

To: All LoSECs
From: Office of Safe Environment
RE: Guidance on SE Lessons for Schools and RE Programs
Date: March 16, 2020

Given the impact that the health emergency is having on school and RE program attendance it seems prudent to provide guidance regarding the required annual SE awareness education for these K-12 programs. We appreciate that many locations had their lessons planned for end of year.

As a reminder the Charter audit year runs July 1 to June 30 each year. So there may still be an opportunity to reschedule the lessons if the situation improves and programs are allowed to finish out. But we appreciate that even if programs restart there will be conflicting priorities for limited class time, especially for those RE grades that may have sacramental prep remaining.

If there is an opportunity to reschedule the SE lesson plans at your school or RE Program please do so. If that option becomes unlikely as these next few weeks play out please make arrangements to send the materials home as we have done in the past whenever a child was absent on the day(s) the lessons were presented.

If materials are sent home there will be an implication for the 2019-2020 Charter Audit. As per usual instruction anytime we send SE materials home we count those children as "untrained" because we have no way to verify whether the parents covered the lessons or not. If that turns out to be what happens at your location, please just note the explanation. Since this is a global situation I would expect that many dioceses will need to send SE materials home and the untrained counts will likely be significantly higher this year. We can only do what we can reasonably do.

Please share this communication with others at your location so they know how to approach the SE lessons this year. Thank you for your help. Please contact me via email with any questions.

Deacon Dan Wagnitz
Safe Environment Coordinator

Registration Instructions Diocese of Green Bay

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17045

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

Registration Instructions Diocese of Green Bay

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

All Saints Parish (Denmark)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
 No

Continue

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

Otherwise, choose **YES** and the system will present a list of past **classroom sessions** to select from and please choose the session you previously attended.

Have you already attended a VIRTUS Protecting God's Children Session?

YES

NO

If you chose **NO** during the previous step, please **select** a **classroom session** or online **Protecting God's Children** training session.

Click **Continue** to proceed.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Protecting God's Children for Adults

Where: Diocese of Green Bay - Chancery Office, St Francis Xavier Rm (Green Bay/Allouez)
1825 Riverside Dr

When: Tuesday, April 21, 2020
6:00 PM

Estimated length of session: 3 hrs 30 min

Spaces remaining: 45 of 50

Language: This session will be conducted in English

Notes: Session held in the Chancery Building 1825 Riverside Drive Green Bay 54301

Contact: Deb Knaus (920-272-8198)

Protecting God's Children for Adults

Where: Diocese of Green Bay - Chancery Office, St Francis Xavier Rm (Green Bay/Allouez)
1825 Riverside Dr

When: Tuesday, May 19, 2020
6:00 PM

If you chose online training, please click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:



Protecting God's Children® Online Awareness Session 3.0

Assigned: 03/30/2020

Due: 04/13/2020

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

