



February 2020

Dear Xavier Families,

In fall of 2018, the Diocese of Green Bay engaged an independent investigative firm to conduct an outside review of the files of all diocesan priests and deacons. Their review led to the release of our list of clergy with substantiated allegations of sexual abuse of a minor in January 2019, and also brought to the forefront the need for a robust safe environment reporting system.

As we work toward a safe and secure environment for all people who live within our diocese, we are committed to making it simple and confidential to share red flag behaviors such as:

- Sexual abuse of a minor (if this is currently taking place, immediately call 911 to report)
- Harassment
- Boundary issues
- Threats of violence
- Concerning behavior by clergy, staff, or volunteers
- Misconduct
- Anything that you may find stressful or out of the ordinary and feel compelled to bring forward regarding clergy, staff, or volunteers

We must partner with our parents, students, and family members to combat these challenges and take a proactive approach to preventing what we can by staying ahead of concerning and potentially harmful situations. We must work together to take timely actions and help our community members, whether they are a program leader, a victim, or a bystander.

To help with these efforts, the Diocese of Green Bay Office of Safe Environment has implemented a web-based incident reporting tool called *Awareity*. *Awareity* is a comprehensive platform for reporting, tracking, and documenting incidents and concerns. *Awareity* empowers program leaders, staff, neighbors, visitors, and all other community members to be heard and to safely report warning signs and trouble. The goal of *Awareity* is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

If you ever need to report a concern, please visit our website at:

<https://www.xaviercatholicschools.org/> → Schools → Parents & Students → Forms & Policies or the diocesan website at [www.gbdioc.org/awareity](http://www.gbdioc.org/awareity) and click on the *Awareity* Incident Report button (*shown to the right*). All reports can be submitted by using your name or remaining anonymous if you choose. As soon as a report is made, all of the appropriate personnel will receive an immediate



notification of the report, review the report information and take appropriate actions to intervene and/or prevent escalation.

*Awareity* is not meant to replace face-to-face communication, but instead to provide an alternative option for reporting information that you may be uncomfortable coming forward with normally. Using *Awareity* to make a report also ensures that your report is heard and received by a team of people who will be responsible for proper follow-up and follow through on the information provided.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our school and parish communities.

If you have any questions or concerns, please contact me at (920) 272-8174 or [ccoopman@gbdioc.org](mailto:ccoopman@gbdioc.org).

Sincerely,

A handwritten signature in black ink that reads "Courtney Coopman". The signature is written in a cursive, flowing style.

Courtney Coopman  
*Victim Assistance Coordinator*