

# Policies and Procedures for the Protection of Minors

2020-2021 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

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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 shall:

- a. be trained to be aware of signs of child sexual abuse,
- 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 sexual abuse is suspected or observed.

### **Safe environment training program**

The role of the Safe Environment Training Program 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. The program 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 Training Program is planned, executed, and administered by the Principal or designee of the Principal under the supervision of the Headmaster. Attendance at training 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.

### ***Primary training program***

The primary training program includes, but is not limited to, the following activities:

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 primary training activities 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 assigned a training program relevant to their position. This training program must be completed within the timeframe established.

Should an employee or volunteer not complete all components of the primary training 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.

### ***Secondary training program***

The secondary training program provides education opportunities and resources for employees and volunteers throughout the academic year. These topics may include peer mediation, issues related to bullying, internet safety, and so forth. These training programs will be offered at staff meetings, workshops, and in-services as deemed necessary by the school administration. Attendance requirements for secondary training programs will be determined by the administration on an individual training basis and will be communicated with employees and volunteers.

## **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 G) is used for all employees and volunteers who provide general service to the school including instruction. The Kari Koskinen Background Check Form (Appendix H) 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***

Volunteers must complete a Volunteer Application form (Appendix F). This form provides information to assess the suitability of a volunteer to serve the school community. School personnel will review application information and may conduct a face-to-face interview. Application documents are maintained in the volunteer's file located in the Principal's Office in accordance with the school record retention policy. Rescreening (i.e. new application document,

additional interview, additional reference check, etc.) may be performed as often as needed at the discretion of the school.

Volunteers are required to complete background checks 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. Note that a new background check must be completed each year an individual wishes to serve as a volunteer.

Volunteers 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 volunteers who fall into this category include, but are not limited to, guest speakers or lecturers, volunteers who complete clerical work in an office setting, 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.

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.

## **Guidelines for minors serving school programs**

Minors serving in programs (i.e. tutors, camp counselors, coaches, student workers, etc.) are an important part of service within the school community. For any minor who may supervise other minors, the following standards shall be met:

1. Minors supervising other minors must attend an age and grade appropriate Safe Environment educational session annually and adhere to the *Policies and Procedures for the Protection of Minors*.
2. Minors supervising other minors must adhere to the appropriate interactions and behaviors as referenced in Appendix B.
3. Minors supervising other minors must always serve with a Safe Environment trained adult.
4. Minors under the age of 12 are not to be placed in a position of supervision.

### 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 cannot be breached (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 for which Saint John's Preparatory School has zero tolerance. 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.

### **Anonymous or 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. 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 I). 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.)

## Outside organizations

Outside organizations who come into contact or interact in any way with minors or who host events or meetings on the Prep School campus must meet the following guidelines:

1. Each organization member who will be on the premises during hosted events or meetings must be in compliance with volunteer safe environment training requirements. This includes the following:
  - a. annual safe environment training conducted by the organization,
  - b. annual update of the Outside Organization Compliance form (Appendix J),
  - c. a signed Safe Environment Acknowledgement Form (Appendix K).
2. The organization must annually submit names of all members who will be on the premises during hosted events or meetings to the Prep School.
3. Organization leaders must agree to comply with the *Policies and Procedures for the Protection of Minors*.

## Identifying 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, Assistant Principal, Communications and Events 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 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 or Assistant 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 must 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. Chaperones who are not employees of the school must also complete the Volunteer Application form (Appendix F).

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 and has satisfied all other requirements for operating a covered vehicle. 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 strictly 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.

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](http://www.sjprep.net))
2. Saint John's Preparatory School internal website ([sjprep.schoology.com](http://sjprep.schoology.com))
3. Saint John's Abbey website ([www.saintjohnsabbey.org](http://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 1<sup>st</sup> 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.

## VII. Resources and forms

**Appendix A:** Directory of terminology

**Appendix B:** Guide to interactions and behaviors

**Appendix C:** Code of ethics

**Appendix D:** Mandated reporter resource guide

**Appendix E:** Minor abuse reporting form

**Appendix F:** Volunteer application form

**Appendix G:** Child protection background check form

**Appendix H:** Kari Koskinen background check form

**Appendix I:** Safe environment compliance form (vendors)

**Appendix J:** Safe environment compliance form (outside organizations)

**Appendix K:** Safe environment acknowledgement form

## Appendix A

# Directory of terminology

**Charter for the Protection of Children and Young People.** In June 2002 the United States Conference of Catholic Bishops created a document stating their commitment to ensure that the sexual abuse of minors would not happen again. The *Charter* provides a framework for the *Essential Norms*, a set of guidelines created for dioceses in the United States to complement canon law regarding any sexual abuse of minors by a cleric.

**Cleric.** A man who has been ordained to the transitional diaconate, permanent diaconate, or priestly office.

**Code of Canon Law.** Body of universal law that govern the Latin Rite of the Catholic Church.

**Emotional abuse.** When a parent, guardian, or custodian demonstrates behavior that is likely to have the effect of terror, rejection, isolation, humiliation, or debasement of a child. Child is exhibiting severe anxiety, depression, withdrawal, or untoward aggressive behavior that could be due to serious emotional damage by a parent, guardian, or custodian which can only be diagnosed by a medical doctor or psychologist.

**Essential Norms.** A document created by the United States Conference of Catholic Bishops. This document ensures that each diocese and eparchy will have policies and procedures in place to respond promptly to all allegations of sexual abuse of minors by diocesan and religious priests or deacons.

**Minor.** A person who has not reached full legal age (18 years old). For the purpose of training requirements and youth volunteer status, the term “minor” also includes a person who is of full legal age, enrolled in high school, and is declared as a dependent on the parents’ most recent federal income tax form. As noted in *Sacramentorum sanctitatis tutela*, article 6, a minor also includes a person who habitually lacks the use of reason.

**Neglect.** The inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter, or medical care if that inability or unwillingness causes unreasonable risk of harm to the child’s health or welfare.

**Physical abuse.** Impairment of a minor’s physical condition and includes any of the following: skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of a bone, subdural hematoma, soft tissue swelling, injury to any organ, and any physical condition which imperils health or welfare.

**Reasonable belief.** When a person has any facts from which one could reasonably conclude that a minor may have been neglected and/or abused.

**Sexual abuse.** Intentionally or knowingly engaging in sexual contact or conduct with a minor. Abuse can include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution as detailed in the Minnesota Statutes. Sexual abuse also includes the acquisition, possession, or distribution of pornographic images of minors for purposes of sexual gratification, by whatever means or using whatever technology.

**Social media.** Forms of electronic communication (i.e. websites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (i.e. videos).

## Appendix B

# Guide to interactions and behaviors

The lists provided below are not intended to be exhaustive. Inappropriate behaviors or interactions must be reported to school administration. Suspected abuse must be reported to law enforcement and Child Protective Services.

	Appropriate	Inappropriate
<i>Description</i>	<p>Appropriate affection between school employees or volunteers and minors constitutes a positive part of school life, ministry, and healthy child development. Depending on the circumstances, the following forms of interactions and behaviors are customarily (but not always) regarded as appropriate ways to maintain healthy boundaries:</p>	<p>Some forms of behavior and physical interactions have been used by adults to initiate inappropriate contact with minors. To maintain the safest possible environment for minors and to respect everyone's dignity, the following are examples of interactions and behaviors that are not appropriate and are not to be used:</p>
<i>Physical interactions</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Side hugs, shoulder-to-shoulder hugs</li> <li><input type="checkbox"/> Handshakes and "high-fives"</li> <li><input type="checkbox"/> Pats on the head or back when <del>usually</del> appropriate</li> <li><input type="checkbox"/> Touching hands, shoulders, or arm <del>and</del> shoulders</li> <li><input type="checkbox"/> Holding hands (with smaller children in <del>going</del> situations) or during prayer</li> <li><input type="checkbox"/> Physical contact in the case of coaching or instruction when conducted in the presence of the team or observers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any form of affection that is unwanted by the minor</li> <li>▪ Showing affection in an isolated area</li> <li>▪ Physical contact insisted on or requested by the adult</li> <li>▪ Inappropriate or lengthy embraces</li> <li>▪ Full frontal hugs</li> <li>▪ Kisses on the mouth</li> <li>▪ Touching knees, legs, buttocks, chest or <del>grd</del> areas</li> <li>▪ Wrestling, "roughhousing," tackle football or tickling</li> <li>▪ Piggyback rides</li> <li>▪ Touch, pull, push or strike a minor in anger</li> <li>▪ Allowing a minor to cling to an adult's leg</li> <li>▪ Any type of massage between adults and minors</li> <li>▪ Any type of corporal punishment</li> </ul>

	Appropriate	Inappropriate
<i>Verbal interactions</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Positive affirmation</li> <li><input type="checkbox"/> Appropriate jokes</li> <li><input type="checkbox"/> Encouragement</li> <li><input type="checkbox"/> Verbal praise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name calling</li> <li>▪ Cursing</li> <li>▪ Telling off-color or sexual jokes</li> <li>▪ Racial insults or ethnic slurs</li> <li>▪ Shaming or belittling</li> <li>▪ Compliments that relate to physique or body development</li> <li>▪ Telling secrets, asking minors to keep secrets</li> <li>▪ Using harsh language that may frighten, threaten, intimidate, or humiliate a minor</li> <li>▪ Making derogatory remarks about the minor and his or her family</li> <li>▪ Discussing sexual encounters with minors</li> <li>▪ Involving minors in the personal problems or issues of adults</li> </ul>
<i>Behaviors</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication with minors through school communications such as: websites, blogs, group social networking profiles, office phones, or email for the purpose of school programs</li> <li><input type="checkbox"/> Consistently abiding by the <i>Code of Ethics and the Policies and Procedures for the Protection of Minors</i></li> <li><input type="checkbox"/> Providing a safe environment where the dignity of every individual is ensured</li> <li><input type="checkbox"/> Knowing how and where to report inappropriate behavior and alleged or suspected abuse</li> <li><input type="checkbox"/> Maintaining a professional relationship when interacting with minors, avoiding emotional attachment and vulnerable situations</li> <li><input type="checkbox"/> Maintaining an awareness of the powerful attraction of minors to adults in positions of authority and trust. Referring minors to another qualified adult if personal or physical dependency begins to develop</li> <li><input type="checkbox"/> Notifying parents when on-going pastoral care of a minor is necessary</li> <li><input type="checkbox"/> Giving a modest gift to a group of minors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communicating with minors through personal or private means including, but not limited to; websites, blogs, social networking profiles, text messaging, home or cell phones, instant messaging, or email</li> <li>▪ Participating in online gaming with a minor</li> <li>▪ Being alone with a minor without another responsible adult present, in any closed area including, but not limited to: a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot tub, or pool</li> <li>▪ Allowing minors to have, or assist minors in gaining, access to alcohol, drugs, pornographic material, or any illegal or controlled substance</li> <li>▪ Allowing minors to have, or assist minors in gaining, access to inappropriate media such as: websites, movies, videos, music, audiotapes, DVDs, CDs, etc.</li> <li>▪ Photographing minors while at school without proper parent or guardian consent</li> <li>▪ Singling out a minor with a personal gift or an immodest gift</li> </ul>

## Appendix C

# Code of ethics

We believe that the safety and security of students is of the utmost importance to healthy development and effective education. We do not tolerate any sexual, physical, or emotional abuse of minors. We use common sense, guided by the guidelines of the school, to direct our behavior. We fulfill our obligation to create a safe environment by:

1. abiding by the Saint John's Preparatory School *Policies and Procedures for the Protection of Minors*.
2. maintaining healthy boundaries by adhering to the chart of interactions and behaviors found in Appendix B of the *Policies and Procedures for the Protection of Minors*.
3. showing appropriate, healthy concern about the joys and problems of each student.
4. exhibiting the highest Christian ethical standards and personal integrity.
5. speaking with charity and justice about students even when called upon to discuss sensitive matters.
6. preserving the reputations of colleagues, administrators, and students.
7. upholding the authority of the school when communicating with parents, students, and the civic community.
8. safeguarding the exchange of confidential information, especially about students and their homes.
9. conducting ourselves in a manner that is consistent with the discipline, norms, and teachings of the school.
10. modeling peaceful solutions to community conflicts and encouraging a spirit of peace and cooperation.
11. enabling students to grow in a sense of self-worth and accountability through activities that promote positive self-concept.
12. providing a professional environment that is free from all forms of abuse including intimidation and harassment.
13. accepting personal responsibility to protect all minors from all forms of abuse.
14. reporting concerns about boundary violations or other questionable behaviors and circumstances to the appropriate supervisor, administrator, or authority.
15. immediately reporting any suspected abuse or neglect of a minor in accordance with Minnesota law and the policies of Saint John's Preparatory School.
16. not taking advantage of supervisory or authoritative relationships, or any relationship of trust, for personal benefit.

By signing below I am stating that I have received a copy of the *Code of Ethics*, I have read it, understand it, and I agree to abide by it.

A violation of this *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Yes  No      By signing below I am stating

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix D

# Mandated reporter resource guide

The Child Safety and Permanency Division of the Minnesota Department of Human Services has compiled a resource guide for mandated reporters entitled, "Reporting Child Abuse and Neglect." The resource guide includes information regarding the following topics:

1. Who should report suspected child abuse or neglect;
2. When to report suspected abuse or neglect;
3. Where to report suspected abuse or neglect;
4. When a report is made;
5. What will be asked;
6. Department of Child Protection's responsibilities;
7. Helpful definitions;
8. Summaries of relevant laws and statutes; and
9. Other helpful topics

All employees and volunteers are encouraged to review the information contained in the resource guide. While copies, physical or electronic, may be furnished by the school from time to time, the full guide can be accessed through the Minnesota Department of Human Services website: <http://www.dhs.state.mn.us>. The website also includes additional helpful information and resources for mandated reporters.

The direct link to a PDF version of the guide is: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG>

## Appendix E

# Minor Abuse Reporting Form

The Maltreatment of Minors Act (Minnesota Statute 626.556) requires mandated reporters to make a report if they know of or have reason to believe a child is being neglected or abused, or has been neglected or abused within the preceding three years. Verbal report must be made immediately (no longer than 24 hours) to law enforcement and Child Protective Services. According to the Statute, a written report must be submitted via mail or fax within 72 hours (weekends, holidays excluded).

Agencies receiving the report			
<i>Regarding law enforcement report:</i>	Date and time report was made:	Name of person report was given to:  Badge number (if available):	Phone number used to report:
<i>Regarding Child Protective Services report:</i>	Date and time report was made:	Name of person report was given to:	Phone number used to report:
Person making the report			
Last name:	First name:	Home phone: Cell phone: Other:	
Person(s) having custody of the minor (i.e. parent, guardian, custodian)			
(1) Last name:	First name:	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian	
Home street address:	City:	State:	Zip:
Home phone:	Work phone:	Cell phone:	
(2) Last name:	First name:	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian	
Home street address:	City:	State:	Zip:
Home phone:	Work phone:	Cell phone:	
Minor(s) information			
(1) Last name:	First name:	Date of birth:	
Home street address:	City:	State:	Zip:
(2) Last name:	First name:	Date of birth:	
Home street address:	City:	State:	Zip:

In summary below, include the following information:

- A complete description of the incident or observation.
- In the case of physical abuse or neglect, indicate the nature and extend of the current or previous injuries or physical neglect.
- Include any other relevant information.

**Summary of incident or observation** (attach additional pages, as necessary):

**Retain a copy of the Minor Abuse Reporting Form for your personal records. If the accused is an employee or volunteer of Saint John's Preparatory School, or another campus entity, contact the Principal and provide a copy of this report.**

## Appendix F

# Volunteer Application Form

The Saint John's Preparatory School community appreciates your willingness to share your time and talents. Providing safe programs for our students is of the utmost importance to us. Information gathered in this application will help us provide a safe environment for all members of our community. For your privacy, this form will be secured in the Principal's Office.

Personal information				
Last name:		First name:		Middle initial:
Date of birth:				
Home Street address:		City:	State:	Zip:
				<input type="checkbox"/> Male <input type="checkbox"/> Female
Length of current address (years and months): _____. If you have resided at this location less than three years, list previous addresses below.				
Most recent previous address:		City:	State:	Zip:
Additional previous address:		City:	State:	Zip:
Home phone:	Cell phone:	Email address:		
List the name(s) and grade(s) of any child(ren) attending Saint John's Preparatory School. Please include information if your child(ren) graduated.				
What interests you about volunteering at Saint John's Preparatory School?				
What has prepared you to serve as a volunteer at Saint John's Preparatory School?				
Volunteer history <input type="checkbox"/> Check here if you do not have volunteer history				
(1) Volunteer organization:	City:	Dates of service:	Position/type of service:	
(2) Volunteer organization:	City:	Dates of service:	Position/type of service:	
(3) Volunteer organization:	City:	Dates of service:	Position/type of service:	
Employment <input type="checkbox"/> Check here if you are not currently employed				
Current employer:		Position:		Years employed:
Street address:		City:	State:	Zip:
Background check				
Background checks are required for certain volunteer positions. Please check with the school if you are uncertain about the position for which you are applying.				
<ul style="list-style-type: none"> <li>a. For general volunteer positions that include contact with minors, applicants must complete the Child Protection Background Check Form.</li> <li>b. For volunteer positions that include overnight travel and other intensive supervision of minors, applicants must complete the Kari Koskinen Background Check Form.</li> </ul>				

Please ensure you have completed the appropriate form. Attach the completed form to this application for processing.

**Driver information**     Check here if you do not intent to drive as part of your volunteer service

*Anyone who drives a school vehicle or transports others in a personal vehicle used for school business must provide the information below.*

Applicant's drivers license number:	State issuing license:	Expiration date:
-------------------------------------	------------------------	------------------

_____ (initials)	I understand that, as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must possess a valid drivers license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.
---------------------	--

**Vehicle information**    (This information must be provided for each personal vehicle used for school business)

Model of vehicle:	Make of vehicle:	Year of vehicle:	Color of vehicle:
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Name of owner (if different than the applicant):

Owner street address:	City:	State:	Zip:
-----------------------	-------	--------	------

Phone:	License plate number:	State:	Expiration date:
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*Please note that, when using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle. The minimum acceptable limits for privately owned vehicles are \$100,000/\$300,000.*

_____ I have car insurance. (initials)
---

**\*\* Please sign below after you have read and initialed the following statements \*\***

**Declaration** (Read each statement and **initial** on the line provided. Do not make check marks.)

_____ (initials)	I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my volunteer involvement.
_____ (initials)	I understand that a background check may be conducted prior to and during my service as a volunteer. I authorize investigations of all statements contained in the application.
_____ (initials)	I agree to observe all guidelines and policies of Saint John's Preparatory School and the Order of Saint Benedict.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

All completed application and background check forms should be submitted to the Main Office:

Saint John's Preparatory School  
 Attn: Principal's Office  
 PO Box 4000  
 Collegeville, MN 56321  
 Fax: (320) 363-3322

**Office use only**

Interview complete             Yes     No  
 Background check complete     Yes     No

Driver information complete

Yes  No

Approve to volunteer

Yes  No  Yes with listed restrictions: \_\_\_\_\_

Approve to drive

Yes  No  Yes with listed restrictions: \_\_\_\_\_

# Appendix G



## ORDER OF SAINT BENEDICT

Conducting Saint John's Abbey, Preparatory School, Liturgical Press

### Child Protection Background Check Consent Form

Quad 128, Box 2400  
Collegeville, MN 56321  
Human Resources  
Phone: 320-363-2874  
Fax: 320-363-3039

#### NON PROFIT ORGANIZATION

Account number: 3203632874

Hiring Department: \_\_\_\_\_

The position for which you are applying will require you to provide care, treatment, education, training, instruction, or recreation to children. The Order of Saint Benedict, conducting Saint John's Abbey, Saint John's Preparatory School, and Liturgical Press will request the Bureau of Criminal Apprehension (BCA) to perform a background check on you pursuant to Minnesota Statutes Chapter 299C.62.

Are you currently a student? \_\_\_ Yes \_\_\_ No If yes, where? \_\_\_ CSB \_\_\_ SJU \_\_\_ Prep \_\_\_ Other

Last Name (please print): \_\_\_\_\_

First Name (please print): \_\_\_\_\_

Full Middle Name (please print): \_\_\_\_\_ Social Security Number \_\_\_\_\_

Maiden, Alias or Former Last Name (please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (M or F): \_\_\_\_\_

How long have you been a resident of MN? \_\_\_\_\_

*(If less than 5 years, please attach a fingerprint card for a state and federal check to be completed.)*

I understand the following rights:

As the subject of the Order of Saint Benedict background check, your rights include:

- To be informed that the Order of Saint Benedict will request this check for continuing as an employee or volunteer, and to determine whether you have been convicted of any specified crimes in Minnesota Statutes Chapter 299C.62, and
- To be informed of the BCA's response and obtain a copy of the report from the Order of Saint Benedict.
- To obtain from the BCA any record that forms the basis for the report, and
- To challenge the accuracy and completeness of any information contained in the report, and
- To be informed whether the Order of Saint Benedict, has denied your application because of the BCA's response and not to be required directly or indirectly to pay the cost of the background check.

I authorize this check to be completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parental Signature/Date (If applicant is under 18 years of age)

*The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.*

Rev 12/13

# Appendix H



## ORDER OF SAINT BENEDICT

Conducting Saint John's Abbey, Preparatory School, Liturgical Press

Quad 128, Box 2400  
Collegeville, MN 56321  
Human Resources  
Phone: 320-363-2874  
Fax: 320-363-3039

### Kari Koskinen Manager Background Check Act Consent Form

#### Non-Profit Organization 3203632874

#### We are requesting a federal check on this individual as well.

(If you have not been a resident of MN for 10 or more years, please check this box requesting a State and Federal check (Pursuant to Minnesota Statutes Annotated, Chapter 299C.68) and attach a fingerprint card.

Hiring

#### Employee - Complete this Section:

Department: \_\_\_\_\_

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.66 to 299C.71.

(Please check appropriate boxes)

Are you currently a student?  Yes  No Where? CSB  SJU/SOT  Prep  Other

Last Name of Applicant/Employee (please print): \_\_\_\_\_

First Name (please print): \_\_\_\_\_

Full Middle Name (please print): \_\_\_\_\_

Maiden, Alias or Former Last Name (please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (M or F): \_\_\_\_\_  
Month / Day / Year

How Long Have You Been A Resident Of Minnesota? \_\_\_\_\_

I understand that I have the following rights:

1. The right to be informed that the Order of Saint Benedict will request a background check on the applicant/employee to determine whether the applicant/employee has been convicted of a crime specified in section 299C.67, subdivision 2;
2. The right to be informed by the employer of the background check and to obtain from the employer a copy of the background check report;
3. The right to obtain from the employer any record that forms the basis for the report;
4. The right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4; and
5. The right to be informed by the employer if the applicant/employee's application to be employed by the Order or to continue as an employee has been denied because of the result of the background check.

I authorize this check to be done. \_\_\_\_\_  
Employee Signature Date

The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.



## Appendix I

# Safe environment compliance form

## *Vendors, Contractors and Subcontractors*

Saint John's Preparatory School and Order of Saint Benedict appreciate your willingness to share your gifts and skills with us. As part of our mission to provide a safe and secure environment for our students, staff, and visitors, we require that all vendors, contractors, and subcontractors who come into contact or interact in any way with minors on the premises of the school, or who conduct business or who provide services on the property of the school weekly or at least five (5) times per month, provide certain information regarding their organization and employees and certify that such information is correct.

Vendor information			
Name of company:			
Type of organization (i.e. corporation, partnership, limited liability company) and Place of Domicile:			
Last name of owner:	First name of owner:	Middle initial:	Email address:
Street address:	City, state, and zip:	Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of person completing this form (if different than owner):			Position of person completing this form:
Phone number of person completing this form (if different than owner):		Email address of person completing this form (if different than owner):	
What services will the company be performing at the school?			
What will be the length of the project or work to be performed at the school?			
How many times per week will the Company's employees be on the property of the school?			
By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Compliance Form on behalf of the Company, and that this Compliance Form is and shall be binding upon the Company.			
_____	_____	_____	_____
(print name)	(signature)		(date)
Contact information			
The school may, from time to time, need to speak with someone within the Company regarding Company employees, services, or other issues related to this form. The person identified as the primary contact below should be familiar with the Company's relationship with the school, services provided, and information included on this form.			
Last name of primary contact:	First name of primary contact	Middle initial:	Email address:
Street address:	City, state, and zip:	Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female





## Appendix J

### Safe environment compliance form *Outside Organizations*

As part of our mission to provide a safe and secure environment, we require that all outside organizations who come into contact or interact in any way with minors or who host events weekly or at least five (5) times per month on school property meet Saint John's Preparatory School safe environment guidelines. Each outside organization that utilizes school property must provide certain information regarding the organization by completing this compliance form.

Organization information				
Name of organization:				
Last name of director/officer:	First name of director/officer:	Middle initial:	Email address:	
Street address or organization:	City, state, and zip:		Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Type of organization and service provided:				
Reason organization is meeting on school premises:				
What activities will your organization be engaged in at Saint John's Preparatory School?				
How often will your organization use school facilities (hours, days, weeks, etc.)?				
By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Organization and to execute and deliver this Compliance Form on behalf of the Organization, and that this Compliance Form is and shall be binding upon the Organization.				
_____		_____		_____
(print name)		(signature)		(date)
Contact information				
The school may, from time to time, need to speak with someone within the Organization regarding Organization employees, services, or other issues related to this form. The person identified as the primary contact below should be familiar with the Organization's relationship with the school, services provided, and information included on this form.				
Last name of primary contact:	First name of primary contact	Middle initial:	Email address:	
Street address:	City, state, and zip:		Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Organization safe environment training				
Attach to this form a description of, and any materials used for, safe environment training conducted by the Organization for its members. Also include the name(s) of any trainer(s) who led the training. Indicate below whether members of the Organization that will be present on school premises have completed this training and, if so, the date the training was completed.				
Employee information				
Names and positions of all employees, agents, contractors or subcontractors of the Organization who may come into contact or interact in any way with minors on the property of Saint John's Preparatory School: <i>(attach additional pages as necessary)</i>				

Employee name <i>(first and last)</i>	Position	Safe environment training	
		Completed	Date

**Certifications** (Read each statement and **initial** on the line provided. Do not make check marks.)

_____ <i>(initials)</i>	I certify that members of our Organization who may come into contact or interact in any way with minors on the premises of Saint John’s Preparatory School has completed a background check and that results indicate “No Record”.		
_____ <i>(initials)</i>	<p>I certify that none of the members of the Organization who may come into contact or interact in any way with minors on the premises of Saint John’s Preparatory School are either awaiting trial or 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 set forth below, either in Minnesota or in any other state:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Sexual abuse of a minor</li> <li>2. Incest</li> <li>3. First or second degree murder</li> <li>4. Kidnapping</li> <li>5. Arson</li> <li>6. Sexual assault</li> <li>7. Sexual exploitation of a minor</li> <li>8. Felony offenses involving contributing to the delinquency of a minor</li> <li>9. Commercial sexual exploitation of a minor</li> <li>10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</li> <li>12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</li> <li>13. Burglary in the first, second, or third degree</li> <li>14. Robbery and/or aggravated or armed robbery</li> <li>15. Robbery</li> <li>16. A dangerous crime against children as defined in Minnesota Statute 626.556</li> <li>17. Child abuse</li> <li>18. Sexual conduct with a minor</li> <li>19. Molestation of a child</li> <li>20. Manslaughter</li> <li>21. Assault and/or aggravated assault</li> <li>22. Exploitation of minors involving drug offenses</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Sexual abuse of a minor</li> <li>2. Incest</li> <li>3. First or second degree murder</li> <li>4. Kidnapping</li> <li>5. Arson</li> <li>6. Sexual assault</li> <li>7. Sexual exploitation of a minor</li> <li>8. Felony offenses involving contributing to the delinquency of a minor</li> <li>9. Commercial sexual exploitation of a minor</li> <li>10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs</li> </ol>	<ol style="list-style-type: none"> <li>11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</li> <li>12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</li> <li>13. Burglary in the first, second, or third degree</li> <li>14. Robbery and/or aggravated or armed robbery</li> <li>15. Robbery</li> <li>16. A dangerous crime against children as defined in Minnesota Statute 626.556</li> <li>17. Child abuse</li> <li>18. Sexual conduct with a minor</li> <li>19. Molestation of a child</li> <li>20. Manslaughter</li> <li>21. Assault and/or aggravated assault</li> <li>22. Exploitation of minors involving drug offenses</li> </ol>
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_____ <i>(initials)</i>	I certify that no member of the Organization or of any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.		
_____ <i>(initials)</i>	I certify that all members of our Organization who will be on school premises have completed safe environment training through our Organization. I understand that the Saint John’s Preparatory School <i>Policies and Procedures for the Protection of Minors</i> is available and I agree that all members of our Organization that will be on the school premises will abide by said policy.		
_____ <i>(initials)</i>	I certify that all members of our Organization will observe Saint John’s Preparatory School rules and regulations while on school property. Members of our Organization will conduct themselves in an appropriate manner by exhibiting respect and professional behavior that is required in the presence of minors and in sacred places.		
_____ <i>(initials)</i>	I certify that I will update this form annually. I further certify that all statements and information contained in this compliance form are true and that any misrepresentation or omission is cause for rejection of the Organization to be on Saint John’s Preparatory School property, and further, that any misrepresentation or omission is cause for the termination and/or cancellation of any contract with said Organization.		

**Please sign below after you have read and initialed the above statements.**

Officer/Contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

- Safe environment information attached  Yes  No
- Code of ethics/acknowledgement forms  Yes  No
- Approval to use school property  Yes  No  Yes with listed restrictions: \_\_\_\_\_

**Safe environment requirements for outside organizations**

For full regulations, please consult the full *Policies and Procedures for the Protection of Minors* document. What follows is a brief summary of the regulations for outside organizations and is provided here for quick and convenient reference.

Outside organizations who come into contact in any way with minors or who host events on the premises of Saint John’s Preparatory School must meet the following guidelines:

1. Each member of an organization who will be on the premises during hosted events or meetings must be in compliance with volunteer safe environment training requirements. This includes each member completing the following:
  - a. annual safe environment training conducted by the organization,
  - b. annual update of the safe environment compliance form for outside organizations, and
  - c. a signed code of conduct and safe environment acknowledgement form.
2. The organization must annually submit names and contact information to school administration for all members who will be on the premises during hosted events or meetings.
3. Organization members must agree to comply with the *Policies and Procedures for the Protection of Minors*.

## Appendix K

# Safe Environment Acknowledgement Form

I acknowledge that I have received a copy of the *Policies and Procedures for the Protection of Minors*, I have read it, understand it, and I agree to abide by it. I also understand that by signing below I agree to abide by the Saint John's Preparatory School *Code of Ethics*.

I understand that a violation of the *Policies for the Protection of Minors* or the *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_