

Policies and Procedures for the Protection of Minors

2022-2023 Academic Year



Important contact information

Saint John's Preparatory School and Order of Saint Benedict have a zero-tolerance policy for child abuse in any form. All employees of Saint John's Preparatory School are mandated reporters under Minnesota Statute 626.556 and are required to report all instances of abuse or suspected abuse to proper authorities.

Mandated reporters must call immediately, but no later than 24 hours after they suspect that maltreatment of a minor may have occurred. The mandated reporter must follow up with a written report within 72 hours.

A report should be made to local law enforcement and Child Protective Services using the following contact information. **If it is an emergency, call 911.**

Stearns County Sheriff's Office *Phone:* (320) 259-3700

Mail: 807 Courthouse Square, Room S100
Saint Cloud, MN 56303

Stearns County Human Services *Phone:* (320) 656-6225 -- *Monday through Friday, 8:00am to 4:30pm*
(320) 251-4240 -- *After hours and weekends*

Fax: (320) 656-6447

Mail: 705 Courthouse Square
Saint Cloud, MN 56303

Note: Saint John's Preparatory School and Order of Saint Benedict have instituted a no retaliation policy. Any employee, volunteer, or student who makes a good faith report of suspected abuse under this policy shall be protected from retaliation by any member of our community.

Policies and procedures for the protection of minors

Saint John’s Preparatory School is committed to providing a safe environment. The Prep School is dedicated to upholding a culture of safety and the protection of each member of our community. The policies and procedures that follow assist in developing and protecting such a culture.

Relationships are the foundation of education, particularly in a Catholic school. Defining healthy boundaries and policies to maintain a safe environment are not meant to undermine the importance of personal contact or the ministerial role of educators in any way. Rather, they are meant to assist all employees and volunteers within the Prep School to be effective educators. Providing consistent, written standards helps to safeguard all minors, the well-being of the community, and the integrity of Saint John’s Preparatory School and the broader Saint John’s community.

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I. Safe environment policy

Saint John's Preparatory School has zero tolerance of any sexual, physical or emotional abuse of minors. Saint John's Preparatory School will be in compliance with applicable Minnesota, federal, and local laws. The school will also be in compliance with all Order of Saint Benedict policies, pertinent Diocese of Saint Cloud policies regarding Catholic schools, and the applicable provisions of the *Charter for the Protection of Children and Young People*.

This policy applies to all school personnel and volunteers. For the purpose of this policy, the following definitions will be used:

1. The term "employee" refers to all persons employed by Saint John's Preparatory School. This includes all support staff, administrative staff, campus ministers, guidance counselors, residential life staff, and faculty employed with a formal employment appointment. "Employee" also includes all individuals employed through a provisional agreement or with a coaching or teaching stipend.
2. The term "volunteer" refers to all persons who provide regular or occasional service to Saint John's Preparatory School's programs on a non-contracted basis. This includes non-employee tutors arranged by the school, guidance office interns, classroom or activity assistants, chaperones, and host families.
3. The term "minor" refers to all individuals under the age of 18. The term "minor" also includes an individual who is of full legal age, enrolled in high school, and declared as a dependent on the parents' most recent federal income tax form.
4. "School premises" refers to the buildings and grounds used by Saint John's Preparatory School for its educational programs. This includes Saint Bede Hall, Saint Michael Hall, areas of Emmaus Hall leased by the school, and the grounds and athletic fields surrounding the school buildings used for official school purposes.

Safe environment requirements

All employees or volunteers serving within Saint John's Preparatory School must:

- a. review the Policies and Procedures for the Protection of Minors,
- b. follow policies and take steps to prevent child sexual abuse and protect minors, and
- c. abide by Minnesota Statutes and written school procedures if abuse is suspected or observed.

Safe environment review

The role of the Safe Environment Review is to cultivate a culture of prevention and safety within Saint John's Preparatory School, to educate and inform about safety protocols and practices, and to provide resources on safe environment issues. Each academic year, the Policies and Procedures for the Protection of Minors is reviewed and discussed with faculty and staff. The review covers topics related to the safety of minors including, but not limited to, the following: defining appropriate boundaries, recognizing signs of abuse, emergency response protocols and drill procedures, safe transportation protocols, minors and internet safety, and issues related to bullying.

The Safe Environment review is planned, executed, and administered by the Principal or designee of the Principal under the supervision of the Head of School. All employees must review this policy annually.

Attendance at the review conducted under the policy is documented and retained in hardcopy or electronic form. This documentation constitutes a portion of the annual compliance report, housed in the Principal's Office.

The review includes, but is not limited to:

1. the distribution of all safety policies and procedures including a signed letter of acknowledgement,
2. the review of relevant emergency drill procedures and protocols, and
3. the review of mandated reporting procedures and protocols

All employees, and all volunteers who supervise minors, must complete a primary review each academic year before the beginning of their service (i.e. teachers before courses begin, support staff before the first day of school, coaches before their season begins, residential life staff before resident students arrive, chaperones before departure on a field trip, etc.). Volunteers in positions that do not supervise minors will be required to sign the Code of Ethics (Appendix C) and Safe Environment Acknowledgement Compliance Form (Appendix J). These forms must be completed prior to volunteering with students.

Should an employee or volunteer not complete all components of the primary review program in the timeframe described above they will not be allowed to begin their service. Any delay in service may result in disciplinary action up to and including termination of employment.

Additional professional development opportunities may be provided throughout the year as deemed necessary by the school administration.

Screening and background checks

All employees, and all volunteers who supervise minors, must be screened prior to the beginning of their service. The primary method of screening personnel is through a formal background check. Saint John's Preparatory School utilizes two different forms of background checks. The Child Protection Background Check Form (Appendix F) is used for all employees and volunteers who provide general service to the school including instruction. The Kari Koskinen Background Check Form (Appendix G) is used for all employees or volunteers who have increased access to minors, including chaperoning overnight stays or having access to master keys. The Human Resources Manager for the Order of Saint Benedict coordinates all background check processes. Background check documentation for all employees and volunteers are maintained as part of the annual compliance report, housed in the Principal's Office.

Employees

All employees of Saint John's Preparatory School must complete an employment application and background check prior to their employment. In addition to the background check completed at the time of employment, all employee background checks will be repeated every two years. All relevant documents including employment applications and completed background checks are retained in the Human Resources Office.

Volunteers

All volunteers of Saint John's Preparatory School must complete a background check prior to the beginning of their service if they work directly with minors in a semi-supervised or unsupervised capacity.

Examples of volunteers who must complete background checks include, but are not limited to, college interns, tutors arranged by the school who meet on campus, classroom or activity volunteers including student teachers, and

volunteers who serve as chaperones for school-sponsored activities and trips. Volunteers must complete the appropriate version of the background check form. In addition to the initial background check, volunteer background checks will be required every two years.

Volunteers and guests are not required to complete background checks if they do not work directly with minors, come into contact with minors in any one-on-one situations, or their volunteer service is observed by school employees. Those individuals who fall within these categories of volunteers are determined at the sole discretion of the school administration.

Examples of individuals who fall into this category include, but are not limited to, guest speakers or lecturers, volunteers who complete clerical work in an office setting, or volunteers who serve in certain capacities at school events.

II. Safe environment expectations and guidelines

In order to provide a safe environment for minors, all programs sponsored by Saint John's Preparatory School must adhere to the following guidelines. For the purpose of this policy, "programs" shall refer to all activities of the school including, but not limited to, the general educational and instructional program, athletic programs, extra-curricular activities and clubs, residential life program, interim activities, summer camps, and retreats.

The Principal and Athletic Director will annually review and approve all extra-curricular programs for minors in the school (i.e. activities, athletics, camps, etc.). A list of these programs shall be maintained and shall include activities, purpose, sponsors or coordinators, meeting times and locations.

Employee and volunteer expectations

All school employees and volunteers shall meet the following expectations:

1. maintain high ethical and professional standards,
2. establish boundaries appropriate to the educational relationship,
3. know and abide by the *Code of Ethics* of Saint John's Preparatory School and the *Policies and Procedures for the Protection of Minors*,
4. know how and to whom to report inappropriate behavior (boundary violations) and know how to report abuse,
5. act as role models of proper values,
6. avoid situations of extreme personal self-disclosure (inappropriate details of personal life or personal experiences, etc.), and
7. avoid giving personal gifts. Gift giving can be a form of buying loyalty or silence and should only be done on a group basis. Gifts, if given, should be modest and should be given only with the knowledge of the minor's parents. Note that awards given on the basis of merit are not considered to be "gifts."

Program leader and supervisor expectations

Employees and volunteers who supervise others, especially those who supervise students, including all teachers, advisors, mentors, chaperones, and coaches, shall meet the following expectations:

1. Ensure that any and all volunteers are monitored and that sufficient supervision exists.
2. Ensure that any and all volunteers are following the Safe Environment Requirements including training, application, and background checks, as necessary.
3. Know the number and whereabouts of student and adult participants.
4. Maintain records of attendance for each class or session.
5. Know the location of emergency equipment, first aid kit, fire extinguisher and be aware of building layout and location of emergency exits.
6. Know all emergency procedures for both response and communication. In the case of activities, athletics, and other programs, establish a plan for contacting parents or guardians in case of an emergency.
7. Communicate the designated meeting place in case of an evacuation or emergency.

Electronic communication with minors

All school employees and volunteers are encouraged to communicate with students through the Schoology learning management system. Employees who communicate with minors by email must do so using a school-issued email account.

Volunteers or provisional employees (i.e. coaches, tutors, etc.) who do not have a Prep School (@sjprep.net) or CSB|SJU (@csbsju.edu) email address must utilize the messaging systems through Schoology. Personal email addresses must not be used to communicate with Prep School students or other minors involved in school programs or activities without explicit permission of the Principal.

Electronic communication between employees or volunteers and Prep School students or other minors involved in school programs or activities is restricted to information relevant to the school program and the individual student or minor's performance and well-being.

Care should be taken to safeguard personal boundaries and to avoid inappropriate involvement in the personal lives of employees, volunteers, students, or other minors. For this reason, communication between employees or volunteers and Prep School students or other minors involved in school programs or activities via personal social media services is not allowed unless approved by the Principal under the parameters that limit the communications to education related reasons.

Employees and volunteers are not permitted to participate in instant messaging or text messaging with Prep School students or other minors involved in school programs or activities without parental permission. Permission should be granted in writing using relevant program forms (i.e. Athletic Participation Form) or, if necessary, through a note or email message from a parent or guardian.

Technology use guidelines

Information technology resources and network services are provided to Saint John's Preparatory School by the Information Technology Services (IT Services) department at Saint John's University and the College of Saint Benedict. These services make technology a natural part of day-to-day work and study for all members of the Prep School community. Access to information technology resources, however, carries with it the responsibility for ensuring that its use is primarily for institutional purposes and related activities. Moreover, the use of information technology resources must be consistent with institutional policies and local, state, and federal laws.

The following excerpts include information most relevant to this *Policies and Procedures for the Protection of Minors*. For complete information, please consult the *Information Technology/Media Services Policy* in the *Order of Saint Benedict Administrative Staff and Support Staff Handbook*.

In summary, complying with acceptable use of technology and information resources requires users to:

- a. use resources only for authorized purposes;
- b. protect username, passwords, and system from unauthorized use; and
- c. access only information that has been developed by the user, that is publicly available, or to which the user has been given authorized access.

Further, any user may have access privileges denied, restricted, or revoked for any violation of the media services policy. Causes for revocation include, but are not limited to, the following:

- a. using another person's username and password;
- b. attempting to read, copy, alter, or destroy others' data files or software without permission;
- c. attempting to gain unauthorized access to another person's computer, whether local or off-campus;
- d. attempting to circumvent or subvert network security measures;
- e. using internal or external e-mail or messaging services to harass or intimidate;
- f. using the campus network or computers in a manner that violates the principles of honesty or appropriate behavior (see the *Human Rights Policy* of the Order of Saint Benedict);
- g. using information technology resources or systems for personal gain or commercial purposes;
- h. engaging in any other activity that does not comply with institutional policies and local, state, and federal laws; and
- i. viewing, downloading, accessing or sharing pornography.

Employees, volunteers, and students have no expectation of privacy in connection with the entry, creation, transmission, receipt, or storage of information via the Order's technology resources. Users waive any right to privacy in information entered, created, received, stored, or transmitted via the Order's technology resources, and consent to access and disclosure of such information by authorized personnel.

As with all other property, the Order's technology resources and all information entered, created, transmitted, received, or stored via our technology resources is subject to inspection, search, and disclosure without advance notice by persons designated or acting at the direction of the Order or as may be required by law or as necessary to ensure the efficient and proper administration and operation of technology resources. This monitoring or search includes, without limitations, the following:

- a. individual hard drives of any computer owned, leased, rented, or maintained by the Order;
- b. any information stored on any hard drives owned, leased, rented, or maintained by the Order;
- c. e-mail messages to or from an Order computer;
- d. any documents drafted on an Order computer;
- e. any internet sites accessed on an Order computer or through the Order's network system;
- f. any phone calls made or received from any phone systems owned, leased, rented, or maintained by the Order; and
- g. any messages left on any phone owned, leased, rented, or maintained by the Order.

For procedures related to the violation of this policy and for information regarding the rights reserved to IT Services, please consult the full policy.

Parent rights and expectations

Parents have a right to observe programs and activities in which their children are involved with permission of administration. Parents who participate in or have continuous, ongoing contact with their children's program shall fulfill the Safe Environment requirements for school employees and volunteers.

III. Reporting policy and procedures

This policy will be implemented in accordance with Minnesota Statute 626.556 and all other State statutes, federal law, and any additional pertinent local laws and ordinances and, in the case of ordained priests hearing confession, Canon Law. All school employees and volunteers must comply with all applicable laws regarding reporting incidents of actual, alleged or suspected abuse and with procedures outlined in this policy.

State law and mandated reporting

All school employees and volunteers, while acting within the scope of their service in the school, are mandated to report any incidents of actual, alleged or suspected abuse of minors to law enforcement and Child Protective Services, as specified by Minnesota Statute 626.556. The school will investigate the incident and take immediate measures to protect the minor(s) involved. For more information about mandated reporting, consult the resource guide for mandated reporters from the Minnesota Department of Human services (Appendix D).

The failure of employees or volunteers to report incidents of actual, alleged or suspected abuse as required by law and in this policy will be subject to disciplinary action up to and including dismissal and could be subject to criminal penalties under State or federal law. Discipline will be administered in accordance with the staff handbook.

If a person of any age reveals abuse to a priest during confession, priest-penitent confidentiality shall be followed (Canon 983). If a person reveals abuse to a priest outside of a confessional context, the priest shall report the allegation immediately to the appropriate civil authorities as required by law.

Reporting procedures

The following procedures should be followed when reporting incidents of abuse. Contact information for law enforcement agencies and Child Protective Services are included on the inside front cover of this document.

Reasonable suspicion of abuse

When a school employee or volunteer has reasonable belief that sexual, physical, or emotional abuse or neglect has occurred, he or she is mandated to make a report to civil authorities. In the case of reasonable belief, a school employee or volunteer must:

1. Immediately report the allegations by phone or in person to law enforcement and Child Protective Services.
2. Complete the Minor Abuse Reporting form (Appendix E), and then mail or fax the form to appropriate law enforcement and Child Protective Services within seventy-two (72) hours.
3. Report to the Principal that a call was made to law enforcement and Child Protective Services. Information provided should include the date, time of call, and who placed the call.
4. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

Reported sexual abuse

When a minor reports sexual abuse to a school employee or volunteer that person should:

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Leave questioning of the child for the trained interviewer.
4. Assure and validate the minor: the abuse was not his/her fault and he/she did the right thing by reporting.

5. When the minor is stable and secure with another adult, immediately report the allegations by phone or in person to law enforcement and Child Protective Services.
6. Complete the Minor Abuse Reporting form with summary (Appendix E) and then mail or fax the form to appropriate law enforcement and Child Protective Services with seventy-two (72) hours.
7. Report to the Principal that a call was made to law enforcement and Child Protective Services. Information provided should include the date, time of call, and who placed the call.
8. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

It is important to note that, as mandated reporters, school personnel may not make any promise of confidentiality in the case of reported abuse. School personnel must comply with these procedures in the case of any reported abuse even if confidentiality is requested by the minor making the report.

Reported physical or emotional abuse

When a school employee or volunteer receives a report of physical or emotional abuse from a minor, he or she should follow the steps listed above with the exception of step three. At that point the employee or volunteer may ask what happened, who did it, when did it happen, and where did it happen.

Possession of child pornography

Possession of child pornography is a crime and must be reported to the police, the county sheriff, or the local child welfare agency. Any employee or volunteer who suspects that a student, employee, or volunteer is in possession of or accessing child pornography on the campus, in connection with any event, or by using school property including, but not limited to: computers, servers, phones, or other resources, must immediately report their concern. A mandatory report to the police, the county sheriff, or the local child welfare agency is also required in instances where the employee or volunteer knows the individual depicted in the pornography and knows that the individual is a minor.

Confidentiality

Saint John's Preparatory School is committed to working in good faith with law enforcement and Child Protective Services. So as not to compromise an investigation, those who make the report shall not discuss the incident with anyone unless required to do so in conjunction with the investigation.

No retaliation

Saint John's Preparatory School will not retaliate against any employee, volunteer or student who makes a good faith report of suspected abuse of a minor under this policy, and retaliation by any community member (or employee) is strictly prohibited. Encouraging others to retaliate also violates this Policy. Employees, volunteers, or students who feel they have been retaliated against for making a report under this Policy or for participating in an investigation should contact the Human Resources Manager. Employees, volunteers, and students who are found to have engaged in retaliation against another employee or student, in violation of this Policy, will be subject to discipline, up to and including dismissal from school (for students) or termination of employment (for employees and volunteers), in accordance with school handbooks.

Adults reporting past abuse

An adult who alleges abuse as a child by clergy or a current or former employee or volunteer may be advised to contact law enforcement to make a report. Mandated reporting requirements detailed under Minnesota Statute 626.556 do not apply. The adult who has made the allegation has the right to make a report to law enforcement and support may be offered to assist the individual in making the report if it is requested.

If the reported abuse took place in another school or diocese, the decision to report to law enforcement in the city or state in which the abuse occurred may be advised.

The employee or volunteer to whom the report was made should notify the Principal as soon as possible.

Unspecified reports of abuse

An anonymous report or unspecified report is a report that does not provide sufficient information to ascertain the identity of the victim, the accused, the accuser, or to proceed with an investigation. A person who is the subject of an anonymous or unspecified report of sexual misconduct as set forth in this section may be notified of the report. An anonymous report, if it describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, is considered to be a report subject to mandatory reporting. Anonymous reports are discouraged since they may inhibit a thorough investigation.

IV. Safe environment compliance policy

Campus personnel

Saint John's Preparatory School is a part of the Order of Saint Benedict, and shares in many of its corporate services. Additionally, the school shares a campus, and partners in programs, with Saint John's University and the College of Saint Benedict. Each of these entities publishes policies and procedures for employee conduct, harassment, sexual assault, emergencies, and general safety. Employees of certain departments within these entities may provide services within Prep School buildings or on school premises resulting in contact or interaction with Prep School students. Campus personnel may also come into contact or interact with Prep School students on the campuses of Saint John's University or the College of Saint Benedict, or the property of the Order of Saint Benedict. Examples of campus personnel who may have contact with Prep School students include, but are not limited to, the following: information technology services, security and emergency departments, physical plant, teaching faculty at the College or University, librarians, and custodial services.

Each campus entity is responsible for the training, supervision, and oversight of its employees and the enforcement of all policies and procedures. Campus personnel who complete background checks through their department operate within the Prep School buildings and on school premises under the same expectations and regulations of school employees and volunteers. Campus personnel who do not complete background checks through their departments operate according to the requirements for vendors as described below.

Vendors and other non-campus employees

All vendors who come into contact or interact in any way with minors on the Prep School campus must complete a Vendor Safe Environment Compliance form (Appendix H). This requirement applies to all vendors secured by the Prep School or secured by other campus entities (i.e. Physical Plant, Life Safety Services, Information Technology Services, Dining Services, etc.).

Vendor Safe Environment Compliance forms must be completed prior to the vendor(s) entering upon the Prep School campus and prior to conducting business or providing services. For the purposes of this policy, the term "vendor" shall mean anyone who provides goods or services to, or otherwise conducts business with, Saint John's Preparatory School. The failure of a vendor to complete this form, or to provide complete, accurate and updated information on the form, shall constitute grounds for termination of any contract with such vendor and may give rise to legal action against the vendor.

The Vendor Safe Environment Compliance form must be completed, signed, and dated by an authorized officer, director, or agent of the vendor and must be returned to the Prep School before the vendor can conduct business or provide services on the Prep School campus.

In completing the Vendor Safe Environment Compliance form, the authorized officer, director, or agent of the vendor must certify:

1. all of the vendor's employees, agents, contractors, or subcontractors who come into contact or interact in any way with minors have completed a background check;
2. none of the vendor's employees, agents, contractors, or subcontractors who come into contact or interact in any way with minors are awaiting trial, have ever been convicted, or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses enumerated in the Vendor Safe Environment Compliance form, either in Minnesota or in any other State; and

3. that if any of the vendor's employees, agents, contractors, or subcontractors have been adjudicated to be or is a registered sex offender, that said person will never come on to the campus of Saint John's Preparatory School or perform work on the campus at any time.

Examples of vendors who must complete the Vendor Safe Environment Compliance form prior to performing any work on the Prep School campus include:

- a. Vending machine companies with employees who are regularly on campus near minors to service or fill machines
- b. Caterers or food service companies who serve meals on campus on a regular basis
- c. Contracted gardeners or landscape maintenance employees
- d. Contracted maintenance personnel
- e. Contracted providers of programs such as driver's education courses, tutoring, etc.

Exceptions to this vendor policy include:

- a. United States Postal Service employees
- b. Parcel delivery employees (FedEx, UPS, DHL, and other local vendors)
- c. Garbage, trash, or recyclable collectors
- d. Delivery persons for items such as food, beverages, or supplies
- e. Vendors that come into contact or interact with minors on campus for four consecutive days or less and are directly supervised by school personnel during the entire visit (i.e. school photographers, health screenings, events such as educational presentations, etc.)

Persons of concern

An important part of providing a safe environment and preventing abuse includes identifying persons of concern who may try to interact with the school community or access the Prep School campus. Therefore, the following steps will be taken:

1. Names and photographs (if possible) of any identified person of concern, including members of the monastic community with restrictions, will be kept at the main office reception desk.
2. Names and photographs (if possible) of any identified person of concern, including members of the monastic community with restrictions, will be provided to relevant staff (i.e. Headmaster, Principal, Communications Director, Director of Residential Life, etc.).

V. Transportation and travel policies and procedures

Transportation and travel are critical to many of the programs of Saint John's Preparatory School. While never failing in this mission, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with transportation and travel activities. This risk management is the responsibility of all employees and volunteers of Saint John's Preparatory School. Adherence to transportation and travel policies is required.

School-sponsored travel

The term "field trip" refers to student travel that is not more than 150 miles from the school campus and ordinarily does not include overnight stays. The term "school-sponsored trip" refers to student travel that would not ordinarily be considered a field trip. Field trips and school-sponsored trips generally have an educational purpose and are to be given the same respect and consideration as on-campus educational activities. Because school-sponsored travel in either form are official programs offered by the school, the guidelines and regulations outlined in the *Policies and Procedures for the Protection of Minors* are in force regardless of geographic location or distance from school premises. Further, all disciplinary and academic requirements as outlined in the *Student and Parent Handbook* and the *Manual of Policies and Procedures* are in force. The trip coordinator may make explicit changes to normal handbook requirements due to the nature of a trip or other trip-specific circumstances with the approval of the Principal. These will be communicated in advance. The trip coordinator has the right to take disciplinary action, including sending a student or adult participant home from a trip, because of disregard for school policies or the handbook and program expectations.

While the trip coordinator cannot accept responsibility for the individual actions and values of the trip participants, he or she is responsible for maintaining conduct that is consistent with the educational mission of the school. The trip coordinator is also responsible for the safety, welfare, and morale of the entire group. In the case of international travel, the trip coordinator is responsible for the group's continued reception as guests in the foreign country.

Students will not be sent unaccompanied on school-sponsored travel.

Trip coordinator expectations

An employee or volunteer who plans and leads a field trip or school-sponsored trip serves as the trip coordinator.

Leading school-sponsored travel is a significant responsibility. In addition to following the safe environment expectations and guidelines as described in Section III of the *Policies and Procedures for the Protection of Minors*, the trip coordinator is expected to fulfill the following expectations:

1. Obtain permission from the Principal for the field trip or school-sponsored trip. Field trip requests must be made a minimum of two weeks preceding the proposed activity. School-sponsored trips must be planned well in advance, preferably at least one calendar year. Participant lists, trip purpose statement or rationale, logistical information, and other relevant information must be shared at the time of proposal.
2. Secure necessary permission forms. Note that general field trip permission is granted by parents on the consent to treatment form. However, parents should be notified that a field trip is taking place at least a week in advance.
3. Secure necessary chaperones and ensure compliance with all requirements to serve as a chaperone (i.e. background check, safe environment training, forms, etc.). The school requires one chaperone for every ten participants.
4. Distribute, review, and enforce the school *Travel Expectations* document.
5. Develop and distribute a detailed itinerary including flight information (as applicable), complete hotel contact information (as applicable), dates for each location stay, and an outline of daily activities.

6. Make all necessary insurance and financial arrangements with the Director of Finance and Facilities, as applicable. Note that school insurance carriers will not cover groups that travel to countries where the United States Department of State has issued a no travel advisory.
7. Develop and distribute communication information to trip participants including emergency contact numbers, procedures for emergencies, and contact information for trip leaders, chaperones, and school personnel.
8. Possess copies of participants' consent for treatment forms, emergency contact information, and liability forms. These must be accessible at all times yet kept secure. In the event of a medical emergency, the trip coordinator must call the parents or guardians and a school administrator as soon as possible.
9. Develop and follow procedures for monitoring and supervising participants. The coordinator must know where participants are at all times and regularly check on them. In the case of host families, the coordinator must establish a process whereby the host families can readily communicate with the coordinator.
10. If applicable, ensure that all overnight accommodations are in compliance with this policy. If there are conflicts, immediately notify and consult the Principal.

Participant expectations

Travel program participants must follow all pertinent academic and disciplinary policies contained in the *Student Handbook*, the *Travel Expectations* document, and other rules established for the program. Parents who participate in school-sponsored travel activities are also expected to abide by all school and program policies and guidelines.

Chaperone expectations

The term "chaperone" applies to any individual who participates in school-sponsored travel who also carries official responsibilities on behalf of the school. Chaperones complete regular duties such as the supervision and monitoring of participants, carry personal information such as emergency contact or medical documents, and are responsible for effective communication, discipline, and safety. As such, chaperones must complete all requirements, and fulfill the obligations, of a school employee or volunteer as outlined in the *Policies and Procedures for the Protection of Minors*, in particular Section III. This includes a background check and safe environment training.

Parents who participate in school-sponsored travel are not automatically chaperones, though parents may be assigned to serve in this role. Only employees, volunteers, or chaperones who have completed all background check and training requirements may supervise minors on school-sponsored travel. As such, parents who are not serving as chaperones are able to supervise their own child(ren) during outings or free time on a school-sponsored trip. They may not, however, supervise other children. Parent participants who wish to supervise minors other than their own children (i.e. their children's friends) on a school-sponsored trip must be certified as a chaperone.

Guidelines for overnight accommodations

When overnight accommodations are necessary, trip coordinators shall seek to assure that the following standards are met:

1. Guest rooms must open into interior hallways that are lighted and secure.
2. Security officers or personnel should be on staff.
3. Minors must be housed together according to gender.
4. No adult may room with a minor unless the two are related.
5. Rooming lists should be made available to chaperones and hotel security (if requested).
6. A safe environment should be provided for showering, bathing, and dressing. Adults and minors shall do these activities at different times and, when possible, in different locations.

7. Signed parental permission should be secured prior to leaving on the trip. This includes day and overnight trips.
8. Drivers information sheets and insurance coverage should be secured and verified from all employees and volunteers.
9. World-wide travel insurance coverage is recommended for travel outside of the country.
10. In dormitories or other large room facility settings where multiple participants are lodging overnight, a minimum of two adults are permitted to lodge in the same room as same-gender minors. They are encouraged to use the beds closest to the door and farthest away from minors.

Transportation and vehicle use

Employees and volunteers of Saint John's Preparatory School must follow and abide by the *Vehicle Use Policy* of the Order of Saint Benedict. This policy can be found in the *Administrative Staff and Support Staff Handbook*. While the full policy should be consulted, the following statements are included for emphasis:

1. A "covered vehicle" is a vehicle that is owned, on a long-term lease, or a short-term lease (rental car) by the Order of Saint Benedict or Saint John's Preparatory School for the purpose of conducting business. Any covered vehicle that is used to transport employees, volunteers, or students must be driven by an authorized driver.
2. An "authorized driver" is an employee who has completed and passed the defensive driving course, has satisfied all other requirements for operating a covered vehicle, and who has maintained a good driving record. All drivers of school vehicles or vehicles rented by the school must be authorized drivers.
3. Drivers must abide by the requirements described in the section "Responsibility for operating a covered vehicle" in the *Vehicle Use Policy*.
4. All accidents involving a covered vehicle, or personal vehicle being used for business should be reported immediately to proper law enforcement authorities. Whenever possible a police report should be made. Further procedures can be found in the *Vehicle Use Policy*.
5. Ensure that all vehicle occupants fasten their seat belts while the vehicle is in motion.
6. The use of cellular telephones or other 2-way communication devices while the vehicle is in motion is discouraged and must be in compliance with the law. Distracted driving is prohibited.
7. The vehicle must be operated in a safe manor, observing all town, village, city, and state ordinances and laws pertaining to the operation of motor vehicles. Any driver arrested or ticketed for violations of any laws while operating a covered vehicle will be held responsible for all expenses incurred as a result of arrest or citation and must notify his or her supervisor.

In addition to the policy and procedures of the Order of Saint Benedict, the following expectations are required of all Saint John's Preparatory School employees and volunteers who transport others in a covered or personal vehicle for the purpose of school business:

1. Drivers who transport minors for the purpose of school business (i.e. teachers, volunteers, chaperones, etc.) must abide by the *Policies and Procedures for the Protection of Minors* regulations and requirements. Drivers who transport minors must comply as a "volunteer" in accordance with this policy, including completing a background check, safe environment training, and any other steps required of a volunteer.
2. Drivers who transport minors are discouraged from being alone in a car with a minor. When only one minor is to be transported it is encouraged that another adult be present or that the minor sit in the back seat, if possible.
3. Drivers must be 21 years of age or older. If minors are transported, the driver must be 25 years of age or older.
4. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle and must otherwise comply with all applicable laws related to the operation of the vehicle.

5. All employees, volunteers, or chaperones who transport others, especially minors, in a personal vehicle must complete the vehicle and driver information portions of the Volunteer Application Form (Appendix F) and gain approval prior to transport. Forms are retained on file for the duration of each individual's service as a driver.
6. Personal vehicles used to transport others, especially minors, must be currently registered and in good operating condition and have all safety equipment as required by law.
7. Personal vehicles used to transport others, especially minors, must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
8. Vendors that provide chartered transportation (i.e. busses) must submit a certificate of insurance and update yearly. Transportation vendors who do not, cannot, or refuse to provide a certificate of insurance cannot be utilized. The Business Office of the Order of Saint Benedict must receive the certificate and approve of the vendor before its services are utilized or contracts for service are signed. The Business Office will retain certificates on file.

VI. Policy governance and revision

Discipline for violation of policies

School employees and volunteers are bound to abide by Saint John's Preparatory School's *Policies and Procedures for the Protection of Minors*. A proven violation of the *Policies and Procedures for the Protection of Minors* by an employee or volunteer is subject to consequences, which may include termination from one's position and/or restrictions on future service to the school.

Policy publication and transparency

Saint John's Preparatory School is committed to maintaining open and transparent standards of ministerial conduct and appropriate boundaries for all employees and volunteers. To communicate these standards, these *Policies and Procedures for the Protection of Minors* shall be made available as follows:

1. Saint John's Preparatory School external website (www.sjprep.net)
2. Saint John's Preparatory School internal website (sjprep.schoolology.com)
3. Saint John's Abbey website (www.saintjohnsabbey.org)
4. Order of Saint Benedict Handbook
5. A physical copy may be furnished upon request to school administration

The availability of the *Policies and Procedures for the Protection of Minors* shall be communicated at least annually via school communication (i.e. newsletter, website announcement, orientation materials, etc.).

Policy review and revision

The *Policies and Procedures for the Protection of Minors* shall be approved and reauthorized by the Board of Directors of the Order of Saint Benedict on a yearly basis. The Principal shall submit a memo proposing changes or indicating that none are desired. The Board of Regents shall review the *Policies and Procedures for the Protection of Minors* and any proposed changes prior to reauthorization by the Board of Directors of the Order of Saint Benedict. Policy review and revision must take place prior to August 1st to ensure proper dissemination prior to the start of programming.

Approved by the Board of Directors of the Order of Saint Benedict, September 2, 2014.

Reauthorized by the Board of Directors of the Order of Saint Benedict, August 4, 2015.

Reauthorized by the Board of Directors of the Order of Saint Benedict, October 11, 2016.

Reauthorized by the Board of Directors of the Order of Saint Benedict, September 12, 2017.

Reauthorized by the Board of Directors of the Order of Saint Benedict, October 2, 2018.

Reauthorized by the Board of Directors of the Order of Saint Benedict, August 2, 2022.

Resources and Forms: <https://sjprep.net/wp-content/uploads/2022/08/Safety-and-Security-of-Minors-Resources-and-Forms.pdf>