

ST. BONAVENTURE SCHOOL  
16377 Bradbury Lane  
Huntington Beach CA 62647  
(714) 846-2472

**DIOCESAN REQUIREMENTS FOR THE SAFETY OF OUR CHILDREN**

The State of California and the Diocese of Orange have mandated that any individuals who have contact with students must meet certain requirements for the safety of our children. These requirements apply to all teachers and staff, and to all parents, relatives or others who volunteer at the school and have contact with children (e.g., yard duty volunteers, field trip chaperones or drivers, those who help in class rooms the library, the computer lab, act as Scout leaders, coach sport teams, or help with any other activities on the school campus).

The following are the State of California and the Diocese of Orange mandated requirements for individuals who have contact with children:

1. The state of California and the Diocese of Orange have mandated that any individuals who have contact with students must be **FINGERPRINTED AND CLEARED** using a process called Live Scan. Fingerprinting will need to be done only once during your time at St. Bonaventure School. However, it must be done through the Diocese of Orange, even though you may have been fingerprinted elsewhere, as privacy laws prohibit the sharing of information between agencies.

Live Scan forms are available in the school office or can be downloaded from the St. Bonaventure School website, [www.stbonaventureschool.org](http://www.stbonaventureschool.org) on the home page under the parent pull down menu. Information on where the fingerprinting can be done is available in the school office.

**The school office MUST receive your fingerprinting clearance from the Diocese before you can participate in the service program in any way that involves contact with the children.** It is recommended that you complete the Live Scan process by **June 30**, so that you will be cleared before school starts in the fall.

2. The Diocese requires completion of the Safe Environment training course once every 3 years. A Certificate of Completion must be on file in the school office. This course can be taken online at [www.shieldthevulnerable.com](http://www.shieldthevulnerable.com), and a Certificate of Completion can be printed from the website. The Certificate of Completion must be turned in to the school office.

3. The Diocese also requires that individuals read the [Diocese of Orange Sexual Misconduct Policy for Lay Employees and Volunteers](#), which can be found on the Shield the Vulnerable website referenced above. After completing the Safe Environment course, the Sexual Misconduct Policy can be found under the tab "Our Policies." The document can be saved to your computer or printed for you to read, and then a Receipt of Acknowledgement form can be printed. This form must be signed and submitted to the school office, along with the Safe Environment course Certificate of Completion.

**In summary, the following 3 steps must be completed BEFORE you can participate in the Service program in any way that involves contact with the children:**

1. Fingerprinting, using the Live Scan process, and clearance from the Diocese
2. Completion of the online Safe Environment training course, with a Certificate of Completion on file at the school office.
3. Reading the [Diocese of Orange Sexual Misconduct Policy for Lay Employees and Volunteers](#), and submitting a signed Receipt of Acknowledgement to the school office

Parents who choose not to complete the above steps will therefore not be able to participate in Yard Duty, will need to pay the Yard Duty Buyout Fee, and will need to choose some other area of service that does not involve contact with children. (All families are required to complete a minimum 10 hours of service per school year).

Thank you for your cooperation in this important program to help safeguard our children. Enjoy your time on campus!