert “none” or description)

2. I do not, and no family member of mine does, serve as an officer, director or employee of a company that transacts or is negotiating or seeking to transact business with VCEA, competes with VCEA or may be affected in a non-incident manner by VCEA’s strategic or business decision-making, except for:

\_\_\_\_\_  
(Insert “none” or description)

3. I do not, and no family member of mine does, have, directly or indirectly, ownership or investment interest, other than in securities issued by a publicly traded corporation, in any entity that transacts or is negotiating or seeking to transact business with VCEA, competes with VCEA or may be affected in a non-incident manner by VCEA’s strategic or business decision-making, except for:

\_\_\_\_\_  
(Insert “none” or description)

4. Please provide any other activity you or a family member is or may reasonably become involved in which could affect your judgment with respect to VCEA’s business interest.

Pursuant to Article III, paragraph 2 of the Policy, I will promptly disclose any change to any response contained on this Certification to the executive committee.

I have read the Policy to which this Certification is attached and agree to comply fully with that Policy.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## VI. DIOCESE OF ARLINGTON BY LAWS

### **ARTICLE I: NAME AND PURPOSE**

Section 1. The Virginia Catholic Educational Association – Diocese of Arlington (VCEA – DA) is a private educational agency established under the auspices of the ordinary of the Catholic Diocese of Arlington from whom it derives its charter and by whom it is empowered to act in the schools within their areas of responsibility. This agency assists in the coordination of efforts to maintain Catholic schools as a viable educational alternative.

Section 2. The purpose of the Association is to maintain and improve the quality of early childhood (preschool), elementary and secondary Catholic education; to assist Catholic schools in the development of self-evaluative programs that foster educational excellence in the setting of a school faith community; to establish general standards for excellence in Catholic schools; to grant VCEA – DA accreditation; to cooperate with the Virginia Council for Private Education (VCPE) in accrediting Catholic schools; and to provide a framework for improving communication and cooperation with all aspects of the educational community.

### **ARTICLE II: MEMBERSHIP**

Members of the Association are the early childhood (preschool) programs, elementary schools and secondary schools operated under the auspices of the Diocese of Arlington.

### **ARTICLE III: OFFICERS, COMMITTEES**

Section 1. The Executive Committee shall consist of the Superintendent and the Accreditation Commissioner.

Section 2. The Accreditation Committee shall consist of: (1) four school representatives appointed by the diocesan Superintendent; (2) the Accreditation Commissioner; and (3) the Superintendent. All members of the Accreditation Committee shall adhere to the VCEA Conflict of Interest Policy and sign the Conflict of Interest Certification on an annual basis.

Section 3. Representatives from institutions of higher education and professional educational organizations may be invited to serve on the Accreditation Committee on an ad hoc basis by the Executive Committee.



## **ARTICLE IV: DUTIES OF OFFICERS**

The duties of the Superintendent and Accreditation Commissioner shall be those of the chief administrative officer who shall be accountable for the operation of VCEA – DA. The Commissioner shall be the official liaison between the VCEA – DA and the VCPE and other state and regional accrediting agencies, act as Chairperson of the VCEA – DA Accreditation Committee, appoint a secretary of the Committee, prepare the agenda for the meetings of the Committee, publish minutes of Committee meetings, publish an annual report to the members, provide appropriate educational information and statistics to VCPE.

## **ARTICLE V: DUTIES OF COMMITTEE**

Section 1. The VCEA – DA Executive Committee shall meet at least twice a year and may be called to meet at any other time by action of the Chairperson or at the request of any other Committee member.

Section 2. The Executive Committee shall:

- (a) establish and promulgate general policy for the Association;
- (b) provide for the coordination of its services in any activities appropriate to the purposes of VCEA –DA;
- (c) approve the criteria for evaluation used in the accreditation of member schools;
- (d) grant certificates of accreditation;
- (e) determine the amount of annual dues;
- (f) approve an annual budget.

Section 3. The Accreditation Committee shall:

- (a) review the criteria for evaluation used in the accreditation of member schools and offer appropriate revisions;
- (b) review materials and take action on the recommendations of the visiting committees for VCEA – DA/VCPE accreditation;
- (c) hear appeals concerning the VCEA – DA accreditation process;
- (d) support projects related to the improvement of Catholic education;
- (e) recommend policy to the Executive Committee;

- (f) contingent upon a simple majority vote, submit Constitutional amendments to be voted on by the Executive Committee.

## **ARTICLE VI: DUTIES OF THE ACCREDITATION COMMISSIONER**

Section 1. The Superintendent will appoint an accreditation commissioner who is the official diocesan coordinator of VCEA – DA/VCPE accreditation. The commissioner shall be a member of the diocesan office staff and has full authority to coordinate the VCEA – DA/VCPE accreditation activities within the diocese.

Section 2. The accreditation commissioner has responsibility for the following areas:

- (a) select the Visiting Team Chairperson and members;
- (b) approve team visitation dates
- (c) provide in-service for team and school personnel;
- (d) facilitate a systematic school follow-up process based on Visiting Team recommendation;
- (e) serve as a member of the Accreditation Committee.

Section 3. The accreditation commissioner shall keep the Superintendent informed about major developments related to accreditation activities.

## **ARTICLE VII: TERMS OF OFFICE**

Section 1. The term of office of the school representatives on the Accreditation Committee is three (3) years, renewable at the discretion of the Superintendent.

## **ARTICLE VIII: DUES**

To meet the expenses of the Association, the Executive Committee shall determine the dues structure and amount.

**ARTICLE IX: MEETINGS**

Section 1. The VCEA Accreditation Committee meets three to four times a year. Committee members may vote to reschedule a meeting at the previous meeting.

Section 2. Special meetings may be called as necessary subject to approval of the Superintendent.

Section 3. A majority of members shall constitute a quorum.

Section 4. While consensus is most desirable and should be sought when decisions are made, a simple majority of those present and voting will carry any motions.

**ARTICLE X: MISCELLANEOUS PROVISIONS**

Section 1. Fiscal Year. The fiscal year of the VCEA shall end on June 30<sup>th</sup> of each year, consistent with the fiscal year of the Catholic Diocese of Arlington.

Section 2. Books and Records. The VCEA books and records will be kept by the Office of Catholic Schools consistent with the VCEA Policy Manual and the policies and procedures of the Central Administrative Office of the Catholic Diocese of Arlington and subject to review by an independent auditor on an annual basis.

Section 3. Checks, Notes and Drafts. Checks, notes and drafts and other orders for the payment of money shall be authorized by such persons as approved by the ordinary of the Diocese of Arlington.

**ARTICLE XI: AMENDMENTS**

Amendments to this document can be made by the Superintendent and Accreditation Commissioner with notification to all schools.

Approval:

Joseph E. Vorbach III  
Superintendent of Schools-Name  


\_\_\_\_\_  
Superintendent of Schools, Signature

August 28, 2020  
Date



CATHOLIC DIOCESE OF ARLINGTON

POLICY ON THE PROTECTION OF  
CHILDREN/YOUNG PEOPLE AND PREVENTION OF SEXUAL  
MISCONDUCT AND/OR CHILD ABUSE

January 1, 2020

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Attachment A: Summary of Reporting Requirements under State Law

Attachment B: Report of Suspected Sexual Misconduct or Child Abuse by Diocesan  
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while Performing the Work of the Diocese

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**THE CATHOLIC DIOCESE OF ARLINGTON  
POLICY ON THE PROTECTION OF CHILDREN/YOUNG PEOPLE  
AND PREVENTION OF SEXUAL MISCONDUCT  
AND/OR CHILD ABUSE**

**VII. INTRODUCTION**

This Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse (hereinafter referred to as “the Policy”) of the Catholic Diocese of Arlington (hereinafter, “the Diocese”) is intended:

- (a) to summarize the Diocese’s current policy that:
  - (1) children have the right to be safe and protected from harm in any and all environments; and
  - (2) sexual misconduct and/or child abuse by any Diocesan personnel while performing the work of, or any activities under the auspices of, the Diocese is outside any scope of any authority, duties and/or employment of such personnel; and
- (b) to augment and/or clarify that current policy.

The Diocese embraces the rights of children and adults to be safe from sexual misconduct and/or abuse. The Diocese is dedicated to the protection of all children and will strive to maintain a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect, and to bring the healing ministry of the Diocese to bear wherever possible. This Policy builds on a policy issued by the Diocese in 1991 which has been updated from time to time. It is responsive to our concerns for children/young people and to the provisions of the Charter for the Protection of Children and Young People as initially approved by the United States Conference of Catholic Bishops at its June 2005 General Meeting and revised thereafter, the revised Essential Norms for Diocesan/Eparchial Policies Dealing With Allegations of Sexual Abuse of Minors by Priests or Deacons as approved at the June 2005 General Meeting, given the recognition by the Apostolic See on January 1, 2006, and promulgated on May 5, 2006, the Circular Letter to Assist Episcopal Conferences in Developing Guidelines for Dealing With Cases of Sexual Abuse of Minors Perpetrated by Clerics issued by the Congregation for the Doctrine of the Faith on May 3, 2011, the apostolic letter *As a Loving Mother*, issued motu proprio by Pope Francis on June 4, 2016, the apostolic letter *Vos estis lux mundi*, issued motu proprio by Pope Francis on May 7, 2019, and other relevant Church documents.

**VIII. SECTION 1. POLICY**

It is the policy of the Diocese that sexual misconduct and/or child abuse by Diocesan personnel, while

- (i) performing the work of the Diocese; or
- (ii) performing any activities under the auspices of the Diocese,

is contrary to Christian principles and is outside the scope of any authority, duties and/or employment of Diocesan personnel. In addition, all Diocesan personnel must and shall comply with applicable state and local laws with regard to reporting incidents of actual or suspected sexual misconduct and/or child abuse, and with the requirements of this Policy.

This Policy does not address sexual misconduct, child neglect, and/or child abuse in general, but only in the specific circumstances described herein. It is intended to establish requirements and procedures in an effort to prevent possible sexual misconduct and/or child abuse by personnel and volunteers of the Diocese and the resulting harm to others while the work of the Diocese is being performed, and to provide guidance to Diocesan personnel on how to respond to actual and/or suspected incidents of sexual misconduct and/or child abuse by personnel or volunteers of the Diocese. Allegations of inappropriate conduct not falling within the scope of this Policy shall be addressed pursuant to other applicable policies or norms of the Diocese.

Allegations of inappropriate conduct by a bishop that fall within the scope of the apostolic letter Vos estis lux mundi shall be addressed in accordance with the norms set forth in that letter and in the Directives for the Implementation of the Provisions of Vos estis lux mundi Concerning Bishops and their Equivalents adopted by the United States Conference of Catholic Bishops on June 13, 2019. This Policy shall not be applicable to such allegations, except that the provisions regarding the reporting of allegations to civil authorities and cooperation with civil authorities shall apply.

Allegations of inappropriate conduct by one child toward another (including but not limited to fighting, bullying and sexual misconduct) shall be addressed pursuant to the relevant policies of the Office of Catholic Schools, the school handbooks of the individual schools, or other applicable policies or norms.

Suspected incidents of child abuse or neglect by adults other than Diocesan personnel shall be addressed pursuant to Section 63.2-1509 et seq. of the Code of Virginia (1950) as amended (see Attachment A) and the additional reporting requirements set forth below.

With renewed faith, we recommit ourselves to the original goals of this Policy:

- a. to reiterate and strengthen educational programs and screening procedures with the goal of preventing sexual misconduct and/or child abuse by Diocesan personnel and volunteers;
- b. to identify and follow reporting requirements to civil and Diocesan authorities;
- c. to address the spiritual, physical and emotional care of the abused child and the family as well as the affected Catholic community;
- d. to address the spiritual, physical and emotional care of the individual against whom the charge was made; and
- e. to address other actions to be taken when sexual misconduct with a child and/or child abuse is alleged.

The Diocese reaffirms its commitment to report an allegation of sexual abuse of a person who is a minor to the civil authorities, including complying with all applicable civil laws with respect to reporting of such allegations, cooperating in their investigation in accord with the law of the jurisdiction in question, and advising victims of their right to make a report to civil authorities. A copy of this Policy, and any eventual revisions hereof, will be filed with the United States Conference of Catholic Bishops. Any priest or deacon who is determined to have committed even one act of sexual abuse of a minor as described herein shall not continue in active ministry nor be transferred for ministerial assignment to another diocese/eparchy or religious province. Care will be taken to protect the rights of all parties involved in allegations of sexual misconduct and/or child abuse, particularly those of the person claiming to have been sexually abused and of the person against whom the charge has been made. When a charge has been determined to be unfounded, reasonable steps will be taken to restore the good name of the person falsely accused.

## IX. SECTION 2. DEFINITIONS

For the purposes of this Policy only, the following terms shall be defined as set forth herein:

Section 2.1 “Accused” means a person alleged to have committed an act of abuse, a serious violation of this Policy, or a crime involving the abuse or neglect of a child.

Section 2.2 “Administrative leave” means relieving the accused of assigned duties pending further notice from the Vicar General.

Section 2.3 “The Bishop” means the Diocesan Bishop of the Catholic Diocese of Arlington. If the office of Bishop is vacant or impeded as defined by the Code of Canon Law of the Roman Catholic Church, then “the Bishop” shall refer to the apostolic administrator or the diocesan administrator appointed for the Catholic Diocese of Arlington until a successor Diocesan Bishop is installed.

Section 2.4 “Child” or “children” means any natural person(s) less than eighteen (18) years of age.

Section 2.5 “Child abuse” means conduct toward or action to a child which consists of any of the following:

1. Any act or interaction, whether it involves genital or physical contact, with or without consent, even if initiated by the child, which involves sexual contact, molestation or sexual exploitation of a child, whether physical injuries are sustained or not, including:
  - a. The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification.
  - b. Rape, sexual intercourse (vaginal or anal), oral/genital, or oral/anal contact.
  - c. The intentional touching and/or displaying of one’s own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification.
  - d. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child’s presence.
  - e. Knowingly acquiring, possessing, or distributing such a depiction by way of graphic means including digital or photographic image.
  - f. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.<sup>1</sup>
2. Physical abuse, including any act which:
  - a. Willfully causes or inflicts physical injury to a child, or
  - b. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.

Note: It is the policy of the Diocese that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese. However, this prohibition of corporal punishment shall not be deemed to prohibit, and the definition of “child abuse” for purposes of this Policy shall not be deemed to include,

- (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;
- (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property;
- (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
- (iv) the use of reasonable and necessary force for self-defense or the defense of others;  
or
- (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are upon the person of the student or within his control. In addition, the definition of “child abuse” shall not be deemed to include any physical or mental pain, injury or discomfort caused by the foregoing, or which may result from participation in

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<sup>1</sup> See also Charter for the Protection of Children and Young People, note 5.



practice or competition in an interscholastic or intramural sport, physical education, or an extracurricular activity.

3. Neglect, including:

- a. Abandonment of a child by a parent, custodian or guardian.
- b. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.
- c. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Section 2.6 “Credible accusation” means an allegation about which, based upon the information known at the time of determination, a prudent person would conclude that the incident is more likely than not to have occurred as alleged, or which has been acknowledged/admitted to by the accused. In making this determination, consideration should be given to the trustworthiness of the various sources of the available information.

Note: The role of the Diocesan Review Board process is to assist and advise the Bishop in his assessment of allegations and his determination of the suitability for ministry of an accused priest or deacon. A determination by the Diocesan Review Board that an allegation is “credible” is not a final determination or admission that an incident did or did not occur as alleged, but is instead an ecclesiastical determination of whether the definition of “credible accusation” in this Policy has been met for purposes of further canonical, pastoral or other action, if any, by the Bishop. The Diocesan Review Board does not have access to the investigative tools and resources available to civil authorities and does not follow civil law procedural or evidentiary rules. Its determinations are not the equivalent of a civil or criminal court finding of innocence or guilt.

Section 2.7 “Diocesan personnel” and “personnel of the Diocese” mean:

- (a) all clerics, whether Diocesan or members of religious communities, who are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as “religious personnel”);
- (b) all natural persons directly employed by the Diocese, or by any parish, mission or other diocesan institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter referred to as “Diocesan employees”);
- (c) all natural persons who provide any volunteer services to/for the Diocese, or to/for any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as “Diocesan volunteers”);
- (d) contract workers who have substantial contact with children which are subject to oversight by the Diocese.

For purposes of this Section 2.7, the foregoing subparagraphs shall be read in the disjunctive and not in the conjunctive.

Section 2.8 “Sexual misconduct” means any sexual conduct which is unlawful, as defined by criminal statutes of the Commonwealth of Virginia for conduct inside the Commonwealth of Virginia, and by the analogous criminal statutes of the applicable jurisdiction for conduct outside the Commonwealth of Virginia, and/or by canons 277 and 1395 § 2 of the Code of Canon Law.

Section 2.9 “Substantial contact” means contact with children in which the duration or scope in either time or exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

<b>X. SECTION 3. DISTRIBUTION OF POLICY</b>
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Section 3.1 A copy of this Policy shall be distributed as soon as reasonably possible to the directors, superintendents, and agency heads of all Diocesan offices and/or organizations within the Chancery. The copies of this Policy so distributed shall become part of the permanent files for each office and/or organization.

Section 3.2 The Chancery for the Diocese of Arlington (hereinafter referred to as “the Chancery”) shall cause copies of this Policy to be prepared for distribution to all religious personnel, all Diocesan employees, and those Diocesan volunteers whose duties for the Diocese include contact with minors, as soon as reasonably practical. Thereafter, a copy of this Policy shall be distributed to all such new Diocesan personnel prior to or concurrently with such new personnel assuming their positions and/or duties. A copy of this Policy shall also be posted on the diocesan website.

Section 3.3 In addition to the foregoing, the Vicar General shall have the authority, subject only to the review of the Bishop, to distribute informational copies of this Policy to other persons, clubs, organizations, or societies within the Diocese as he may deem appropriate.

Section 3.4 Any Diocesan personnel who know or who have reason to believe that a copy of this Policy has not been distributed in accordance with the above-referenced provisions shall immediately notify the Chancery Office and identify (either by name or by class of Diocesan personnel) those Diocesan personnel who have not received a copy of this Policy.

#### XI. SECTION 4. STATE AND LOCAL LAWS

A summary of reporting requirements and related provisions of state laws of the Commonwealth of Virginia relating to incidents of sexual misconduct and child abuse, as set forth in the Code of Virginia (1950), as amended, together with a listing of state and local agency contact information, is attached as Attachment A. Local civil jurisdictions may have enacted ordinances which supplement state law; however, due to the number of local civil jurisdictions within the Diocese, no effort has been made to compile a summary of such ordinances. Although compliance with Virginia state law should be adequate to initiate required reporting of sexual misconduct and/or child abuse, recipients of this Policy are hereby put on notice of such possible supplemental local ordinances, and are encouraged to make appropriate inquiry on this subject.

#### XII. SECTION 5. EDUCATION AND ADMINISTRATION

Section 5.1 The Chancery shall cause to be developed or implemented educational programs on methods of preventing, recognizing, and reporting child abuse and sexual misconduct involving children and others. These educational programs shall be held regularly during the course of every calendar year so as to provide reasonable opportunity for Diocesan personnel to attend. In addition, Diocesan personnel shall participate in ongoing safe environment programs to provide education on child abuse specifically designed to address areas of service, including students in parochial schools and religious education programs, religious personnel, school personnel, youth ministers and coaches, and Diocesan personnel providing child care services and/or charitable services.

Section 5.2 The following personnel of the Diocese must attend the educational program(s) referenced in Section 5.1 on methods of recognizing and preventing child abuse and sexual misconduct involving children and others:

- (a) All religious personnel as defined in Section 2.7(a).
- (b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish(es).
- (c) All ministers, directors and/or coordinators of religious education, and all teachers of religious education.
- (d) All Diocesan personnel providing child care services under the auspices of the Diocese, or any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
- (e) All youth ministers, directors/coaches of children’s activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices of the Diocese, or any parish, mission, or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.

Section 5.3 Any persons not currently Diocesan personnel as identified in Section 5.2 must attend the educational program(s) as soon as reasonably practical, but in no event later than forty-five (45) calendar days of their assuming any of the positions or duties referenced in Section 5.2.

Section 5.4 The Vicar General shall have the authority, subject only to the review of the Bishop, to designate additional personnel of the Diocese (other than those specified in Sections 5.2 and 5.3) who must attend the above referenced educational program(s). Other Diocesan personnel are encouraged to attend the educational programs.

Section 5.5 In order to assist its priests, who as pastoral ministers must help the Church and the people of God to identify and to care for victims of sexual misconduct and child abuse within the Church, the Diocese will provide regular opportunities for its priests to refresh their prior training and/or be advised of new developments in the fields of scientific knowledge, Church policy and canon law, moral theology, professional ethics, the theology of sexuality, and the pastoral care of victims.

Section 5.6 The Bishop shall designate a Diocesan Victim Assistance Coordinator and a Diocesan Director of Child Protection and Safety. These positions may, at the discretion of the Bishop, be held by the same individual.

Section 5.7 The Diocesan Victim Assistance Coordinator will receive notification from the Vicar General of all allegations of abuse, promptly inform the alleged victim of his/her rights and obligations and organize and direct timely and responsive pastoral care provided by the Diocese.<sup>2</sup> The Diocese recognizes the Church's pastoral responsibility to reach out to victims of sexual misconduct and/or child abuse, including every person who has been the victim of abuse as a minor by anyone acting in the name of the Church, whether the abuse was recent or occurred in the more distant past. In order to repair harm and promote healing, the Diocese will offer, through the Diocesan Victim Assistance Coordinator, compassionate and timely pastoral care to victims of sexual misconduct and/or child abuse, the victims' immediate families and any affected faith communities. Assistance and pastoral care may be provided prior to or apart from any determination regarding the credibility of a given allegation.

Section 5.8 To ensure a safe environment for children, the Diocesan Director of Child Protection and Safety will coordinate the safe environment education programs referenced in Section 5.1, to include;

- (a) appropriate boundaries and established prohibitions in ministry;
- (b) the dynamic of child abuse or neglect, including child sexual abuse;
- (c) signs and symptoms of abuse in children and youth;
- (d) laws, policies and procedures to report abuse allegations;
- (e) policies and procedures to prevent child abuse by religious personnel or other Church personnel who come into contact with children or to prevent child abuse on Church-owned property or at Church-sponsored events and activities;
- (f) types of disclosures and how to respond appropriately; and,
- (g) as appropriate, ministering to victims and to adults and children about abuse and exploitation.

### XIII. SECTION 6. BACKGROUND AND REFERENCE CHECKS

Section 6.1 New personnel serving in the following roles in the Diocese shall complete and return to the Bishop's designee(s) within the Chancery Office as soon as reasonably practical an informational questionnaire provided by the Diocese:

- (a) All religious personnel as defined in Section 2.7(a);
- (b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish;
- (c) All ministers, directors, and coordinators of religious education and teachers of religious education;
- (d) All persons providing child care services under the auspices of the Diocese and/or any parish, mission, and/or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
- (e) All youth ministers, directors/coaches of children's activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices

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<sup>2</sup> In the event that an allegation initially is communicated to the Diocesan Victim Assistance Coordinator, the Diocesan Victim Assistance Coordinator shall promptly notify the Vicar General of the allegation.

of the Diocese, or any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.

- (f) All Diocesan employees (except those who have previously done so pursuant to other provisions of this Policy).
- (g) All other Diocesan personnel whose duties for the Diocese include substantial contact with minors as defined in Section 2.9.

The above-referenced personnel may be required, as part of or supplemental to completing the informational questionnaire, to fully execute under oath a criminal history record request directing that a copy of their criminal history record from the applicable state central criminal record exchange(s) as permitted by Section 19.2-389, Code of Virginia (1950), as amended, or other applicable law, or from other information sources or services acceptable to the Diocese, shall be released directly to the Bishop's designee(s) within the Chancery for such matters. The Diocese may request updated criminal history record information on a periodic basis.

Section 6.2 The Diocesan Director of Child Protection and Safety shall have the authority, subject only to the review of the Bishop, to designate other Diocesan personnel who shall be required to complete and return the informational questionnaire and related documentation.

Section 6.3 Completed questionnaires shall be reviewed and, as appropriate, investigated by the Bishop's designee(s) within the Chancery for that purpose, and shall be appropriately maintained in secured and safeguarded files of the Diocese, with access limited to the Bishop, the Diocesan Director of Child Protection and Safety, and (with approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be required to implement the provisions of this Policy and/or applicable canon law.

Section 6.4 Diocesan personnel may be required to periodically complete and return to the Bishop's designee(s) within the Chancery a supplemental questionnaire notifying the Diocese of any information which would render inaccurate any previous questionnaire completed by such Diocesan personnel as required under this Policy.

Section 6.5 The foregoing provisions and/or practices shall be in addition to the application and screening practices of the parish, mission, or other Catholic institution and organization of the Diocese within which the prospective employee or volunteer is to serve.

#### XIV. SECTION 7. OBLIGATION TO REPORT

Section 7.1 Any personnel of the Diocese as defined in Section 2.7, above, including religious personnel, lay employees and lay volunteers, who have actual knowledge of, or who have reasonable cause to suspect that, an incident of child abuse or illegal sexual misconduct has been perpetrated by any personnel of the Diocese while performing the work of, or any activities under the auspices of, the Diocese shall comply with any applicable reporting or other requirements of state and local laws (See Section 4), unless to do so would violate the priest-penitent relationship. Any individual who discloses abuse shall be advised to share the information with civil authorities and will be provided with the necessary support and assistance to do so.

Section 7.2 Besides any obligation of civil law to report an incident of child abuse or illegal sexual misconduct, a verbal report of the incident shall be made immediately to the Vicar General, or in his absence, to the Chancellor, or in his absence, to the Judicial Vicar for the Diocese (unless to do so would violate the priest-penitent relationship). A written report shall also be prepared and submitted directly to the Vicar General's Office within 48 hours of the oral report. [A sample reporting form is attached as Attachment B; additional forms may be obtained from the Vicar General's Office.] Any such reports are hereinafter referred to as "incident reports."

Section 7.3 In addition to reporting to civil and Diocesan officials as set forth in Sections 7.1 and 7.2 above, the reporting procedures specified below shall be followed regardless of the nature of the offense, the current age of the alleged victim, the position/role of the accused, when the offense allegedly occurred, or any other factors that may be deemed exceptions to these reporting requirements:

- (a) In the case of any parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Principal of the school in person or by telephone, or, when the accused individual is a Diocesan priest, deacon, employee or volunteer, the Vicar General or his designee at the Chancery (703-841-2500). The Principal shall immediately notify in person or by telephone the Superintendent of Schools, the Pastor or parochial administrator, and the Vicar General or his designee. In addition, the person who suspects abuse shall file a written incident report as required by Section 7.2, above.
- (b) In cases other than Parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Vicar General or his designee at the Chancery (703-841-2500) and shall file a written report as required by Section 7.2, above. The Vicar General will provide a report of the suspected child abuse to the provincial of a priest or deacon or to the bishop of a diocesan priest who is not a priest of the Diocese of Arlington. The Vicar General shall cause the allegation of suspected child abuse to be reported to civil authorities in each and every instance.

XV. SECTION 8. INVESTIGATION OF ALLEGATIONS INVOLVING CLERICS  
(PRIESTS & DEACONS)

Section 8.1 When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation will be initiated and conducted promptly and objectively in accordance with canon 1717 of the Code of Canon Law. All appropriate steps shall be taken to protect the reputation of the accused during the preliminary investigation.

Note: Because of the serious consequences of false allegations, when the source of an allegation (or of information related to an allegation) cannot be identified or contacted, the claim will not be considered. Likewise, when the person making an allegation or offering information will not identify himself or herself to the Diocese, the allegation or the information will not be considered. Any exceptions for special circumstances are made only by the Bishop and to the extent he directs.

Section 8.2 A conference (either personal and/or telephonic) between the Bishop, the Vicar General, and such other Diocesan counselors as the Bishop may deem necessary shall be convened as soon as possible after an allegation is received to, inter alia, review the allegation and the results of the preliminary investigation and to determine whether the allegation is supported by sufficient evidence to merit further investigation. Diocesan legal counsel (civil law) shall be a party to the conference to provide civil legal advice. The inability to notify any of the above referenced parties after reasonable efforts to do so, or the inability of any of the above-referenced parties to participate in the conference, shall not be cause to delay the conference unduly. A finding of “sufficient evidence to merit further investigation” means that the evidence is sufficient to establish a prima facie showing to support an incident report and has not been rebutted by the preliminary report of the investigator(s).

Section 8.3 If the allegation is supported by sufficient evidence to merit further investigation, the Diocesan legal counsel will notify the civil authorities. At the discretion of the Bishop, the Diocesan legal counsel may also be directed to notify civil authorities even if an allegation has been determined not to be supported by sufficient evidence to merit further investigation.

Section 8.4 Civil authorities will be offered first contact with the accused except when such procedure would put the alleged victim and/or others at risk of harm.

Section 8.5 The Diocese will, after consultation with civil authorities, confront the priest or deacon unless the civil authorities recommend otherwise. The alleged perpetrator (priest or deacon) will be provided with an explanation of the overall investigative process and specific procedures for dealing with allegations of child abuse and will be advised to obtain a civil attorney and a canonical advocate to represent him. Pending the outcome of the investigative process, the Bishop shall apply the precautionary measures mentioned in canon 1722—i.e., remove the accused from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist. The accused also shall be encouraged to obtain an appropriate psychological evaluation and counseling at a facility acceptable to the Diocese of Arlington.

Section 8.6 The Bishop will convene the Diocesan Review Board after an allegation of sexual abuse of a minor by a priest or deacon of the Diocese of Arlington has been received and the preliminary investigation has been completed in accordance with canon 1717. The Diocesan Review Board will examine the allegation and may offer advice as to the conduct of the investigation.

Section 8.7 The Diocese will conduct its investigation in accordance with the provisions of the Code of Canon Law. The investigation shall be conducted by the Vicar General or by the Bishop's designee(s) within the Chancery with the advice of Diocesan (civil law) legal counsel. In the discretion of the Vicar General, subject only to the review of the Bishop, experienced professional investigators may also be employed to assist in an investigation. If the investigation is not completed within two months from the date of the initial meeting of the Diocesan Review Board in relation to the allegation, the Vicar General or other designee shall present the Bishop with a report on the progress of the investigation. Such reports shall be provided at intervals of approximately two months thereafter, if necessary.

Section 8.8 At the conclusion of the investigation, the Diocesan Review Board will receive from the Bishop or his designee a complete written record of the allegations made against a priest or deacon; a detailed description of the interviews of alleged victims and the response of the priest or deacon in question to the allegations made; and will review any information pertinent to the allegation from the priest's or deacon's personnel file. The priest or deacon and his advocate will be informed of the material that will be presented to the Review Board. The priest or deacon and/or the alleged victim(s) may choose to make a presentation in person or in writing to the Review Board. The Review Board may also permit presentations in person or in writing from such other witnesses that the Review Board deems helpful. The Diocesan Review Board is authorized to further investigate allegations and interview alleged victims or witnesses as it deems necessary and appropriate in each particular case.

Section 8.9 The Review Board will be required to assess the credibility of the allegations and whether the allegations conform to the definition of sexual abuse of a minor as outlined in the policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse adopted by the Diocese of Arlington. The Diocesan Review Board also may be asked to comment on the suitability of a priest or deacon for future ministry.

Section 8.10 The Vicar General of the Diocese of Arlington will present the determination and recommendations of the Diocesan Review Board to the Bishop. If an act of child abuse by a priest or a deacon is admitted or is established at the conclusion of this process, the Bishop will take the appropriate canonical action.

## XVI. SECTION 9. INVESTIGATION OF ALLEGATIONS INVOLVING NON-CLERICS

Section 9.1 Each allegation of an actual or suspected incident of child abuse or sexual misconduct by a non-cleric that is reported to the Diocese will be immediately investigated, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.

Note: Because of the serious consequences of false allegations, when the source of an allegation (or of information related to an allegation) cannot be identified or contacted, the claim will not be considered. Likewise, when the person making an allegation or offering information will not identify himself or herself to the Diocese, the allegation or the information will not be considered. Any exceptions for special circumstances are made only by the Bishop and to the extent he directs.

Section 9.2 The investigation shall be conducted by the Vicar General or by the Bishop's designee(s) within the Chancery (for this purpose, "the investigator(s)") with the advice of Diocesan (civil law) legal counsel. At the discretion of the Vicar General, subject only to the review of the Bishop, experienced professional investigators outside of the Chancery may also be employed to assist in an investigation. The investigator(s) should attempt to obtain a response from the alleged perpetrator only if this will not interfere with any criminal investigation or pose any risk of harm to the alleged victim, the family of the alleged victim, and/or the person making the report.

Section 9.3 If the allegation is supported by sufficient evidence to merit further investigation, the Diocesan legal counsel will notify the civil authorities if this has not previously been done. At the discretion of the Bishop, the Diocesan legal counsel may also be directed to notify civil authorities even if an allegation has been determined not to be supported by sufficient evidence to merit further investigation.

Section 9.4 If an allegation is found to be supported by sufficient evidence to merit further investigation, the alleged perpetrator will be immediately relieved of responsibilities to and/or within the Diocese and/or any parish, mission or other institutions which are subject under civil law to the administration, authority or governance of the Diocese, pending the outcome of the internal and any outside investigation. If the alleged perpetrator is a Diocesan employee, said employee shall be placed on administrative leave, and such leave may be with or without pay or benefits as the Bishop may decide. A finding of “sufficient evidence to merit further investigation ” means that the evidence is sufficient to establish a prima facie showing to support an allegation and has not been rebutted either by the preliminary report of the investigator(s) or by clear evidence produced by the alleged perpetrator.

Section 9.5 If accusations are made of sexual misconduct or child abuse involving personnel of the Diocese, the Bishop (or, in his absence or inability to serve, the Vicar General) shall direct the Diocesan Victim Assistance Coordinator to initiate contact with the alleged victim and/or the alleged victim’s family for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation or as to the circumstances surrounding the alleged incident. Medical, psychological, and spiritual assistance and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity.

Section 9.6 Appropriate records will be kept by the Chancery of each incident reported and of actions taken, including the investigation and the results thereof. Such records shall be marked confidential and be securely kept at the Chancery under lock, with access thereto limited to the Bishop and the Vicar General, and (with the approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be designated by the Bishop and/or required to implement this Policy and/or applicable canon law.

Section 9.7 Any media contact or inquiries regarding an alleged incident of sexual misconduct or child abuse by personnel of the Diocese must be directed to the Diocesan Director of Communications, or (in the absence of such person) to an appropriate spokesperson for the Diocese designated by the Bishop. The communications policy of the Diocese will reflect a commitment to transparency and openness. Within the confines of respect for the privacy and the reputation of the individual involved, the Diocese will deal as openly as possible with members of the community. The Diocese will not enter into confidentiality agreements except for grave and substantial reasons brought forward by the victim/survivor and noted in the text of an agreement subject to approval by the Bishop.

## XVII. SECTION 10. ENFORCEMENT AND SANCTIONS

Section 10.1 Any one of the lay personnel of the Diocese who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of illegal sexual misconduct or child abuse shall be immediately terminated from employment and/or any position of responsibility with the Diocese or any parish, mission, or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese. The offender remains liable to further actions, whether administrative, legal or penal, as judged appropriate by competent authority.

Section 10.2 Any cleric, diocesan or religious, who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of child abuse or illegal sexual misconduct shall be required to relinquish diocesan faculties and forbidden to function as a cleric pending the outcome of any civil/criminal actions, if any. The offender remains liable to further canonical actions, whether administrative or judicial, as judged appropriate by the competent ecclesiastical authority. An offending priest or deacon will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the Diocese will supply canonical counsel to a priest or deacon.

Section 10.3 In recognition of the significant trauma experienced by abuse victims as well as by those falsely accused, the Diocese will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve future ministry opportunities of persons falsely accused of child abuse, in accord with

canon law. The Diocese will provide necessary mental health services to assist individuals wrongfully accused and will work with such individuals to restore his or her good name and reputation.

Section 10.4 Diocesan personnel who fail to comply with the provisions of this Policy (e.g., failure to complete informational questionnaire, etc.) shall be subject to such appropriate civil disciplinary action(s) by the Diocese as may be deemed necessary and/or appropriate by the Diocese, up to and including their termination from any positions with the Diocese and/or with any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority or governance of the Diocese. Applicants for any positions with the Diocese who similarly fail to comply with provisions of this Policy (as applicable) may be denied such positions. Any such disciplinary and/or enforcement actions will be implemented through normal procedures of review and decision. In implementing this section, the Diocese will consider, inter alia, the potential for harm to persons resulting from an act of sexual misconduct and/or child abuse, and adverse effects on the Diocese and its ability to maintain or foster relationships with the community of the faithful.

XVIII. SECTION 11. MISCELLANEOUS PROVISIONS
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Section 11.1 This Policy shall be construed and interpreted so as to be in addition to, and not in lieu of, any other policies of the Diocese and/or any agreement between the Diocese and any persons, except for prior versions of this Policy, which are hereby revoked and which this document expressly supersedes.

Section 11.2 The Bishop shall have the authority to exempt from Section 3 (Distribution of Policy), Section 5 (Education), and Section 6 (Background and Reference Checks) of this Policy any clerics and/or members of religious communities referenced in Section 2.7(a) who, by reason of physical or mental impairment, are deemed to pose minimal foreseeable risks of child abuse and/or illegal sexual misconduct. Any such exemptions shall be made on a case-by-case basis and subject to subsequent review and/or modification by the Bishop.



SUMMARY OF REPORTING REQUIREMENTS UNDER VIRGINIA STATE  
LAW, CODE OF VIRGINIA (1950) AS AMENDED THROUGH JULY 1, 2019,  
AND STATE AND LOCAL AGENCY CONTACT INFORMATION

The Virginia Department of Social Services toll-free child abuse and neglect hotline number is (800) 552-7096.

Section 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department [of social services] of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to [Virginia Code] § 8.01-576.8;
10. Any professional staff person, not previously enumerated, employed by a private or state operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1 [of the Code of Virginia];
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
14. Any person employed by a local department [of social services] as defined in [Virginia Code] § 63.2-100 who determines eligibility for public assistance;
15. Any emergency medical services provider certified by the Board of Health pursuant to [Virginia Code] § 32.1-111.5, unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs;
18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client; and

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to [Virginia Code] § 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department [of social services] of the county or city where the abuse or neglect was discovered or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline.

If an employee of the local department [of social services] is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the [Virginia] Department [of Social Services] in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department [of social

services] on a form prescribed by the [State] Board [of Social Services]. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by [Virginia Code] § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

- B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall, due to the special medical needs of infants affected by substance exposure, include (i) a finding made by a health care provider within six weeks of the birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure; (ii) a diagnosis made by a health care provider within four years following a child's birth that the child has an illness, disease or condition that, to a reasonable degree of medical certainty, is attributable to maternal abuse of a controlled substance during pregnancy; or (iii) a diagnosis made by a health care provider within four years following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report. Such reports shall not constitute a per se finding of child abuse or neglect. If a health care provider in a licensed hospital makes any finding or diagnosis set forth in clause (i), (ii), or (iii), the hospital shall require the development of a written discharge plan under protocols established by the hospital pursuant to subdivision B 6 of [Virginia Code] 32.1-127.
- C. Any person who makes a report or provides records or information pursuant to subsection A or who

testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

- D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 [of the Code of Virginia], a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.
- E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department [of social services] or the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline.

Section 63.2-1510. Complaints by others of certain injuries to children.

Any person who suspects that a child is an abused or neglected child may make a complaint concerning such child, except as hereinafter provided, to the local department [of social services] of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline. If an employee of the local department is suspected of abusing or neglecting a child, the complaint shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment; or, if the judge believes that no local department in a reasonable geographic distance can be impartial in responding to the reported case, the judge shall assign the report to the court service unit of his court for evaluation. The judge may consult with the Department in selecting a local department to respond to the report or complaint. Such a complaint may be oral or in writing and shall disclose all

information which is the basis for the suspicion of abuse or neglect of the child.

Section 63.2-1512. Immunity of person making report, etc., from liability.

Any person making a report pursuant to § 63.2-1509, a complaint pursuant to § 63.2-1510, or who takes a child into custody pursuant to § 63.2-1517, or who participates in a judicial proceeding resulting therefrom shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.

Section 63.2-1513. Knowingly making false reports; penalties.

- A. Any person fourteen years of age or older who makes or causes to be made a report of child abuse or neglect pursuant to this chapter that he knows to be false shall be guilty of a Class 1 misdemeanor. Any person fourteen years of age or older who has been previously convicted under this subsection and who is subsequently convicted under this subsection shall be guilty of a Class 6 felony.
- B. The child-protective services records regarding the person who was alleged to have committed abuse or neglect that result from a report for which a conviction is obtained under this section shall be purged immediately by any custodian of such records upon presentation to the custodian of a certified copy of such conviction. After purging the records, the custodian shall notify the person in writing that such records have been purged.

Section 63.2-1518. Authority to talk to child or sibling.

Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loco parentis, or school personnel.

Section 63.2-1606. Protection of aged or incapacitated adults; mandated and voluntary reporting.

- A. Matters giving reason to suspect the abuse, neglect or exploitation of adults shall be reported immediately upon the reporting person's

determination that there is such reason to suspect. Medical facilities inspectors of the Department of Health are exempt from reporting suspected abuse immediately while conducting federal inspection surveys in accordance with § 1864 of Title XVIII and Title XIX of the Social Security Act, as amended, of certified nursing facilities as defined in § 32.1-123. Reports shall be made to the local department or the adult protective services hotline in accordance with requirements of this section by the following persons acting in their professional capacity:

1. Any person licensed, certified, or registered by health regulatory boards listed in [Virginia Code] § 54.1-2503, with the exception of persons licensed by the Board of Veterinary Medicine;
2. Any mental health services provider as defined in § 54.1-2400.1;
3. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the suspected abuse, neglect or exploitation directly to the attending physician at the hospital to which the adult is transported, who shall make such report forthwith;
4. Any guardian or conservator of an adult;
5. Any person employed by or contracted with a public or private agency or facility and working with adults in an administrative, supportive or direct care capacity;
6. Any person providing full, intermittent or occasional care to an adult for compensation, including, but not limited to, companion, chore, homemaker, and personal care workers; and
7. Any law-enforcement officer.

B. The report shall be made in accordance with subsection A to the local department [of social services] of the county or city wherein the adult resides or wherein the adult abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline. Nothing in this section shall be construed to eliminate or supersede any other obligation to report as required by law. If a person required to report under this section receives information regarding abuse, neglect or exploitation while providing professional services in a hospital, nursing facility or similar institution, then he may, in lieu of reporting, notify the person in charge of the institution or his designee, who shall report such information, in accordance with the institution's policies and procedures for reporting such matters, immediately upon his determination that there is reason to suspect abuse, neglect or exploitation. Any person required to make the report or notification

required by this subsection shall do so either orally or in writing and shall disclose all information that is the basis for the suspicion of adult abuse, neglect or exploitation. Upon request, any person required to make the report shall make available to the adult protective services worker and the local department investigating the reported case of adult abuse, neglect or exploitation any information, records or reports which document the basis for the report. All persons required to report suspected adult abuse, neglect or exploitation shall cooperate with the investigating adult protective services worker of a local department and shall make information, records and reports which are relevant to the investigation available to such worker to the extent permitted by state and federal law. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure; such reports may, however, be disclosed to the Adult Fatality Review Team as provided in § 32.1-283.5 or to a local or regional adult fatality review team as provided in § 32.1-283.6 and, if reviewed by the Team or a local or regional adult fatality review team, shall be subject to applicable confidentiality requirements of the Team or a local or regional adult fatality review team.

C. Any financial institution staff who suspects that an adult has been exploited financially may report such suspected financial exploitation and provide supporting information and records to the local department of the county or city wherein the adult resides or wherein the exploitation is believed to have occurred or to the adult protective services hotline.

For purposes of this section:

"Financial exploitation" means the illegal, unauthorized, improper, or fraudulent use of the funds, property, benefits, resources, or other assets of an adult, as defined in § 63.2-1603, for another's profit, benefit, or advantage, including a caregiver or person serving in a fiduciary capacity, or that deprives the adult of his rightful use of or access to such funds, property, benefits, resources, or other assets. "Financial exploitation" includes (i) an intentional breach of a fiduciary obligation to an adult to his detriment or an intentional failure to use the financial resources of an adult in a manner that results in neglect of such adult; (ii) the acquisition, possession, or control of an adult's financial resources or property through the use of undue influence, coercion, or duress; and (iii) forcing or

coercing an adult to pay for goods or services against his will for another's profit, benefit, or advantage if the adult did not agree, or was tricked, misled, or defrauded into agreeing, to pay for such goods or services.

"Financial institution staff" means any employee, agent, qualified individual, or representative of a bank, trust company, savings institution, loan association, consumer finance company, credit union, investment company, investment advisor, securities firm, accounting firm, or insurance company.

- D. Any person other than those specified in subsection A who suspects that an adult is an abused, neglected or exploited adult may report the matter to the local department of the county or city wherein the adult resides or wherein the abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline.
- E. Any person who makes a report or provides records or information pursuant to subsection A, C, or D, or who testifies in any judicial proceeding arising from such report, records or information, or who takes or causes to be taken with the adult's or the adult's legal representative's informed consent photographs, video recordings, or appropriate medical imaging of the adult who is subject of a report shall be immune from any civil or criminal liability on account of such report, records, information, photographs, video recordings, appropriate medical imaging or testimony, unless such person acted in bad faith or with a malicious purpose.
- F. An employer of a mandated reporter shall not prohibit a mandated reporter from reporting directly to the local department or to the adult protective services hotline. Employers whose employees are mandated reporters shall notify employees upon hiring of the requirement to report.
- G. Any person 14 years of age or older who makes or causes to be made a report of adult abuse, neglect, or exploitation that he knows to be false is guilty of a Class 4 misdemeanor. Any subsequent conviction of this provision is a Class 2 misdemeanor.
- H. Any person who fails to make a required report or notification pursuant to subsection A shall be subject to a civil penalty of not more than \$500 for the first failure and not less than \$100 nor more than \$1,000 for any subsequent failures. Civil penalties under subdivision A 7 shall be determined by a court of

competent jurisdiction, in its discretion. All other civil penalties under this section shall be determined by the Commissioner for Aging and Rehabilitative Services or his designee. The Commissioner for Aging and Rehabilitative Services shall establish by regulation a process for imposing and collecting civil penalties, and a process for appeal of the imposition of such penalty pursuant to § 2.2-4026 of the Administrative Process Act.

- I. Any mandated reporter who has reasonable cause to suspect that an adult died as a result of abuse or neglect shall immediately report such suspicion to the appropriate medical examiner and to the appropriate law-enforcement agency, notwithstanding the existence of a death certificate signed by a licensed physician. The medical examiner and the law enforcement agency shall receive the report and determine if an investigation is warranted. The medical examiner may order an autopsy. If an autopsy is conducted, the medical examiner shall report the findings to law enforcement, as appropriate, and to the local department or to the adult protective services hotline.
- J. No person or entity shall be obligated to report any matter if the person or entity has actual knowledge that the same matter has already been reported to the local department or to the adult protective services hotline.
- K. All law-enforcement departments and other state and local departments, agencies, authorities and institutions shall cooperate with each adult protective services worker of a local department in the detection, investigation and prevention of adult abuse, neglect and exploitation.
- L. Financial institution staff may refuse to execute a transaction, may delay a transaction, or may refuse to disburse funds if the financial institution staff (i) believes in good faith that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult or (ii) makes, or has actual knowledge that another person has made, a report to the local department or adult protective services hotline stating a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult. The financial institution staff may continue to refuse to execute a transaction, delay a transaction, or refuse to disburse funds for a period no longer than 30 business days

after the date upon which such transaction or disbursement was initially requested based on a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult, unless otherwise ordered by a court of competent jurisdiction. Upon request, and to the extent permitted by state and federal law, financial institution staff making a report to the local department of social services may report any information or records relevant to the report or investigation. Absent gross negligence or willful

misconduct, the financial institution and its staff shall be immune from civil or criminal liability for refusing to execute a transaction, delaying a transaction, or refusing to disburse funds pursuant to this subsection. The authority of a financial institution staff to refuse to execute a transaction, to delay a transaction, or to refuse to disburse funds pursuant to this subsection shall not be contingent upon whether financial institution staff has reported suspected financial exploitation of the adult pursuant to subsection C.

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REPORT OF SUSPECTED SEXUAL MISCONDUCT OR  
CHILD ABUSE BY DIOCESAN PERSONNEL WHILE  
PERFORMING THE WORK OF THE DIOCESE

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TO: Vicar General

Diocese of Arlington

200 N. Glebe Road #914  
Arlington, VA 22203-3728

**CONFIDENTIAL**

(FOR INTERNAL USE ONLY)

Mark envelope "CONFIDENTIAL"

NOTE: Please do not delay submitting this report even if you cannot fully answer all questions;  
additional information can be subsequently provided.

PLEASE PRINT (OR TYPE) AND, IF POSSIBLE, USE BLACK INK. THANK YOU.

Reported by:	Name	Title	
	Address		
	City	State	Zip
	Telephone (day)	Telephone (eve.)	

Date of Report:

Person suspected of misconduct	Name	Title	
	Address		
	City	State	Zip
	Telephone (day)	Telephone (eve.)	

Suspected victim(s) of misconduct	Name	Title	
	Address		
	City	State	Zip
	Telephone (day)	Telephone (eve.)	

If this report involves a minor has this been reported to DSS Child Protective Services? ( ) Yes ( ) No

If yes, please provide the following information:

Date of report: \_\_\_\_\_ Jurisdiction (City/County): \_\_\_\_\_

Name of CPS Rep. and/or Case No. \_\_\_\_\_

Any other person(s) involved: Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Telephone (eve.) \_\_\_\_\_

Describe incident of suspected misconduct, including date, time, and location:

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Identify eyewitnesses to the incident, including names, addresses, and telephone numbers, where available:

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Other information which may be helpful to the investigation:

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PLEASE DO NOT WRITE BELOW THIS LINE: FOR CDA OFFICE USE ONLY

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FOR THE INVESTIGATOR

The foregoing report was investigated by \_\_\_\_\_  
on \_\_\_\_\_ with the results in attached investigative report.  
ATTACHMENT C

Guidelines for the Diocesan Review Board

The Diocesan Review Board is established in accordance with the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons as approved by the United States Conference of Catholic Bishops in November 2002 and given the recognition by the Apostolic See on December 8, 2002. The applicable provisions are set forth in Norms 4, 5 and 6 in the official document. The following guidelines shall govern the work of the Diocesan Review Board:

1. To assist the Bishop, the Diocese of Arlington will have a Diocesan Review Board that will function as a confidential consultative body to the Bishop in discharging his responsibilities. The functions of this Review Board may include:
  - a. Advising the Bishop in his assessment of allegations of sexual abuse of minors by priests or deacons of the Diocese of Arlington and in his determination of suitability for ministry,
  - b. Offering advice on all aspects of the cases, whether retrospectively or prospectively, and
  - c. Reviewing Diocesan policies and procedures on a recurrent basis, as well as any proposed changes to those policies and procedures, and make recommendations to the Bishop regarding ways in which they can be strengthened or improved.
2. The Diocesan Review Board will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the Review Board members will be lay persons who are not in the employ of the Diocese, but at least one member should be a priest who is an experienced and respected pastor of the Diocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. Other members may include professionals with experience in education, law (canon and civil), medicine, psychology, and other fields. The members will be appointed for a term of five years, which can be renewed. It is desirable, but not required, that the Promoter of Justice participate in the meetings of the Diocesan Review Board.
3. All deliberations of the Diocesan Review Board will be strictly confidential, and no detailed minutes will be taken or maintained. Summary notes indicating the purpose of the meeting, the

individuals in attendance, the decisions made, and the next steps will be recorded and retained in the office of the Vicar General. All documents given to the Diocesan Review Board will be collected at the conclusion of each meeting and returned to the Vicar General.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I received a copy of the Catholic Diocese of Arlington Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse and I agree to conduct myself in accordance with said Policy.

Please check one or both, if appropriate:

( ) I am a volunteer working with children or seeking to be a volunteer working with children.

( ) I am an employee or seeking employment.

Please indicate the PARISH, SCHOOL, or DIOCESAN ORGANIZATION for which you are:

a Volunteer/Seeking to Volunteer:

an Employee/Seeking Employment:

Last Name, First Name, MI:

Social Security No.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you are a Catholic priest or deacon, please indicate the following:

	Month	Day	Year	Country of birth (origin)
Date of birth:	_____	_____	_____	_____
Ordination:	_____	_____	_____	

If you are a member of a religious order, initials of the order: \_\_\_\_\_

Religious name if appropriate: \_\_\_\_\_