

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	Child Protection Background Check Form
Appendix G	Kari Koskinen Background Check Form
Appendix H	Vendor Safe Environment Compliance Form
Appendix I	Outside Organization Safe Environment Compliance Form
Appendix J	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

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:	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:
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Physical Interactions

<ul style="list-style-type: none"> side hugs, shoulder to shoulder hugs handshakes, fist bumps, and high-fives pats on the back or head when culturally appropriate touching hand, shoulders, or arm around shoulders holding hands while escorting small children or during prayer physical contact in the case of coaching or instruction when conducted in the presence of team or observers 	<ul style="list-style-type: none"> any form of affection that is unwanted by the minor showing affection in an isolated area physical contact insisted on or requested by the adult inappropriate or lengthy embraces full frontal hugs kissing of any kind touching knees, legs, buttocks, chest, or genital areas wrestling, 'roughhousing, tackle football, or tickling piggyback rides touch, pull, push, or strike a minor in anger allowing a minor to cling to an adult's leg any type of massage between adults and minors any type of corporal punishment
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Verbal Interactions

<ul style="list-style-type: none"> positive affirmation appropriate jokes encouragement verbal praise 	<ul style="list-style-type: none"> name calling cursing telling off-color or sexual jokes racial insults or ethnic slurs shaming or belittling remarks that relate to physique or development telling secrets, asking minors to keep secrets using harsh language that may frighten, threaten, intimidate, or humiliate a minor making derogatory remarks about the minor and/or their family discussing sexual encounters with minors involving minors in the personal problems or issues of adults
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Behaviors

<p>communicating with minors through school communications such as: websites, blogs, group social networking profiles, office phones, or email for the purpose of school programs</p> <p>consistently abiding by the <i>Code of Ethics and the Policies and Procedures for the Protection of Minors</i></p> <p>providing a safe environment where the dignity of every individual is insured</p> <p>knowing how and where to report inappropriate behavior and alleged or suspected abuse</p> <p>maintain a professional relationship while interacting with minors, avoiding emotional attachment, and vulnerable situations</p> <p>maintain an awareness of the powerful attraction of minors to adults in positions of authority and trust</p> <p>referring minors to another qualified adult if personal or physical dependency begins to develop</p> <p>notifying parents when ongoing pastoral care of a minor is necessary</p> <p>giving a modest gift to a group of minors</p>	<p>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</p> <p>participating in online gaming with a minor</p> <p>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</p> <p>allowing minors to have, or assist minors in gaining access to alcohol, drugs, pornographic material, or any illegal or controlled substance</p> <p>allowing minors to have, or assist minors in gaining access to inappropriate media such as: websites, movies, videos, music, audiotapes, DVDs, CDs, etc.</p> <p>photographing minors while at school without proper parent or guardian consent</p> <p>singling out a minor with a personal gift or an immodest gift</p>
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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 ethical standards and personal integrity based on the Catholic Benedictine Mission.
- 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.

Signature	Date
Print Name	

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
- 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/lserver/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

	date and time report was made	name of person in receipt of report	phone number used to report
Regarding law enforcement report			
Regarding Child Protective Services report			

Person Making the Report

last name	first name	phone 1	phone 2
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Person Having Custody of the Minor(s)

____parent	____guardian	____custodian	
last name	first name	phone 1	phone 2
home street address		city	state
			zip

____parent	____guardian	____custodian	
last name	first name	phone 1	phone 2
home street address		city	state
			zip

Minor(s) Information

last name	first name	date of birth	
home street address		city	state
			zip

last name	first name	date of birth	
home street address		city	state
			zip

continued on next page

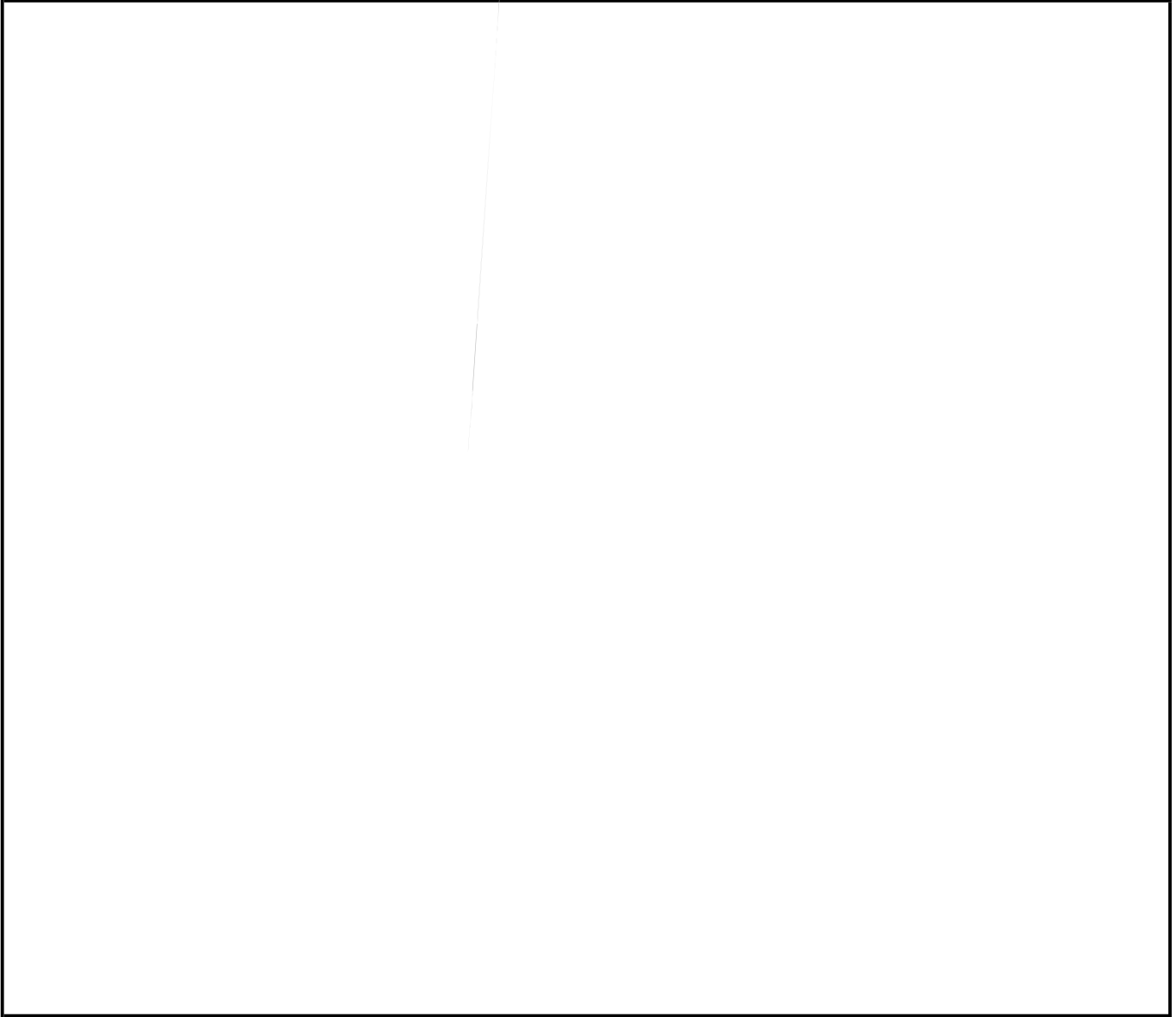
Summary of Incident or Observation (attach additional pages, as necessary)

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.

Other relevant information



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



Order of Saint Benedict
Conducting Saint John's Abbey, Saint John's Preparatory School, and Liturgical Press
Child Protection Background Check Consent Form

Non-Profit Organization

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

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/SOT _____ Prep _____ Other _____

Please PRINT

Last Name _____

First Name _____

Full Middle Name _____

Maiden, Alias, or Former Last Name _____

Social Security Number _____

Date of Birth _____

How long have you been a resident of Minnesota? _____

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

I understand the following rights:

- 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 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 (if applicant is under 18 years of age) Date

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

Appendix G



Order of Saint Benedict
Conducting Saint John's Abbey, Saint John's Preparatory School, and Liturgical Press
Kari Koskinen Manager Background Check Act Consent Form

Non-Profit Organization

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

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

If you have not been a resident of Minnesota 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 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.

Are you currently a student? Yes _____ No _____
If yes, where? CSB _____ SJU/SOT _____ Prep _____ Other _____

Please PRINT

Last Name _____

First Name _____

Full Middle Name _____

Maiden, Alias, or Former Last Name _____

Social Security Number _____

Date of Birth _____

How long have you been a resident of Minnesota? _____

I understand the following rights:

- 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;
- 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;
- The right to obtain from the employer any record that forms the basis for the report;
- The right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4; and
- 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 completed:

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 H

**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 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, LLC) and Place of Domicile			
Last Name of Owner	First Name of Owner	eMail Address	
Business Address		City, State, and Zip	Phone Number
Name of Person Completing this Form (if different)		Position of Person Completing this Form (if different)	
What services will the Company be performing at the school?			
How many times per month will the Company's employees be on the property of the school?			

Contact Information

The school may 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	eMail Address	
Business Address		City, State, and Zip	Phone Number

employee Information

Names and positions of all employees, agents, contractors, or subcontractors of the Company (hereinafter “employees”) who may come into contact or interact in any way with minors on the property of Saint John’s Preparatory School or who will be on the property of the school at least five (5) times per month. (attach additional pages as necessary)

Employee Name	Position	Name of Supervisor

Certifications

initial	I certify that all employees listed above have completed a fingerprint clearance check and have furnished the Company with proof of DPS fingerprint clearance or front and back of FBI Fingerprint Clearance card or the equivalent acceptable to the School.
initial	I certify that DPS or FBI fingerprint clearances (or the equivalent acceptable to the School) have been furnished by all of the employees listed above, and by any other employees who may come into contact or interact in any way with minors on the premises of Saint John’s Preparatory School or who may be on the property at least five (5) times per month, and I certify that the clearance cards indicate that all

	<p>Preparatory School or who may be on the property at least five (5) times per month, and certify that the clearance cards indicate that all the employees listed above have "No Record". clearance or front and back of FBI Fingerprint Clearance card or the equivalent acceptable to the School.</p>																								
initial	<p>I certify that none of the employees listed above, at the time this Agreement is signed, are either awaiting trial or have 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. I also agree that if, at any time during the course of this agreement, a member of the management of the Vendor becomes aware that an employee, who has or who may come into contact with or interact in any way with minors of Saint John's Preparatory School, is 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, then, the Vendor will promptly notify the School and prohibit such employee from entering the premises of the School</p> <table border="0"> <tr> <td>1. sexual abuse of a minor</td> <td>9. commercial exploitation of a minor</td> <td>17. child abuse</td> </tr> <tr> <td>2. incest</td> <td>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</td> <td>18. sexual conduct with a minor</td> </tr> <tr> <td>3. first or second degree murder</td> <td>11. felony offenses involving the possession or use of marijuana, dangerous or narcotic drugs</td> <td>19. molestation of a child</td> </tr> <tr> <td>4. kidnapping</td> <td>12. misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</td> <td>20. manslaughter</td> </tr> <tr> <td>5. arson</td> <td>13. burglary in the first, second, or third degree</td> <td>21. assault and or/aggravated assault</td> </tr> <tr> <td>6. sexual assault</td> <td>14. robbery and/or aggravated or armed robbery</td> <td>22. exploitation of minors involving drug offenses</td> </tr> <tr> <td>7. sexual exploitation of a minor</td> <td>15. robbery</td> <td></td> </tr> <tr> <td>8. felony offenses involving contributing to the delinquency of a minor</td> <td>16. a dangerous crime against children as defined in Minnesota Statute 626.556</td> <td></td> </tr> </table>	1. sexual abuse of a minor	9. commercial exploitation of a minor	17. child abuse	2. incest	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	18. sexual conduct with a minor	3. first or second degree murder	11. felony offenses involving the possession or use of marijuana, dangerous or narcotic drugs	19. molestation of a child	4. kidnapping	12. misdemeanor offenses involving the possession or use of marijuana or dangerous drugs	20. manslaughter	5. arson	13. burglary in the first, second, or third degree	21. assault and or/aggravated assault	6. sexual assault	14. robbery and/or aggravated or armed robbery	22. exploitation of minors involving drug offenses	7. sexual exploitation of a minor	15. robbery		8. felony offenses involving contributing to the delinquency of a minor	16. a dangerous crime against children as defined in Minnesota Statute 626.556	
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initial	I certify that no employee of the Company or of any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.																								
initial	I certify that any employee of the Company or of any of its contractors or subcontractors who has been adjudicated to be or is a registered sex offender will never come on to the property of Saint John's Preparatory School or perform work on the property at any time.																								
initial	I understand that the Saint John's Preparatory School Policies and Procedures for the Protection of Minors is available and I agree that all of our employees that will be on the school premises will abide by said policy. employees 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.																								
initial	I certify that I will update this form as any new employees are hired who may come into contact or interact in any way with minors on the premises of Saint John's Preparatory School or who may be on the property at least five (5) times per month. 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 Company's permission to be on the property of Saint John's Preparatory School, and further, that any misrepresentation or omission is cause for termination and/or cancellation of any contract with 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.

Signature	Date
Print Name	

Appendix I

**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 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	eMail Address
Business Address		City, State, and Zip	Phone Number
Name of Person Completing this Form (if different)		Position of Person Completing this Form (if different)	
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, etc.)			

Contact Information

The school may need to speak with someone within the Organization regarding Organizations 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	eMail Address
Business Address		City, State, and Zip	Phone Number

Employee Information

Names and positions of all employees, agents, contractors, or subcontractors of the Organization (hereinafter “Employees”) who may come into contact or interact in any way with minors on the property of Saint John’s Preparatory School or who will be on the property of the school at least five (5) times per month. (attach additional pages as necessary)

Employee Name	Position	Name of Supervisor

Certifications

initial	I certify that all members of our Organization listed above who may come into contact or interact in any way with minors on the premises of Saint John’s Preparatory School have completed a background check (or the equivalent acceptable by the School) and the results indicate 'no record'.
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Appendix J

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 .

Signature	Date
Print Name	