

POLICIES CONTENTS

Policy on Alcohol	P 1
Policy on Drugs	P 3
Policy, Procedures and Guidelines on Child Abuse	P 6
Policy on Smoking	P 16
Dress Code	P 17
Educational Right & Privacy Act	P 18
Policy on Files	P 19
Cardinal Glennon Policy on Vehicles	P 27
Summer Residency Policy	P 28
Archdiocese of St. Louis Code of Ethical Conduct.....	P 29

Kenrick-Glennon Seminary Policy on ALCOHOL

The Seminary's policy is based on a broad range of norms which arise out of accepted and expected behaviors: of personal and social responsibility, of the prescriptions of the law and of an ascetical ideal.

A mature seminarian gives evidence of responsible self-direction in his life and of his control of it. One sign of that maturity should be the manner in which he deals with alcohol. He will appreciate both its benefits and its dangers and behave accordingly. He will know his own reasonable limits in using it. For these reasons, he will feel confident and secure in his attitude toward its use.

A responsible attitude toward alcohol also has implications for the seminarian's relations with others. Any personal use, whether at the seminary or off-campus, must be grounded in moderation in order to avoid the excess that can be a source of harm to others, or of disedification or scandal to them. These consequences can also reflect adversely upon the seminary's name. The seminarian should resist the strong social pressures to conform to intemperate attitudes toward drinking. On his own part he should refrain from putting others at risk by pressuring them beyond their wishes or their limits, especially those persons who are underage.

Some behaviors, indeed, are not optional for they clash with the prescriptions of State Law. Such actions would include drinking alcoholic beverages while being **underage** (21 years minimum) or **supplying liquor to an underage person**. Other infractions would be driving under the influence of alcohol or supplying liquor to another who would be driving under its influence.

Beyond all these motivations there is an ascetical ideal that should affect the seminarians attitude toward alcohol. Although some might choose total abstinence as a way of living the ideal, that route is not for all. Nevertheless, there are good spiritual reasons for a temperate stance toward alcohol. As a candidate for the priesthood, the seminarian's task calls for modeling Jesus Christ. This identification calls for an abnegation and a self-discipline that embrace the Cross. He would show a respect for his own person and for that of the neighbor as members of the Body of Christ. As a future leader in service, he would practice avoidance of anything that can be a danger to ministry or a distraction from it. These goals are integral parts of his spiritual formation.

Developing a proper attitude toward alcohol, therefore, will be a component of the formation program. As measures to foster this ideal, the program will include instructions by way of workshops, lectures and special treatment of the topic in the formation groups, and rules of discipline as found in the Student Handbooks.

However, because of the dangers of alcohol abuse by the student at the present time, and its consequences for ministry in the future, deviations will not be ignored or tolerated. In cases where abuses are evident, an evaluation of the situation will be conducted in order to determine what sanctions would be in order. The consequences could be either probation or dismissal, according to the facts of the case.

These sanctions will not be administered arbitrarily. If there are questions about a student's serious abuse of alcohol, or his addiction, steps will be taken to help him to address the problem. As a preliminary measure, he will be given a professional assessment to determine the extent of the problem. If indications warrant, he will be required to undergo treatment in an established program.

REHABILITATION PROGRAMS FOR ALCOHOL ABUSE

Alexian Brothers Hospital (Care Unit) - 865-3333

DePaul Health Center (Care Unit) - 344-7400

St. Anthony's Medical Center (Hyland Center) -525-7200

St. John's Mercy Medical Center (Edgewood) - 239-8000

St. Michael's Center - 965-0860

NATIONAL PROGRAMS

National Council on Alcoholism and Drug Abuse
St. Louis Area - 721-7225 or 962-3456

Care Unit Programs (National Information)
1-800-556-CARE

Approved by Administrative Council - February 25, 1991

Approved by Board of Trustees- April 10, 1991

Kenrick-Glennon Seminary Policy on DRUGS

As St. Irenaeus reminds us: " The glory of God is a man or woman fully alive."

The dignity of the human person necessitates that one expresses oneself freely and with full responsibility. The use of any controlled substance which interferes with that freedom and responsibility is dehumanizing. Kenrick-Glennon is first and foremost a seminary which prepares men for priesthood. Those studying for priesthood must take this freedom and responsibility seriously. They must not only be promoters of the dignity of the human person but model it. The use of any controlled substance by seminarians is self-defeating behavior and, therefore, will not be tolerated.

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, is forbidden by state and/or federal law and not permitted on Kenrick-Glennon property. The selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them is illegal and prohibited.

Because of the serious nature of these activities, a student engaging in these will bring into serious question his continuance in the seminary program. He will also be fully responsible for the civil consequences of his behavior.

Criminal sanctions for violations of state and federal laws prohibiting the unlawful possession and distribution of illegal drugs are serious. The penalty for persons convicted of possession of illegal drugs in Missouri is 0 to 7 years in prison and a fine up to \$5,000, unless an offense involves smaller quantities (35 gms. or less), which is punishable by imprisonment up to 1 year and a maximum fine of \$1,000. Under federal law, a conviction for possession of illegal drugs carries a prison sentence up to 5 years and a fine from \$1,000 to \$5,000. The range of penalties for a conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the chart below. The severity of the sanctions for unlawful possession and distribution varies depending on the quantity of drugs, prior convictions and whether death or serious injury occurred, and may be increased for offenses which involve distribution to minors or occur on or near the seminary. In addition, other federal laws require or permit termination of federal benefits, including financial aid, as a result of a drug conviction.

As a condition of employment, employees will notify the Institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

DRUG TRAFFICKING PENALTIES

DRUGS

Schedule I- mescaline, PCP, LSD, heroin, peyote, opium, cocaine, base, methamphetamine, morphine

FEDERAL SANCTIONS

5 - 40 years or life in prison, \$2 to \$4 million in fines

MISSOURI SANCTIONS

5-30 years of life in prison

Schedule I, II (other)

Up to 30 years or life in prison, \$1 to \$2 million in fines

5-15 years in prison

DRUGS

Schedule III-V

FEDERAL SANCTIONS

Up to 10 years in prison

MISSOURI SANCTIONS

5-15 years in prison

Marijuana, hashish, hash oil

Up to 30 years or life in prison, \$2 million in fines (less than 100 kg.);not less than 5 years to life in prison, \$8 million in fines (more than 100 kg.)

0-7 years in prison, up to \$5,000 fine (5 gms. or less); 5-15 years in prison (more than 5 gms.)

Physical and psychological effects of both short and long term drug use vary with the type and amount of drug used. Marijuana use can lead to heartbeat acceleration, impairment in mental perception, memory loss, impulsive behavior, anxiety attacks, respiratory problems, infertility, and lung disease. Cocaine use can lead to high blood pressure, sweating, vomiting, irritation and inflammation of nasal tissue, loss of appetite, delusions, altered perceptions and death from respiratory failure. Use of hallucinogens can lead to dizziness, increase in heart rate, nausea, perceptual changes, delusions, hallucinations and flashbacks. Use of stimulants can lead to diarrhea, heart palpitations, increased blood pressure, kidney failure, weight loss, irritability and hallucinations. Use of depressants can lead to slurred speech, staggering gait, altered perception, slowing down of reflexes and reaction time, increased anxiety and depression and death from lack of oxygen.

REHABILITATION PROGRAMS FOR DRUG ABUSE

Alexian Brothers Hospital (Care Unit) - 865-3333

DePaul Health Center (Care Unit) - 344-7400

St. Anthony's Medical Center (Hyland Center) - 525-7200

St. John's Mercy Medical Center (Edgewood) - 239-8000

St. Michael's Center - 965-0860

NATIONAL PROGRAMS

National Council on Alcoholism and Drug Abuse

St. Louis Area - 721-7225 or 962-3456

Care Unit Programs (National Information) - 1-800-556-CARE

Approved by Board of Trustees, October 9, 1990

Revised and Approved by Administrative Council, December 3, 1990

Revised and Approved by Administrative Council, January 20, 1992

POLICIES, PROCEDURES, AND GUIDELINES ON CHILD ABUSE ARCHDIOCESE OF SAINT LOUIS

INTRODUCTION

The following Policy and Procedures have been developed to give guidance on the subject of child abuse to employees, volunteers, religious and priests in the Archdiocese of St. Louis and to address the needs of victims of child abuse. For purposes of the Policy and Procedures, the Archdiocese of St. Louis includes schools, parishes and agencies of the Archdiocese (hereafter collectively referred to as "SPA"). The primary goal of the Archdiocese in this regard is to prevent child abuse, and the primary method of prevention is education. In addition to education, care in the hiring and evaluation of employees and volunteers is an important element in prevention of child abuse. Since the possibility of child abuse has to be recognized, the Policy and Procedures also cover the investigation and reporting of incidents of child abuse, and assistance to those affected by instances of abuse.

POLICY

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support this Policy and to comply with the Procedures developed to implement the Policy.

PROCEDURES

1. EDUCATION

1.1. Pastors, principals, agency heads and other management personnel should be educated in the law, employment procedure, reporting procedures and what signs to look for in the detection of child abuse.

1.2. Employees, volunteers, religious and priests who are in contact with children in their work should be educated in the law regarding child abuse, what signs to look for in the detection of abuse, both in circumstances and events which might indicate abuse and in the children themselves. Additionally, they should be given guidance on what they should avoid so as not to bring suspicion on themselves.

1.3. Students in the schools of the Archdiocese and parish schools of religion and other educational programs of the Archdiocese should be educated about child abuse and the

need to report any attempted or actual abuse to their teachers, principals or other appropriate persons.

1.4. Parents should be educated on what signs of child abuse to look for in their children, which may alert them to a possible problem. Parents should also be told to whom they can report incidents of suspected child abuse.

1.5. The parish/agencies of the Archdiocese of St. Louis will develop educational programs regarding child abuse. These programs will be directed to pastors, principals, agency heads and other management personnel as well as all employees and volunteers who provide services to children. The special emphasis of this educational program will be children in schools and child care programs, and the parents of these children.¹

2. HIRING AND EVALUATION OF EMPLOYEES

2.1. An essential element to the protection of children within the care of the Archdiocese is a hiring and pre-employment screening process which will elicit and develop information regarding each applicant for employment who will be working with children or in proximity to children. The following steps should be followed for the pre-employment evaluation of such applicants.

2.1.1. Utilize a standard application form developed by the Archdiocese which requests information regarding any history of abuse.

2.1.2. Check references and other information from the application form as appropriate to the question asked and the position being sought. This would include verification of information and performance from previous employers.

¹The areas to be covered in the educational program include the recognition of potential or actual problems of abuse. It will also cover suggested steps to be taken when abuse is suspected or known. This will include a description of responsibilities under the state child abuse reporting laws and the designation of appropriate persons in the Archdiocese to be contacted when abuse is suspected.

The method of education will be to hold workshops for various appropriate groups to educate the participants on the subject of child abuse. The educational program will also provide assistance to

the pastors, principals and agency directors in setting up additional programs for their employees and volunteers and in developing procedures of their particular school or institution. The workshops could be given by a multi-disciplinary team including a representative of the Catholic Education Office, medical personnel, diocesan attorney, child service agency personnel and others as appropriate.

-P 7-

2.1.3. A records check for prior history of abuse in Missouri should be made for each applicant by the chief administrator of the SPA. This check is required by the Archdiocese of St. Louis, not the State of Missouri. This should be done through a written request to the Director of the Division of Family Services at the following address:

Director
Division of Family Services
P.O. Box 88
Jefferson City, MO 65103

If deemed appropriate based on information received from the applicant process, a records check should also be made with the comparable agency for other states in which the applicant has resided.

2.1.4. A personal interview in which appropriate questions are asked should be conducted for each applicant.

2.1.5. Persons who, as a result of the application process, are determined to be at risk with children should not be placed in a position in which there is contact, or an opportunity for contact, with children.

2.1.6. In cases of questions regarding whether to accept an applicant, channels normally utilized in making employment decisions, including consultation with diocesan legal counsel, should be followed.

2.1.7. Records of persons not given positions because of concerns relating to placing them in contact with children should be maintained for five years.

2.1.8. Records of persons given positions should be maintained for five years after employment has terminated unless an incident of alleged or suspected abuse has arisen, in which event advice of diocesan legal counsel should be obtained.

2.2. In addition to the hiring and pre-employment screening process used in hiring new employees there should be an ongoing evaluation of employees who are working with or who are in a position to be in contact with children. This should include an inquiry with the Division of Family Services in the even numbered years beginning in 1996 for all such employees.

3. RECRUITMENT AND ACCEPTANCE OF VOLUNTEERS

3.1. As with employees, it is important to conduct an evaluation of volunteers who will be working with children. The steps set forth below should be followed in the recruitment and acceptance of volunteers who are over the age of eighteen and who will be performing volunteer services on a regular basis for a school, parish, or agency of the Archdiocese.

- P 8 -

Because many volunteers assist only occasionally or for a particular event, it is impractical to use the process outlined in this section in their recruitment. Due care should none the less be used in the selection of occasional volunteers.

3.1.1. Utilize a standard information gathering form developed by the Archdiocese for volunteers.

3.1.2. Check references and other information requested on the form as appropriate to the responses received and the position for which the volunteer is being recruited.

3.1.3. A records check for prior history of abuse in Missouri should be made for each new volunteer by the chief administrator of the SPA. This check is required by the Archdiocese of St. Louis, not the State of Missouri. This should be done through a written request to the Director of the Division of Family Services at the following address:

Director
Division of Family Services
P.O. Box 88
Jefferson City, MO 65103

If deemed appropriate based on information received from the application process, a records check should also be made with the comparable agency for other states in which the applicant has resided.

3.1.4. When deemed appropriate, a personal interview of persons recruited as volunteers should be conducted.

3.1.3. The chief administrator of the SPA should request in the even numbered years beginning in 1996 no later than the last week of September from the Director of the Division of Family Services information which the Division has regarding any history of child abuse for each volunteer who will be working with children.

3.1.3. Records including the information form for volunteers should be maintained for five years after the volunteer has completed his/her volunteer work unless an incident of alleged or suspected abuse has arisen, in which event advice of diocesan legal counsel should be obtained.

3. INCIDENT INVESTGATION AND REPORTING

Because of the serious nature of incidents of alleged or suspected child abuse for the victim, the family of the victim, the accused and the Archdiocese and its employees, religious, priests, and community, the investigation and reporting of such incidents must be conducted in a manner which gives proper protection to all involved. The investigation must be carried out in a way which will best lead to determining the facts, will fulfill the statutory obligation to report

- P 9 -

incidents of probable child abuse, and will assist legal counsel in the preparation of the defense of potential litigation which may arise form the incident.

In the investigation and reporting of incidents of alleged or suspected abuse, pastoral concerns should be addressed through sensitivity to all involved and through the maintenance of confidentiality of information received. Based on the foregoing, the following procedures have been developed.

3.1. STATUTORY LEGAL OBLIGATION TO REPORT CHILD ABUSE

Sections 210.110 through 210.165 of the Revised Statutes of Missouri contain the law regarding Child Abuse in Missouri. The following is a summary of the reporting requirements and applicable definitions.

4.1.1. Definitions:

"Child" means any person under 18 years of age

"Abuse" means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the care, custody and control of the child, which includes any person "exercising supervision" over a child for any part of a 24 hour day.

"Neglect" means failure by anyone responsible for the care, custody and control of a child to provide the proper or necessary support, education as required by law, nutrition or medical, surgical, or other care necessary for the child's well-being. This also includes any person "exercising supervision" over a child for any part of a 24 hour day.

4.1.2. Who must report:

Every person with responsibility for the care of children is required to make a report. Generally, this covers anyone dealing with the care or supervision of children. Specifically, it covers every teacher, principal, other school official, day care center worker, child care worker or social worker (in addition to health care personnel and others). The obligation of a priest or a religious to report depends on whether he/she is responsible for the care or supervision of children or is

otherwise required to report because he/she is in one of the professional capacities listed in the statute.

3.1.3. What requires a report:

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonable result in abuse or neglect.

3.1.4. To whom must the report be made:

- P 10 -

A staff member, such as a teacher, day care worker, or social worker must report to the person immediately in charge (e.g. the principal, pastor or agency director) when such staff member learns of abuse or neglect in his/her staff or professional position. The person in charge then becomes responsible for further internal reporting in accordance with these Procedures with a report ultimately being required to be made to the Missouri Division of Family Services if indicated by the circumstances. Anyone else required to report (including a teacher, social worker, etc., learning of abuse or neglect outside of his/her staff or professional position) must report directly to the Missouri Division of Family Services.

Reports to the Missouri Division of Family Services may be made by calling 1-800-392-3738.

3.1.5. When must report be made:

The report must be made to the Division of Family Services by the person legally responsible for making the report immediately upon receiving a report of child abuse or other information regarding child abuse which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse or neglect. While the statute gives no time limit in its provisions, stating only that the report must be made immediately, the obligation to report does not arise until there is reasonable cause to suspect abuse or neglect. Some initial investigation may be required to determine whether such reasonable cause exists and, accordingly, there may be a time period between learning of suspected abuse and making a decision whether to make a report. However, when reasonable cause to suspect abuse has been established, the report must be made immediately.

3.1.6. Failure to Report:

Failure to report suspected child abuse by a person required to do so is a class A misdemeanor.

3.2. Process for investigating incidents of alleged or suspected abuse and reporting incidents of suspected abuse.

4.2.1. In the case of abuse within an SPA, abuse by an employee, agent or volunteer of an SPA, whether lay, religious or clergy, or abuse of a priest:

4.2.1.1. The person observing or learning of abuse or suspected abuse shall report the incident to his/her supervisor within the SPA with a report ultimately being made to the person in charge of the SPA.

Exceptions:

a) If the person learning of the incident is in charge within the SPA, then no further report within the SPA is needed.

b) If the person suspected or accused of abuse is the person in charge within

- P 11 -

the SPA, then no report is made within the SPA, but the report should be made to the Receiver of the Report as defined below.

4.2.1.2 The parent(s) or legal guardian(s) of a victim of alleged child abuse by an employee , agent or volunteer of an SPA should be informed promptly of the alleged incident of abuse.

4.2.1.3.The person in charge within the SPA shall immediately report to the person in charge of the responsible agency or his/her designee (hereinafter referred to as the "Receiver of the Report"). The Receiver of the Report is the person ultimately receiving the report in the following examples:

a) **School:** In the case of an elementary or secondary school, or parish school of religion, reports shall be made to the principal or administrator who shall report to the pastor (if a parish school). Then the pastor, principal or administrator as determined among them shall report to the Superintendent of Education or his/her designee.

b) **Parish:** In the case of a parish incident not related to school, the pastor shall report to the Vicar General of the Archdiocese.

c) **Agency:** In the case of an agency of the Archdiocese, the person in charge shall report to the person ultimately responsible for the agency, if a person other than himself/herself, or his/her designee as determined by the agency.

d) **Clergy:** In the case of an incident involving clergy, in addition to any report which may be required above, a report shall be made to the Vicar General of the Archdiocese. If the incident occurred in connection with an SPA, the Receiver of the Report

shall be determined as above. Otherwise, the Vicar General shall be deemed to be the Receiver of the Report.

4.2.1.4. The Receiver of the Report shall immediately contact diocesan legal counsel. All reports prior to this stage shall be verbal reports made as soon as practical. Legal counsel may request written summaries from the various persons learning of incidents of abuse, or reporting as required herein, as may be needed under circumstances.

- P 12 -

4.2.1.5. The Receiver of the Report, in consultation with legal counsel and with the person from whom the report was received and/or others, as deemed appropriate, after having reviewed the matter, makes a decision:

- a) to close the matter on the basis that there is not cause to proceed.
- b) to report or cause a report to be made to the Division of Family Services (“DFS”)
- c) to consult with the Child Abuse Advisory Committee appointed by the Archbishop of St. Louis.
- d) to conduct further investigation either with a report having been made to DFS or without having found cause to make a report at this stage.
- e) to take action regarding the alleged abuser. This should be done in conjunction with the employer or supervisor of the alleged abuser so that employee rights are preserved.
- f) to assist the alleged victim and his/hr family in obtaining counseling or other appropriate assistance.

4.2.1.6. If further consultation or investigation was undertaken pursuant to Section 4.2.1.4. c) or d), then after such consultation or investigation, the Receiver of the Report, in consultation with legal counsel and (i) the Child Abuse Committee, (ii) the person from whom the report was received and/or (iii) others, as deemed appropriate to the circumstances, will make a determination of what action will be taken in the matter which may include one or more of the following:

- a) closing the matter with no further action, maintaining documentation.
- b) making a report or causing a report to be made to the DFS.
- c) terminating, suspending or taking other action regarding the alleged abuser. As noted above, this should be done in conjunction with the employer or supervisor of the alleged abuser.
- d) Assisting the alleged victim and the family of the alleged victim.

- P 13 -

4.2.1.7. All written reports documenting information and investigations related to incidents of alleged or suspected abuse which are made pursuant to this Section 4.2.1. shall be prepared under the direction of legal counsel for the Archdiocese in order to prepare for the defense of any litigation which may arise from such incidents.

4.2.2. In the case of alleged or suspected incidents of abuse by a person who is not an employee, agent or volunteer of an SPA or a priest, and which did not occur on the premises of or in connection with an SPA, but which a person learned of in his/her capacity as an employee or staff member of an SPA:

4.2.2.1. The person observing or learning of the abuse or suspected abuse shall report the abuse to his/her supervisor within the SPA.

4.2.2.2. The supervisor within the SPA (e.g. the principal, school administrator, pastor or agency director, as appropriate to the SPA) shall review the matter and, if required, make a report to the DFS. Consideration should be given to offering assistance to the alleged victim and his/her family in obtaining counseling or other appropriate assistance.

4.2.3. All employees and agents of the Archdiocese and its various agencies are required to cooperate fully in the investigation of incidents of alleged or suspected child abuse.

4.2.4. Documentation of reports of child abuse, the investigation of such reports and the disposition of the reports and investigations should be maintained in a secure and confidential place. Documentation should be limited to facts observed or reported and should not contain opinions or speculation.

4.2.5. All information received in conjunction with investigations of incidents of alleged or suspected child abuse shall be kept confidential by any person obtaining or receiving such information.

5. ASSISTANCE TO THOSE AFFECTED BY CHILD ABUSE

If, in spite of efforts to prevent child abuse, a child is abused by an employee, volunteer, priest or religious of the Archdiocese, the victim and his or her family should be attended to with compassion by the pastor, principal, agency head or other appropriate person. This will include being assisted in obtaining counseling and medical care as may be needed. Confidentiality regarding victims of child abuse will be maintained consistent with legal requirements.

6. PERPETRATORS OF CHILD ABUSE

If after investigating an incident of alleged child abuse in accordance with Section 4 of these Procedures it is established that abuse has occurred or that it is probable that abuse has occurred, steps will be taken to remove the perpetrator, or alleged perpetrator, from any position which has

- P 14 -

-

contact with children. Other appropriate disciplinary steps will be considered and taken as required by the circumstances. Appropriate consideration should also be given to the care for and the rehabilitation of the perpetrator which could include advising the person to seek counseling or therapy.

(“Policies, Procedures, and Guidelines on Child Abuse” developed by the Archdiocese of St. Louis, 1995)

- P 15 -

Kenrick-Glennon Seminary

POLICY ON SMOKING

Kenrick Glennon Seminary is a smoke-free building. The use of tobacco is not allowed anywhere inside the building. Any smoking done outside the building should not infringe on those of the community who desire a smoke-free environment

---Effective July 1, 2002

- P 16 -
DRESS CODE

Liturgical Attire

For Holy Mass on Sundays and Solemnities, and when serving in liturgical roles, seminarians wear:

- Roman cassock and collar with square neck surplice
- Black dress slacks, black dress shoes and socks

When serving Holy Mass at the Cathedral, seminarians wear:

- Long sleeve white shirt
- Black dress slacks, black dress shoes and socks
- Roman collar and cassock (surplice is provided at the Cathedral)

Formal Attire

For formal events and special occasions, seminarians wear:

- Dress shirt (long sleeve preferred with a traditional-style necktie)
- Suit coat and trousers or sport jacket and dress slacks (preferably dark color)
- Dress shoes and socks

Daily Attire

For Holy Mass (except Sundays and Solemnities), Communal Prayer (except Night Prayer), Formation sessions, and Apostolic service, seminarians wear:

- Seminary shirt with slacks (black, blue or khaki slacks preferred, four pockets maximum);

- no denim)
- Black or brown shoes and socks
- Sweater may be worn over seminary shirt or Seminary sweater over a solid collared shirt

For all Academic classes, Days of Recollection, Retreat, Sunday Holy Hour and at weekday meals in the dining room, seminarians wear:

- Seminary shirt (preferred) or collared shirt with slacks (no denim) and black or brown shoes

Casual Attire

Jeans, shorts, sweatshirts, T-shirts, athletic wear, shirts with messages or advertisements, athletic shoes, and other casual clothes may be worn:

- During exercise, recreation, study or free time
- Friday after lunch, and on Saturdays and Sundays after Holy Mass
- Caps or hats should not be worn indoors

- P 17 -

EDUCATIONAL RIGHT AND PRIVACY ACT

The *FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT* of 1974 and its amendments requires that educational institutions provide to their students a listing of the types and number of educational files in which information pertaining to the students is maintained. It is also required that the rules and procedures of the institution for giving access to students be made known to the students annually.

The policies and procedures which follow in no way impede or restrict the rights of the Ordinary of Saint Louis in the exercise of his responsibility for the seminary and for the evaluation of students for the Archdiocese of St. Louis.

Likewise, they do not impede or restrict the right of other Ordinaries and Religious Superiors in reference to the formation and evaluation of students for their respective Dioceses or Religious Communities.

October, 1990

**Cardinal Glennon College
Policy on FILES**

CONTENTS

- I. INTRODUCTION
- II. TYPES OF FILES MAINTAINED
 - A. Admissions and Personal Data File
 - B. Academic File
 - C. Director's File
 - D. Apostolic Service File
- III. Officials having access to various files
- IV. Regulations and procedures on access to, release, and transfer of file materials
- V. File review, elimination or transfer of materials, and security

I. INTRODUCTION

- A: Objective: Cardinal Glennon College Seminary has the responsibility for effectively supervising the release of information about its students. The office and departments of the school which collect and maintain personal information about students shall adhere to the following policies in regard to the release of information about students in the records and shall develop specific operating procedures which are consistent with these policies.

- B: Definition: For purposes of these policies, a student of Cardinal Glennon College Seminary is : 1) an applicant who has made official application to attend this school and has been accepted as a student who is currently enrolled for academic work, and
2) a former student who has attended in the past but is not currently enrolled.

II. TYPES OF FILES MAINTAINED

Cardinal Glennon College Seminary maintains the following files on students, which are the property of Cardinal Glennon College.

A. ADMISSIONS AND PERSONAL DATA FILE: Cardinal Glennon College Seminary Admissions Application; Baptismal Certificate, Confirmation Certificate; letter from

- P 19 -

sponsoring diocese or Religious Institute assigning student to Cardinal Glennon College letter of recommendation from student's pastor; letter of recommendation from school attended last; other letters of recommendation; Kenrick/Glennon Seminary Medical Information. This file is supervised by the College Director.

B. ACADEMIC FILE: Official transcripts of schools attended, high school and college; SLU registration form; degree status form; report cards. This file is supervised by the Formation Team.

C. COLLEGE DIRECTOR'S FILE: psychological reports; Vocation Director's evaluation; Formation Director's reports; College Director's reports; correspondence from the student's Ordinary or Vocation Director and any other correspondence addressed to the Director personally. This file is supervised by the College Secretary.

D. APOSTOLIC SERVICE File: Supervisor's evaluations and student evaluations. This file is supervised by the Director of Apostolic Service.

E. TRANSCRIPT FILE: Contains transcripts of all students who attended Cardinal Glennon College Prior to 1987. This file is supervised by the Secretary/Registrar of the College.

III. ACCESS TO VARIOUS FILES

A. Officials having access to various files

1. Admissions and Personal Data File

A. Seminary Rector

- B. College Director
- C. College Formation Team
- D. Secretary/Registrar

2. Academic File

- A. Secretary/Registrar for recording and review purposes and requested transmission of materials
- B. College Director and Academic Advisor: for directing student's program, academic assessment, and review of files.
- C. College Director and College Team for purpose of formational work with the student.

3. College Director's File

- A. College Director and College Team for purpose of formational work and counseling with the student.

-P 20-

4. Apostolic Service File

- A. College Director and Director of Apostolic Service for purpose of placement and evaluation of ministerial progress.

5. St. Louis University Student File: This file is maintained at the University campus and is supervised by the Dean of the College of Philosophy and Letters. It is also accessible to the Registrar of St. Louis University.

B. Student Access to Files

- 1. Admissions and Personal data File
- 2. Academic File
- 3. Apostolic Service File

IV. REGULATIONS AND PROCEDURES ON ACCESS TO, RELEASE, AND TRANSFER OF FILE MATERIALS

A. Student Right of Access to Files:

- 1. The right to be provided a list of the types of files maintained by the institution and which are directly related to the student, and those files to which the student has legitimate access.
- 2. The right to inspect and review the content of those specified files to which the student

has access.

3. The right to a response from the supervisor of a given file to a reasonable request for explanations and interpretations.
4. The right to appeal to the Director concerning the content of those records.

B. Release and Transfer of File Materials:

1. Materials subject to release and transfer:

a. It is the general policy of Kenrick-Glennon Seminary not to permit the release of any information contained therein other than directory information of students with out the written consent of the student involved to any other party than those legitimately specified in these regulations.

Directory information at Kenrick-Glennon Seminary is defined to include: student's name, address, telephone listing, date and place of birth, diocese or community which sponsors him at the seminary, parish and pastor, major field of

- P 21 -

study, participation in officially recognized institutional activities, dates of attendance, degrees, awards, ministries and orders received, and the most recent previous educational agency or institution attended by the student.

b. Copies of the following materials are subject to release and transfer at the written request of the student:

1. From the Academic File:
degree program progress report

2. From the College Director's File:
the College Director's letter to the Ordinary summarizing the student's annual evaluation.

2. Materials not subject to release and transfer:

- a. All materials in any file not specified in the preceding section (B, 1, a&b)
- b. The following are specifically not subject to release:

1. The financial records of students' parents or any information contained therein.
2. Confidential letters and statements of recommendations which were placed in the records prior to January 1, 1975
3. Confidential recommendations for which a student has signed a waiver of right of access upon admission.

C. PERSONS TO WHOM THE INSTITUTION WILL GRANT ACCESS TO RELEASE, OR TRANSFER FILE MATERIALS:

1. Students will be given access to and may have released all file materials to which they have a legitimate right according to these guidelines. (cf. Procedures below.)
2. With the written consent of the student , and in keeping with Section III, B above, the institution will release educational records or personally identifiable information of a student to officials of other schools or school systems in which the student intends or seeks to enroll, and to any parties designated by the student.
3. Without the written consent of the student, the institution will permit access to or the release of educational records or personally identifiable information of students to the following

- P 22 -

-

- a. Kenrick-Glennon Seminary officials and teachers who have legitimate educational interests.
- b. Government officials who have legitimate access by law.
- c. Persons legitimately involved with a student's application for a receipt of financial aid.
- d. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction provided such studies are conducted in a manner as will not permit the personal identification of the student involved.
- e. Accrediting organizations in order to carry out their accrediting functions.
- f. In compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified previous to compliance.

D. DISCLOSURE TO PARENTS

Information about a student will be released to the parents only with the written permission of the student involved.

E. EMERGENCY RELEASE OF THE FILE MATERIALS:

The institution will release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to support the health or safety of a student or other persons.

F. PROCEDURES FOR STUDENT ACCESS, REVIEW, AND CHALLENGE OF FILES:

1. A student may initiate access to the school files concerning himself by:

- a. Directly contacting the given office where the files exist or
- b. Contacting the Dean of Students or Academic Advisor who will assist the student to identify the locations where files may be kept on him.

2. When the student appears at a given office and requests access to the school files about himself.

- a. The designated staff person(s) should review the contents of the record with the student. If this cannot be done immediately, an appointment should be arranged.
- b. The student should be free to make notes concerning the contents, but NO COPIES of the material should be made. Also, no material should be reviewed by the student except in the presence of the responsible staff member. Furthermore, no

- P 23 -

-

material should be removed from the file at the time.

c. When a student has challenged certain data-information and has requested deletion or modification of the record:

1. The designated staff person(s) reviewing the file with the student may agree to delete selected information, and do so based on office practice only.

2. If the designated staff person does not concur with the student's request to delete or modify the information, an administrative hearing may be requested by the student.

3. A hearing, conducted under the direction of the Director shall provide for a written or oral presentation from the student in support of his request for deletion and/or modification. It also provides for other input in support of or in opposition to the deletion or modification.

4. The hearing officers shall provide the student, in writing, the decision concerning his request for deletion or modification, including the rationale for

the decision.

5. The hearing will be conducted within 15 working days after the student formally requests it.

G. RELEASE (AND TRANSFER)

The student (currently enrolled or formerly enrolled) may request (transfer) or release of file materials in the following ways:

1. By signing a FILE TRANSFER REQUEST FORM obtained from the Secretary/Registrar, and by paying whatever fees are established for such transfers. The Secretary/Registrar will forward the request to the responsible official. The request form contains a "Consent Release Agreement" that must be signed by the student before any records are released.
2. For students no longer in attendance at Kenrick-Glennon Seminary, a letter from the former student requesting the release of materials from files will ordinarily be accepted as "Consent to Release". if the matter warrants, a signed "consent to release" agreement will be required.
3. Requests for release of records will be processed as rapidly as can be managed, but always within 45 days of the date of the signature on the "consent to release agreement", or its equivalent.
4. The student will receive a copy of all materials released if he makes such a request.
5. Kenrick-Glennon Seminary has the right to withhold transcripts for financial aid and administrative reasons.

- P 24 -

V. FILE REVIEW, ELIMINATION OR TRANSFER OF MATERIALS, AND SECURITY

A. File Review:

Admissions and Personal Data File

After a student is accepted, the following is kept in the student file: Baptismal and Confirmation certificates; Kenrick-Glennon Seminary Health Form; Kenrick-Glennon Seminary Admissions Questionnaire and photograph; letters of recommendation and Criminal check form. The emergency information is placed in a separate file. Academic transcripts and the Academic Information Form are transferred to the Academic File. Letters of request for admission from the applicant, letters of request for admission of the applicant from his Director of Vocations, Bishop or Religious Superior; letters from the sponsoring bishop or Religious superior and the autobiographical essay are kept in the Director's File. Results of psychological testing will be filed in the director's file and will be available to the Director and Formation Team for developmental and formational use with the student.

If the student has a special history which requires particular attention for the sake of growth and development during the years of formation, the Admissions committee may write a memorandum to the Director incorporating all pertinent data and attaching pertinent documentation. This memorandum will be placed in the Director's File and the student will be informed by the Director of the existence of the memorandum and its contents through a personal interview.

If a student is not accepted, personal data information is returned to the applicant and other data is not retained in the seminary files.

In case of delayed acceptance, the file is maintained for three years and then handled as above.

B. Elimination of Materials

1. After a period of three years, all Academic records, Admission and Personal Data File materials are eliminated when a student graduates or leaves the seminary.
2. Contents of the Director's File are eliminated when a student graduates from the college seminary. The exception to this policy concerns those pertinent evaluation materials which are given to the Rector/Admissions Committee of those students who are advancing to the next level of seminary formation
3. Contents of the Director's File of those students who leave the seminary before graduating are maintained for two years. These files are maintained in the event that the student chooses to reapply to be admitted as a candidate for the priesthood or religious life. After a period of two years, all contents of the Director's File are eliminated.

- P 25 -

C. Security of File Material

1. Use of file material is limited as specified above.
2. Academic records for Cardinal Glennon College students attending before 1987 are archived at Kenrick-Glennon Seminary.
3. Academic records for students who attended Cardinal Glennon College after 1987 are on file with the registrar at St. Louis University.

- P 26 -

-

Cardinal Glennon College

POLICY ON SEMINARY VEHICLES

1. In order to operate a seminary-owned vehicle, a seminarian must submit a copy of his driver's license to the College Director to be kept on file. This is necessary for insurance purposes. Any seminarian who operates a seminary vehicle is fully insured by Archdiocesan Insurance, Gallagher Bassett, provided that the vehicle is used for seminary business only (e.g., SLU classes, Apostolic Service, seminary activities).
2. A seminarian who desires to drive a seminary vehicle for personal use must submit proof of insurance for personal liability coverage.

3. All seminarians are reminded about the importance of safe driving. This includes obeying all traffic laws (especially driving within the posted speed limit), avoiding distractions (especially talking on cell phones), and the use of lap and shoulder safety belts (the driver and all passengers). Careless or reckless driving places human life in jeopardy, and such disregard for safety will not be tolerated. Any concerns about driver safety should be brought to the attention of the Transportation Commissioner or the College Director.
4. Seminary vehicles may not be driven outside the state of Missouri for personal use. The use of a seminary vehicle for a longer trip or period of time (in excess of 100 miles or overnight usage) needs the permission of the College Director.
5. Seminarians who drive seminary vehicles for personal use will be charged 30 cents per mile and billed at the end of each quarter. **Seminarians are held responsible for noting the miles on the vehicle odometer before and after use and recording this in the appropriate notebook.** (Vehicle keys and mileage log are kept in the student mailroom.)
6. Unauthorized use of a seminary vehicle, failure to sign out a vehicle or to record the mileage after use will result in loss of driving privileges. Serious infractions, including intentional reckless driving, may result in disciplinary probation or dismissal. The seminarian and/or his guardian will be held responsible for any legal matters which may arise from the unauthorized, inappropriate, or illegal use of a seminary vehicle.
7. Seminarians who own their own vehicles are required to submit the following information to the College Director: the year and make of car and the license plate number. Seminarians who own their own vehicles will be assigned a parking spot on Parking Lot "C" (west side) of the seminary. For security reasons, seminarians are asked to park in this location only and to make sure that the vehicle is locked after exiting. The seminary is not responsible for personal vehicles parked on the seminary property.

- P 27 -

Cardinal Glennon College

POLICY ON SUMMER RESIDENCY

The summer offers the seminarian an opportunity to interact in circles outside the seminary environment. This wider range of interaction is seen by the seminary personnel as valuable to the seminarian's overall growth and development. To facilitate this development, the seminary administration has formulated the following policy concerning residency during the summer months.

1. In general, seminarians, including summer workers, are not to reside in the seminary

during the summer months. Exceptions are discouraged, but may be negotiated with the Director of Theology Formation or the Director of the College Program.

2. For seminarians who seek a summer residence, the seminary will assist in making arrangements. These seminarians should contact the Director of Theology Formation or the Director of the College Program.
3. Overnight visitation to the seminary is permitted. Please contact the Business Manager prior to your arrival to indicate your length of stay and the number of meals that you will require.

The seminary faculty, administration and formation personnel hope that your summer deepens your spiritual commitment to follow Our Lord in discipleship and if it be His will, following Him as a Priest.

"Jesus appeared to the eleven and told them: 'Go into the world and proclaim the good news to all creation.'
(Mk. 16:15)

Policy approved by the Administrative Council on May 3, 1990