

St. Monica – St. Michael School

Crisis Plan



2025-2026

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EMERGENCY NUMBERS

School Offices:

Principal Mike Alford 802-779-5271 (Cell)
Admin. Assistant Rachel Kuban 802-476-5015
Admin. Asst. #2 Haley McNally 802-476-5015

Barre City Fire Department 802-476-0254

Barre City Police Department 802-476-6613

St. Monica Rectory:

Father Pat Forman 802-479-3253

Diocesan Offices:

Supt. David Young 1-802-658-6110 X1202 1-802-881-0691
Admin. Asst. Karen Maklad 1-802-658-6110 X1200

Vermont Department of Health 802-479-4200 (Barre District Office)
802-863-7200 (Main office in Burlington)

DCF 802-479-4260 (Barre Office)
To report abuse 1-800-649-5285

Conti Oil 802-476-5252

JA Gould Plumbing and Heating 802-476-6974

G.W. Locksmith (Mark Keahy) 802-223-5565

Collins Electric 802-839-0111

Vermont Security 802-223-2033

VT State Police 802-241-5000

Washington County Mental Health Screeners 802-229-0591

The office staff will call the local radio stations, WDEV (550 AM), WSKI (1240 AM), WSNO (1450 AM), WORK (107 FM) to announce the dismissal.

THE EMERGENCY RESPONSE TEAM

The purpose of the Emergency Response Team is to:

- Prepare planned responses to a variety of potential emergency situations
- Conduct a periodic review of these responses to insure they are continuously updated
- Work with local agencies to coordinate planned responses
- Meet a minimum of three times during the year: during the fall, the winter, and the spring to review the procedure.
- Work with the Team leader during a school emergency to help plan the responses before, during and after an emergency.

Membership will include: the building principal, secretary, classroom teacher, and a parent.

EMERGENCY RESPONSE TEAM ROLES

Role	Team Member Name	Phone Number(s)
<u>Team Leader/Communications Coordinator</u> Coordinates the broad and specific functions during an emergency including all media communication. Directs contact to families in coordination with law enforcement prior describing the school's response and directions for families. Conducts a debriefing process following emergency situations. Coordinates counseling with Parish Priests and Diocese and Catholic Charities.	Mike Alford, Principal	802-779-5271 (C) 802-476-5015 (W)
<u>Back Up Team Leader</u> – Will assist or substitute for the Team leader. Oversees reporting of any missing students, faculty, or staff to the team leader during an emergency.	Rachel Kuban, Administrative Assistant	802-476-5015 (W)
<u>Staff Notification Coordinator</u> - Responsible for activating the telephone system to notify school faculty and staff about a crisis. Works with the team leader in advance to establish an internal classroom telephone/intercom communications procedure to use during an emergency. Will notify families with updated information when directed to by the Team Leader.	Rachel Kuban, Administrative Assistant	802-476-5015 (W)

Building Team Members

Mike Alford, Principal * Rachel Kuban, Administrative Assistant * Jason Fleury, Barre City School Police Officer 476-6541 * Joseph Allsworth, Deputy Fire Chief, (W) 476-0254 (C) 522-8524 * Brian Hoar, Policeman/Parent, (H) 476-0471 (C) 839-0060 * Scott Collins, Electrician, 839-0111 * Ron Routhier, Director of Maintenance and Facility, 249-4281

Emergency Codes

Evacuate the Building- Regress Policy

Evacuation means that all students, staff, and visitors exit the building via the closest safe exit and move to the far end of the parking lot or to a safe location as directed. In the event of an emergency which necessitates evacuating the school building an alarm will sound or a PA announcement will be made signaling all students and school personnel to leave the building and report to a designated safe area. If no announcement is made of the designated safe area, proceed to your fire drill location.

Evacuation Procedures:

1. Principal or designee, after consulting with appropriate personnel, gives the directive to evacuate staff and students or the fire alarm sounds.
2. Close, but do not lock windows and doors
3. All students and staff travel to the far end of the parking lot or as directed.
4. Teachers direct students that are in the bathrooms or halls to exit with the closest class and then report to the assigned teacher once in the evacuation area.
5. Teachers take attendance and report any missing students to the backup team leader **Rachel Kuban: Admin. Asst.** Teachers should also take their emergency bag with emergency medication, if any, and a class list with family contact information included. Office personnel will take parent contact information, attendance information, emergency bag and visitor log. Office staff will check the attendance of any visitors who had not checked out of the school.
6. If there is a Mass in session and the emergency could endanger the church, the staff communications person will let the Priest celebrating Mass know of the danger.
7. now of the danger.
8. If there is a decision to move students and staff to the relocation center at the BOR or Auditorium, the Team Leader shall contact the relocation center to activate student and staff relocation and provide direction to the teachers and staff. The rectory is notified of the decision to move the students/staff. If available to help, the Priest will assist the Team Leader at the BOR or at the school.
 - a. The students travel in line along the sidewalk on Summer St. to Seminary St. staying out of the way of emergency vehicles and walk up the hill to the BOR/Aud.
 - b. Team leader will proceed to the BOR/Aud, if all students/staff have been evacuated from the building. If students/staff remain in the building, the backup team leader will bring students/staff to BOR/Aud.
 - c. At the BOR/Aud. The backup team leader and communications coordinator set up a command post with cell phone and parent information and send information related to where the students are and where they can be picked up. All information is cleared with Team Leader prior to sending it to families.
 - d. If there are injuries, the families of injured students would be contacted separately and given instructions on where the students have been taken.
 - e. Teachers would keep their classes together in the BOR/Aud. When settled teachers can read, tell stories or sing with students.

9. If it is determined that the children need to be sent home, RENWEB Communications will be activated. The RENWEB Communications would describe the student pick up procedure. Parents should have arrangements made for their children in the event of any early dismissal.
10. Communications coordinators will contact families using the RENWEB Communications system. Students will only be dismissed to an emergency contact and must be checked out via the “command center”. When directed by the Team leader, the office staff will call the local radio stations, WDEV (550 AM), WSKI (1240 AM), WSNO (1450 AM), WORK (107 FM) to announce the dismissal.

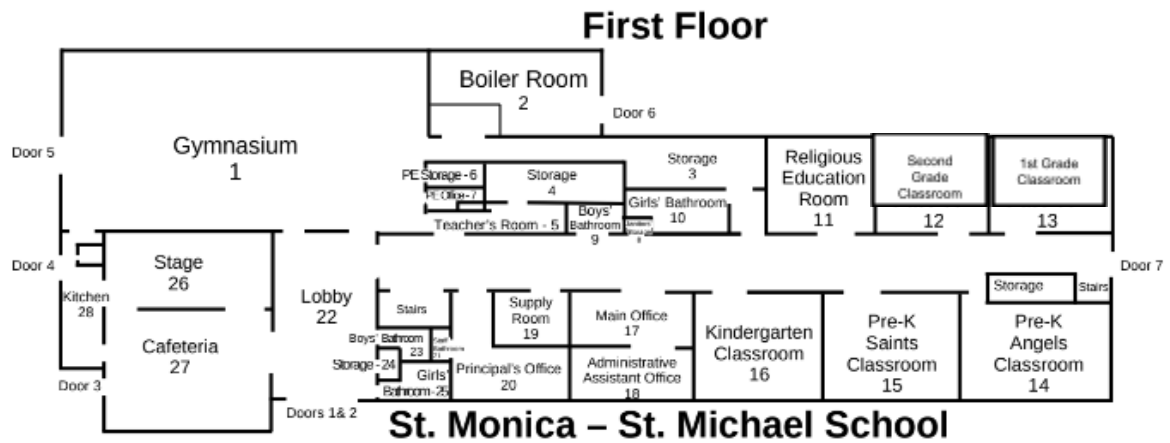
Office Staff – take visitor sign in book and laptop computer containing the daily attendance and family emergency contact information to the evacuation site. Emergency medication should be taken to the evacuation site. Confirm that there are no missing students or adults.

“Secure the building” – “Lockdown” –Page All

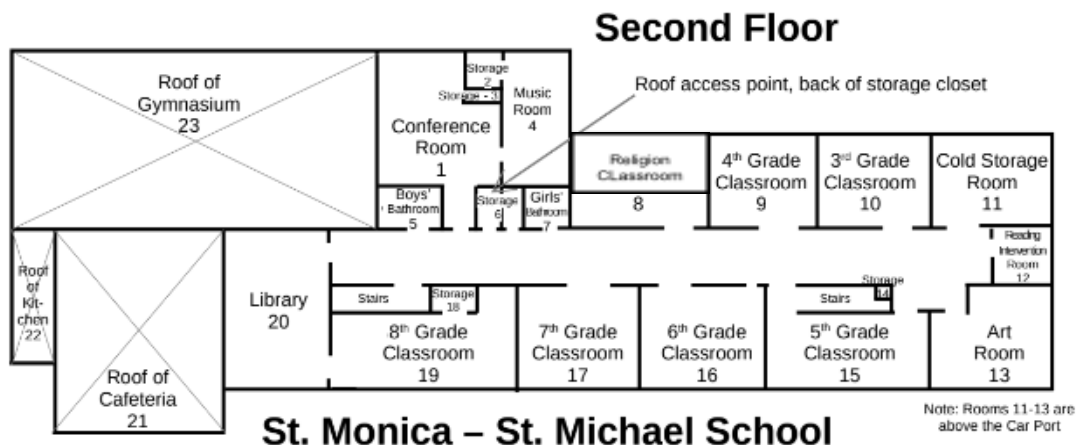
- Team leader gives the directive to “secure the building” or rings the bells three times.
- Call 911 if appropriate.
- Office staff calls the rectories and the Superintendent to alert them to the lockdown.
- Everyone immediately reports to a room, doors are locked, lights out, shades drawn if possible. But, no doors should be blocked which would prevent rapid evacuation.
- Move to a designated location in the room away from windows and doors and remain silent, enact ALICE Procedures.
- Teachers should take attendance and make a note of any missing students.
- All people must stay in the room until the “all clear” or other direction is given over the PA system or law enforcement comes to each room to evacuate or provide another direction.

*** If the fire alarm sounds during a lockdown, people are to stay in the rooms and wait until the “all clear” (blow air horn 3 times) or other direction is given. ***

Evacuation Maps



Lobby Exit - Cafeteria, Stage Area, Gymnasium, storage rooms (old locker rooms), teacher's room, first floor bathrooms.
 Carport Exit (Door 7) Pre-K Angels and Saints, First Grade, Second Grade, Religious Education



Front Stairs and Lobby Exit – Conference Room, Music Room, 2nd floor bathroom, Library, Science Lab, 6th Grade 7th Grade and 8th grade, Computer Lab

Back Stairs and Carport Door Exit – 5th grade, 4th Grade, 3rd Grade, Title 1 office, Cold storage room, Art Room, Reading intervention room

School Relocation Evacuation Plan

At St. Monica- St. Michael School the safety of our students, staff, and community is our top priority. To ensure that everyone is prepared in the event of an emergency that requires an evacuation, we are reaching out to provide you with detailed information about our evacuation protocols and where you can reunite with your child(ren) safely.

Evacuation & Relocation Procedures:

In the event of an emergency that requires the school to be evacuated, all students and staff will follow our established safety protocols. These include:

- Immediate cessation of all school activities.
- Organized evacuation led by teachers and school staff to designated safe zones (St. Monica's Church and B.O.R. Parking Lot).
- Regular headcounts and checks to ensure all students are accounted for and safe.

What Parents Should Do in Case of Evacuation or Relocation:

- Upon notification of an evacuation, please proceed to the designated pick-up point as informed in the notification.
- **For the safety and security of all students, please bring your name card with your last name largely printed on for your dashboard.**
- Follow the instructions of school staff and emergency personnel.
- Please do not attempt to call or text your child's mobile during an evacuation to avoid overloading the cellular network.

Designated Pick-Up Point, Order of Traffic, Parent Pick Up:

To facilitate a smooth and safe process of reuniting students with their families, we have designated a specific pick-up point. Please familiarize yourself with this locations:

Primary Pick-Up Point: B.O.R. Parking Lot- This will be our primary gathering point where students will be brought to in the event of an evacuation or to relocate. Please arrive at this location for pick-up if notified. All evacuations, (fire, danger,etc.), where

students would need to be picked up by the parent will be at the BOR parking lot. This will ensure a safe dismissal for all as it is possible the school's parking lot would be full from departments that may need to be in or around during this time.

Order of Traffic:

Parents will be instructed by staff and possible emergency personnel on where to wait for their student. Students will be walked out per family (siblings), the parent and car that is waiting for them.

Students will be checked off a master list when picked up.

Parent Pick Up:**B.O.R. Parking Lot (Primary Location: 25 Auditorium Hill, Barre VT, Relocation)-**

In the case of a relocation to the B.O.R. families should drive to the B.O.R parking lot. Cars will be expected to line the outer parking lot, x3 cars wide, with space inbetween to allow doors to open. The line will start towards the entryway of the BOR (facing the Auditorium). The line of cars should curve around the parking lot to fit as many cars as possible. Staff will use the name tags on families' dash's to retrieve students to the correct vehicles. Running staff will be sure to check students out with the master list holder.

You are then able to exit the B.O.R. parking lot by driving to the right of the building, around the backside of the auditorium to not interrupt traffic picking students up. There may be personal helping to point out directions.

Staying Informed:

We will use Renweb's Parent Alert Systems as well as sending email notifications to keep you informed during an emergency. Regular updates will be sent out if applicable. Please ensure your contact information is up-to-date in our system to receive these critical updates.

We encourage you to discuss these procedures with your child, ensuring they understand the importance of following directions from their teachers and school staff during an evacuation.

Thank you for your cooperation and support in maintaining a safe environment for our students. If you have any questions or need further clarification, please do not hesitate to contact the school office or principal through email or phone.

ABDUCTION OF STUDENT/KIDNAPPING/UNAUTHORIZED DEPARTURE OF STUDENT

Kidnapping means the unauthorized removal of a student from school property without consent either from school officials and/or custodial parent(s)/guardian(s). In many instances this is perpetrated by a parent or relative involved in a domestic or custody dispute and this is a violation of school rules and state law.

1. If this is a known abduction of a student, call 911 and then call the Principal.
2. Verify the child is missing using the Missing Student Procedure.
3. If the child remains missing, the Team Leader contacts the Police Department.
4. The Team Leader will contact parent(s).
5. Office will locate camera tapes to see the child appear on tape.
6. Principal or designee gathers facts about abduction, description of the abductor, and any vehicle involved.
7. If an “unauthorized” or unknown person was recently in or near your workspace, note: appearance, automobile, or any other identifying information and give this to the office.
8. An Emergency Response Team will be convened to decide on a response plan.

ACCIDENT

Vehicle accidents involving students and staff traveling to and from school and during field trips.

1. Staff member or office calls 911. Staff member contacts the school.
2. Principal travels to the scene of the accident.
3. Principal notifies the pastors.
4. Administer first aid as needed by trained staff.
5. Ensure children are moved to a safe place away from the roadway.
6. Principal or designee verifies the report with police and attempts to determine who has been injured, extent of injuries, and the hospital where victims have been taken.
7. Principal or designee directs preparation of a phone list of students, staff, and parents involved and immediately contacts parent/guardian(s), or if necessary sibling(s), or other close relative(s).
8. Convene Crisis Response Team to evaluate the response to the accident.

ACTIVE THREAT (ALICE)

- Team leader or teacher if appropriate gives the directive through Page All
- Call 911
- Office staff calls the rectories and the Superintendent to alert them to the lockdown.
- Everyone immediately reports to a room, doors are locked, lights out, shades drawn if possible.
- Move to a designated location in the room away from windows and doors initiate ALICE procedures.
- Teachers should take attendance and make a note of any missing students.
- All people must stay in the room until the “all clear”, (if possible), or other direction is given over the PA system or law enforcement comes to each room to evacuate or provide another direction.

*** If the fire alarm sounds during a lockdown, people are to stay in the rooms and wait until the “all clear” (blow air horn 3 times) or other direction is given. ***

ALLERGIC REACTION TO FOOD/MEDICINE

Many students are allergic to certain foods or food additives, or medication, and may develop a dangerous reaction to a prescription medicine.

1. A list of children with known food or medication allergies will be compiled by the office staff for all staff members who might have contact with the children. This list will include the allergen and the allergic symptoms. This list will remain confidential. Know and have a copy of the emergency allergy action plan and be prepared to follow it for any student with a known allergy.
2. If any student exhibits symptoms of a severe reaction (including: swelling of the mouth or tongue, trouble swallowing or speaking, wheezing or trouble breathing, persistent dizziness, fainting, nausea and vomiting) call 9-1-1 immediately. Send another student to the office immediately to retrieve any medications (epi-pen, etc) and alert them of the situation. Administer any medication according to your training and as prescribed in the emergency allergy action plan. For mild to moderate symptoms- itching, skin redness, stuffy, runny nose, sneezing, itchy, watery eyes, red bumps ([hives](#)) anywhere on the body, contact the office. If symptoms progress, follow steps for a severe reaction.

Have the student remain seated or lie on the floor face up. Reassure the student and maintain an open airway. Clear other students from the area. Follow directions from 9-1-1 dispatcher and be prepared to administer CPR if they become unconscious.

3. The office staff will call the parents.

4. The supervising faculty member will complete an accident report and submit it to the principal.

STUDENT HEALTH

Student accident insurance is made available to parents for each student. Some form of insurance should cover every student. (Policy # 5172)
Documentation is to be kept on file.

Student emergency information, completed by the parent/guardian (including emergency contacts other than parents), is to be kept on file at each school.

A Student Health Record Card that will include a record of all health issues and immunizations required by the State of Vermont (for all students whether or not they are Vermont residents) is to be kept on file for each child.

When a student becomes ill or is involved in an accident, the principal or his/her designee should contact the parent, guardian, or one of the persons listed on the above file if the parent cannot be reached. If none of the above can be reached, it may become necessary to seek the assistance of the local Police Department.

The Diocesan Director of Insurance and Facilities at the Diocese should be notified immediately when an accident occurs at school or school related activities. (Form 5172.1 to be submitted.)

The principal is to notify the Board of Health when a student or teacher is sent home because of a suspected communicable disease. In case of absence due to communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been followed must be presented when the student or teacher returns to school. (See Appendix 5173.1 for list of reportable diseases.)

The principal (or designee) is responsible for seeing that a daily medical log is maintained in the school. Please refer to the appendix and form for health-related recommended forms and information for school use:

- Appendix 5173 - Administration of Medication on School Field Trips
- Appendix 5173.12 – Managing Life-Threatening Allergies within the School Environment • Form 5173 – Administration of Medication on School Field Trips
- Appendix 5173.1 – Student Health
- Form 5173.1 – School Medication Administration Procedure
- Form 5173.2 – Health Office Medication Form
- Form 5173.3 – Emergency Health Care Plan (Updated December 2020)
- Appendix 5173.4 – Information Sheet – Blood and Body Fluid Spills

- Form 5173.4- Annual Health Care Update Form
- Form 5173.5 - Prescription Medication Order and Permission Form
- Form 5173.6 - Parent Permission for Administration of Non-prescription Medication Form
- Form 5173.7 - Parental Authorization Form for Student Medication
- Form 5173.8 - Medication Error Report

Superintendent of Schools Promulgated: February 1, 2006 Diocese of
Burlington Revised: February 2, 2011 Revised: March 3, 2021

Regulation 5173.2

GUIDELINES FOR ADMINISTRATION OF MEDICATIONS

Implementation

1. Medication may be given by a nurse, or a person designated and trained by a nurse, upon written orders from a physician, and upon written request of a student's parent or guardian that the School complies with the physician's order. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis and reason for giving.
2. Medication must be brought to school in a container labeled by the pharmacy or physician and stored by the school nurse or his or her designee in a secure and logical storage place.
3. Students with life threatening allergies or with asthma, whose parents or guardians comply with all of the requirements of 16 V.S.A. § 1387, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school provided transportation, and during school-related programs. Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse or designee.

The school shall provide an opportunity for communication with the pupil, parent or guardian and physician regarding the efficacy of the medication administered during school hours. In the case of medication possessed by students with life threatening allergies or with asthma, the school shall provide forms for parents to submit authorizing possession of the medication and releasing the school from liability as a result of any injury arising from the student's self administration of the emergency medication. (See Form 5173.2.)

Superintendent of Schools Promulgated: February 1, 2006 Diocese of
Burlington Revised: February 2, 2009 Updated: March 3, 2021

Regulation 5173.3

MANAGING LIFE-THREATENING ALLERGIES WITHIN THE SCHOOL ENVIRONMENT:

SUMMARY OF VERMONT ACT 68 (16 V.S.A. § 1387 & 1388):

Among other student and school health-related legislation, Act 68 allows for the following:

- A health care professional to prescribe an epinephrine auto-injector in a school's name for storage and use at the school
- Authorizes schools to maintain a stock supply of epinephrine auto-injectors
- Enables a school administrator to designate school nurses and other trained school personnel who may administer epinephrine at school to any student or other person, regardless of whether the student or person has a prescription for epinephrine.
- Qualified employees will be held harmless and immune from civil liability for administering epinephrine rescue medications in good faith and according to standard medical practices.

The Act states that the school should have policies for managing students and other persons present at school who have life-threatening allergies. These policies and their accompanying procedures are to be made publicly available.

The policies should include:

- Requirements for education and training for designated school personnel including: How to store and administer an epinephrine auto-injector.
- How to recognize and respond to a life-threatening allergic reaction.
- Procedures for managing students and other persons present at school who have life threatening allergies.
- Protocols focused on preventing exposure to allergens in school.
- Procedures for responding to life threatening allergic reactions in schools.

IMPLEMENTING ACT 68 (16 V.S.A. § 1387 & 1388):

Based on Act 68, the schools within the Roman Catholic Diocese of Burlington are expected to implement the following:

- Make these policies and procedures publicly available by such means as inclusion in handbooks, posting on the school's website, provided with other registration paperwork, etc.
- Require parents/guardians of students with a known life-threatening allergy to provide a written, individualized allergy management plan prepared by the student's physician.

Schools have the option of maintaining a supply of epinephrine auto-injectors and may, at the discretion of the school's administration, enter into arrangements with a manufacturer or supplier to acquire the auto-injectors for free or at a reduced fair market price.

- It is incumbent upon the administration to ensure that such an arrangement is only entered into with a trustworthy, ethical company that is in good standing with the broader community.

TRAINING GUIDELINES FOR STAFF ON EMERGENCY STOCK MEDICATION:

A licensed, registered professional nurse or physician should provide and supervise the training which shall include a training evaluation. Documentation of the training competency assessment should be provided demonstrating that the employee was adequately trained.

All designated staff members must be regularly trained on the causes and symptoms of and responses to allergic reactions, and this training should take place at the beginning of the school year. Training should include instruction, demonstration, and skill-based practice on the use of a prefilled epinephrine auto injector using realistic models/trainers.

RESOURCES FOR TRAINING:

- Get Trained© is a program by the National Association of School Nurses intended to be used as a tool and resource for scripted training of unlicensed school staff to administer epinephrine via an auto injector during an anaphylactic emergency.
<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained>
- AllergyHome provides a self-contained, web-based school staff training program that includes a voice-over PowerPoint module with post-test and certificate of completion.
<http://www.allergyhome.org/schools/management-of-food-allergies-in-school-what-school-staff-need-to-know/>

INSTRUCTIONAL MEDIA:

- School Health: https://www.youtube.com/watch?v=VfRnl_oPhb4
- Auvi-Q Auto-Injectors: <https://www.auvi-q.com/about-auvi-q>

HOW TO OBTAIN EMERGENCY STOCK MEDICATION:

Each school will be responsible for securing a physician's prescription for emergency stock medication of an EpiPen and for the cost of medication and/or equipment associated with this medication.

Resources to help with cost: EpiPens 4 Schools: <https://www.epipen4schools.com/>

INDIVIDUALIZED ALLERGY MANAGEMENT PLAN:

Parents must be notified of the expectation that they provide an Individualized Allergy Management Plan as well as the process by which to submit the plan.

The school is responsible for monitoring receipt of the plan and educating those staff members who work with the student regarding what the plan contains and how to respond should this student experience a life-threatening allergic reaction while at school or while involved in school sponsored activities.

The written, individualized allergy management plan must contain, at a minimum, the following:

- incorporates instructions from a student's physician regarding the student's life-threatening allergy and prescribed treatment;
 - includes if the physician is prescribing that a student is authorized to possess and self-administer emergency medication at school; and
 - is signed/dated by the student's physician or his/her authorized representative

Allergy plans are to be updated annually and must become a part of the student's school health record. See Appendix 5173.12 for sample protocols related to life-threatening allergic reactions. See updated form 5173.3 for sample allergy management plans.

See Regulation 5173.2 for guidance on the administration of medication.

ASSAULT/FIGHTING (Possible Lockdown Procedures)

Violence or threat of physical harm to staff, students, or other persons not involving a dangerous weapon or firearm.

1. Supervisor/Principal directs "Clear the Halls" response.
2. Supervisor/Principal approaches in a calm controlling manner addressing the combatants by name if possible.
3. Repeat requests for combatants to stop. Use appropriate de-escalation strategies. Remain emotionally neutral.
4. Seek additional staff for back up.
5. Note names of witnesses.
6. If safe to do so, separate combatants and escort them to the offices (Principal and Admin offices to separate). If not already involved, inform the Principal of the incident.
7. Assess the extent of injuries, administer First Aid and/or seek further medical assistance.
8. Combatants should be isolated from each other and other students.
9. Principal will notify parents and conduct an investigation.
10. Principal will follow school discipline policies and make decisions about involving law enforcement and counseling services as needed.

BOMB (SUSPICIOUS DEVICE) FOUND

Discovery of a suspicious device.

1. Contact the principal or designee immediately. Do not touch or attempt to move the device.
2. Team Leader contacts the Barre Police.
3. Initiate Evacuation if necessary. (Either using the fire alarm or announcements as determined in conjunction with the Police department.)
4. Team Leader Contacts, Superintendent and both Parish Priests. If a mass is in session, the teacher on the Emergency planning team will join her class with another teacher and notify the Priest celebrating Mass that we are evacuating due to a suspicious device/bomb found and determined by the police to be credible.
5. Depending on weather conditions and the possible length of time of being out of the building, students will either be in the parking lot, church hall or the BOR building.
6. Any missing students are reported immediately to the team leader.
7. Communication Coordinator initiates School Reach Message.

BOMB THREAT PROCEDURES

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
 - a. Prolong the conversation. DO NOT HANG UP THE PHONE. (IF POSSIBLE, USE ANOTHER PHONE TO CALL AUTHORITIES)
 - b. Identify background noises and any distinguishing voice characteristics.
 - c. Ask the caller for a description of the bomb, where it is and when it is due to explode.
2. If another staff member is available, the receiver of the bomb threat will ask him/her to call the office. Otherwise, the person receiving the threat will notify the principal. If a Bomb Threat note is received, a verbal threat is made, threatening school wall graffiti is discovered, or a serious device is observed the Principal should be contacted immediately. DO NOT touch or attempt to move the device/evidence.
3. The principal will notify local police and the fire department (911).
4. The principal or designee will convene the Emergency Response Team to assist fire employees as needed.
5. The principal will inform the staff and students that “we will be having an extended fire drill beginning in ____ minutes.”
6. Do not take emergency backpacks. Do not use your cell phone.
7. The staff will make a cursory inspection of the classroom/work area as evacuation is proceeding. Report anything suspicious or “out of place” to the principal or to a fire or police officer who may be present.
8. Check the absentee list and on each absent child from class at the time the threat was received. Account for all students, check halls and classrooms.
9. Principal meets with the police/fire department and Emergency Response Team to decide on the procedure for checking the building.

10. When the building is reported to be safe, resume whatever schedule is needed.
Debrief staff and students.
11. If a written threat is received, copy the contents and protect the original message in plastic or other covering to preserve fingerprints and other identifying marks.
12. Use the Bomb Threat Checklist to gather helpful information. (See below)

BOMB THREAT PHONE CHECKLIST

Time: _____

Date: _____

DO NOT HANG UP - Use another phone to call the police.

Record the exact words by the caller:

ASK:

What time is the bomb to detonate? _____

Where is the bomb? _____

What does the bomb look like? _____

Who are you? _____

Evaluate the voice of the caller:

_____ Man	_____ Accent
_____ Woman	_____ Speech Impediment
_____ Child	_____ Intoxicated
_____ Age (approx.)	_____ Other _____

Background Noise:

_____ Music	_____ Conversation
_____ Children	_____ Machine Noise
_____ Typing	_____ Traffic
_____ Airplanes	_____ Other _____

PERSON RECEIVING THE THREAT WILL IMMEDIATELY NOTIFY THE PRINCIPAL.

Call received by: _____

CHEMICAL SPILL/TOXIC FUMES/HAZARDOUS MATERIAL

Hazardous Materials:

If spill/fumes occur outside the school building:

1. Notify the Principal or her designee immediately, or send a student runner with a brief written message.
2. If students are outside, bring them in immediately.
3. Team Leader will notify the Police and Fire Departments
4. Staff notified with instructions related to windows, doors etc.
5. Keep students inside.
6. Be prepared to evacuate the building.
7. Avoid the spilled material.
8. The Communication Coordinator sends a message to families with information regarding the school's status.

If spill/fumes/hazardous materials occur inside the school building:

1. Notify the Principal or send a student runner with a brief message. Principal or Secretary calls 911
2. Staff will be notified with instructions related to windows, doors, or evacuation.
3. Emergency personnel will determine location, quantity, and concentration of hazardous materials exposure; and seal off areas of leak/spill.
4. Office staff or EMS will seek treatment for any student or staff exposed either through:
 - a. inhalation
 - b. skin exposure
 - c. swallowing
 - d. eye contact
5. The Fire Chief becomes team Leader and works with the principal to coordinate response.
6. Communications Coordinator sends a message to families with information regarding the school's status.

CHILD ABUSE

A. Reporting Immoral Conduct, Harassment or Exploitation

1. Church personnel have a duty to report violations of the Policies of Ethics and Integrity in the Ministry.
2. When there is an indication of sexual misconduct by Church personnel, Church personnel must report to the police and the Vermont Department for Children and Families. Church personnel are encouraged to inform the Office of Safe Environment Programs and/or the Office of the Vicar General (802) 658-6110.

3. When Church personnel perceive any indication of immoral conduct, harassment or exploitation, they must report to one or more of the following:
 - The pastor of the parish.
 - The principal of the school
 - Office of the Superintendent of Catholic Schools
 - Office of Safe Environment Programs
 - Office of the Vicar General at (802) 658-6110.
4. Allegations of immoral conduct, harassment or exploitation will be taken seriously, and Diocesan procedures will be followed to protect the rights of all involved.
5. Questions about the applicability of these *Policies* should be addressed to the Office of Safe Environment Programs at (802) 658-6110.
6. If infractions of *Diocesan Policy* are confirmed, Church personnel will be subject to disciplinary action. Disciplinary action will follow the Workplace Behavior and Corrective Action guidelines outlined in Section VIII of these *Policies*.

B. Reporting Inappropriate Behavior with Minors

1. Because the Diocese of Burlington is dedicated to maintaining a zero tolerance for sexual abuse of minors, it is imperative for every member of this community to participate actively in the protection of minors. In the event that Church personnel observe inappropriate behavior toward minors on the part of other Church personnel, it is their personal responsibility to immediately report their observations to the appropriate authority. Examples of inappropriate behavior would be *Policy* violations, neglectful supervision, poor role modeling, seeking private time with minors, taking minors on overnight trips without other adults, swearing or making suggestive comments to minors either in person or by other means of verbal, written or online communication.
2. Inappropriate behaviors or *Policy* violations that relate to interactions with minors should be reported to an appropriate superior, including but not limited to one or more of the following:
 - The pastor of the parish.
 - The principal of the school.
 - Office of the Superintendent of Catholic Schools.
 - Office of Safe Environment Programs.

- Office of the Vicar General at (802) 658-6110

3. All reports of inappropriate behavior toward minors must be taken seriously. Diocesan procedures will be carefully followed to ensure that the rights of all those involved are protected.
4. When inappropriate behaviors are reported to a pastor or a principal, he or she is asked to gather additional information about the nature of the concern and **immediately** contact the Office of Safe Environment Programs.
5. If those gathering information about inappropriate behavior have a concern that there is the possibility of abuse, they will contact the **Vermont Department for Children and Families** and file a report. See Section VII (C) below for additional procedures in the event that there is a suspicion of abuse of minors.
6. If at any point, *Policy* violations toward minors are confirmed, Church personnel will be subject to disciplinary action. Disciplinary action will follow the workplace Behavior and Corrective Action guidelines outlined in Section VIII of these *Policies*.

C. Reporting Abuse of Minors

1. *Church personnel who are mandated reporters, as defined in 33 V.S.A. §4913, and who have cause to believe a minor may have been or is being abused must immediately (within 24 hours) report their suspicions to the **Vermont Department for Children and Families** 24-hour line at (800) 649-5285, and are encouraged to report to the Office of Safe Environment Programs and/or the office of the Vicar General at (802) 658-6110. 33 V.S.A. §4913 defines mandatory reporters as:*

(a) Any physician, surgeon, osteopath, chiropractor, or physician's assistant licensed, certified, or registered under the provisions of Title 26 any resident physician, intern, or any hospital administrator in any hospital in this state, whether or not so registered, and any registered nurse, licensed practical nurse, medical examiner, emergency medical personnel as defined in 24 V.S.A. §2651(6), dentist, psychologist, pharmacist, any other care provider, child care worker, school superintendent, school teacher, school librarian, school principal, school guidance counselor, and any other individual who is regularly employed by a school district, or who is contracted and paid by a school district to provide student services for five or more hours per week during the school year, mental health professional, social worker, probation officer, any employee, contractor, and grantee of the agency of human services who have contact with clients, police officer, camp owner, camp administrator, camp counselor, or member of the clergy who has reasonable cause

to believe that any child has been abused or neglected shall report or cause a report to be made in accordance with the provisions of section 4914 of this title with 24 hours. As used in this subsection, “camp” includes any residential or nonresidential recreational program.

2. Church personnel who are mandated reporters should report suspected abuse of a minor to the pastor, administrator, or appropriate supervisor and report to the appropriate office of the Vermont Department for Children and Families any allegation of sexual abuse of a minor.
3. Failure by mandated reporters to report suspected abuse of a minor in Vermont is a crime punishable by a fine whether or not such abuse occurs during a church-related activity. Reports may be made confidentially and anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.
4. In addition to reporting to the **Vermont Department for Children and Families**, Church personnel who are mandated reporters are strongly encouraged to report any suspected or known abuse of minors that may have been perpetrated by Church personnel directly to the Diocese of Burlington, so that immediate and proper steps may be taken to ensure the safety of alleged victims. Reports of suspected or known abuse may be made confidentially to an appropriate superior, including any of the following:
 - The pastor of the parish.
 - The principal of the school.
 - Office of Superintendent of Catholic Schools.
 - Office of Safe Environment Programs.
 - Office of Vicar General at (8002) 658-6110.
5. If the situation meets the criteria for a DCF and/or police investigation, the Diocese will cooperate fully with the investigation. Interviews will be conducted within the framework of the investigative processes of the **Vermont Department for Children and Families**.
6. When the Diocese receives information of suspected abuse of minors by Church personnel other than clerics, the Bishop, in consultation with the Review Board, will assess the individual's fitness for ministry.
7. When the Diocese receives information of suspected abuse of minors by clerics, the Bishop, in consultation with the Review Board, will assess the individual's fitness for ministry in accord with the Canons of the *Code of Canon Law* and supplemental universal legislation, as well as the

USCCB's *Charter for the Protection of Children and Young People* and *The Essential Norms*.

8. During investigations by civil authorities, Church personnel who are the subject of the investigation may be temporarily removed from Church responsibilities and duties.
9. Documentation of internal assessments will be stored in the Diocesan personnel files.
10. Internal assessments will follow Diocesan procedures with the guidance of the Review Board.
11. If abuse of a minor is confirmed, Church personnel will be subject to termination. If abuse by a member of the clergy is confirmed, procedures will follow the appropriate norms of the *Code of Canon Law* and Article 5 of the *Charter for Protection of Children and Young People* (USCCB).

DEATH AT SCHOOL

May involve the death of a student or staff member on school grounds.

1. Staff member dials 911 and then the principal.
2. A staff member removes other students from the area "Clear the Halls".
3. Principal and priests report to the site.
4. Principal will contact the Superintendent.
5. Principal convenes the Emergency Response Team.
 - a. Ensure the family of the deceased is notified.
 - b. Alert counselors and nurses at schools where any siblings are enrolled.
 - c. Determine method to inform the public.
 - d. Police Department to notify parents.
 - e. Permit students to leave school only with parental permission.
 - f. Hold a faculty meeting as soon as possible.
6. Log activities and decisions.
7. Prepare fact sheets and media statements.
8. Provide counseling individually or in groups.
 - a. Make home visits with counselors or Emergency Response Team members.
 - b. Hold faculty meetings as soon as possible to process the situation.
 - c. Prepare to hold community meeting(s) if appropriate.
 - d. Plan long-term response and follow-up counseling.
9. Debrief with Emergency Response Team.
10. Team leader relays information about the wake(s) and funeral(s) to students, staff and community as it becomes available.

DEMONSTRATIONS/RIOT -POSSIBLE LOCKDOWN PROCEDURES

If an event that has the potential to disrupt school activities or cause personal or property damage:

1. Notify the Principal.
2. DO NOT attempt to negotiate any demands made by demonstrators.
3. Principal decides whether to ask demonstrators to disperse or to notify the Police.
4. Office will notify the Barre City Police Department (476-6613 or 911) as determined necessary by the Principal.
5. If the situation appears volatile, the Principal makes a decision whether to initiate lockdown or “clear the Halls”.
6. Principal or designee keeps a time and procedures log of what happened.

FIRE

1. Pull the alarm and/or call 911.
2. Teachers take emergency backpacks, that include attendance sheets, to the designated safe area and report any missing students to the principal or designee.
3. Staff who pulled the alarm reports the location of the fire to the principal.
4. Principal or designee communicates with emergency response personnel (fire or police chief).
5. Supervise students in safe areas.
6. Determine if there are any injuries and report to the principal. First Aid is administered or requested for EMS assistance.
7. Wait for administrative decisions about reentry, to dismiss or to move students and staff to relocation areas. (*Parish Hall, BOR*)
8. Communications Coordinator relays information to family via the School Reach system.

HOSTAGE SITUATION

Any situation when a student, staff member, or visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situation where a person barricades themselves in a building or vehicle and threatens suicide. A hostage situation should always be handled by the police.

1. Do Not intervene in the hostage/barricade situation.
2. Dial 911 to report an incident.
3. Notify the Principal of the situation.
4. Principal will initiate Lockdown procedures for the remainder of the building.
5. Upon arrival of law enforcement, they will assume command.
6. When law enforcement has contained the situation, evacuation will be systematically done in a manner to be determined at that time by the Principal. Parents are notified of school status.

If taken hostage:

1. Follow instructions of the hostage taker.
2. Remain calm; do not panic. Reassure students, if they are present, that everything will be okay.
3. Treat the hostage taker with respect, and be as regulated as possible.

4. Ask permission to speak, and do not argue or make suggestions.
5. Don't intervene; allow law enforcement to negotiate.

INTRUDER/UNAUTHORIZED VISITOR IN THE BUILDING

ALICE PROCEDURE MAY BE NECESSARY

1. Address the unauthorized visitor by asking a question such as, "May I help you find something?"
2. Direct the visitor to the office, escorting him/her if possible. Give visitors a visitor pass.
3. If the visitor is uncooperative, call the office or send a runner to the office with a brief written message to contact the principal.
4. Principal asks the intruder to leave and initiates a ALICE procedure if the intruder refuses or appears to pose a danger to the school community.

PLAYGROUND INTRUDER

If a playground intruder incident presents itself the staff member who spotted the intruder sends 3 blasts from their whistle alerting the other staff member and students of a playground intruder. The second staff member outside will unlock the carport entrance at this point in time. Once students hear the 3 blasts from the whistle they are to drop what they are doing and walk inside to their respective classrooms.

- Teacher #1 - spots and notices intruder(s). Sends out 3 blasts from their whistle.
- Teacher #2 - unlock the carport entrance for students to enter the building.
- When students hear 3 whistles - head immediately inside to their classroom.

MISSING STUDENT

Students who are unaccounted for at school.

1. Notify the Principals' Office that the student is missing.
2. Team Leader initiates "Clear the Halls".
3. Teachers Report any missing/extra Students to the main office.
4. Adults not in charge of students are asked to report to the office.
5. Adults search assigned zones. While searching the adult will ask each class if they saw the student or anyone unusual in the school.
6. Principal interviews the teacher and class to see if a time of disappearance can be determined.
7. If the search is unsuccessful, the Team Leader calls the Police Department and the parent(s) of the missing student.
8. Office reviews tapes to see if the student can be seen.
9. Team Leader informs staff once the missing student is found.

NATURAL DISASTER

A weather emergency (flood, hurricane, tornado, or earthquake) will often strike without warning. Appropriate emergency procedures must be initiated immediately.

Floods

Floods cause more property damage and personal injury in Vermont than all other emergencies combined. Flood waters may be slow moving and rise gradually, giving school administrators adequate time to plan a timely school dismissal. However there are times, especially during a flash flood, or when an ice jam causes a rapid rise in water level, that school officials and emergency service providers have a very short response time.

1. When there's adequate response time, contact the local weather service, state police or emergency management center and ask for weather status reports.
2. Determine the safest option for students - parent pickup or remaining in school.
3. Contact the Police department to determine if evacuation to the BOR is necessary.
4. School utilities are turned off.

Hurricane/Tornado/Earthquake

If Indoors:

1. PA announcement will be made to all students to drop to a crouched position, head down, hands clasped behind head, with back toward windows, under tables/desks, and away from bookshelves and cabinets.
2. Wait until the wind/tremors cease.
3. Evaluate the situation and implement evacuation procedures as necessary.

If Outdoors:

1. If a weather emergency, move all children into the building.
2. If there is an Earthquake or there is no time to move away from buildings to the evacuation area, lie face down with hands clasped behind your head.
3. Await reentry signal from the command post/principal or designee.
4. Take attendance and report missing students and staff to the principal or designee.
5. Supervise students until they can safely return or other administration direction is given.

Shelter in Place

If the program needs to shelter in place and it is safe to do so, they will remain in the familiarity of their classrooms. Classrooms already include extra clothing for each child (as well as diapers/ wipes if applicable), cots and sleeping materials, emergency medications, etc. Classrooms would obtain provisions from the food shelf inside the church. If it is determined that staying in the classrooms is not safe, students and teachers would shelter in place in the basement of the church. Staff would transport necessary items from the school to the church with them while moving students.

SERIOUS INJURY/ILLNESS

Serious Injury or illness can happen at any time without prior warning. Symptoms must be dealt with swiftly and appropriately.

1. Contact main office or dial 911
2. Do not leave the victim(s) unattended. (If at all possible)
3. Maintain an open airway and administer CPR if necessary. (If you are trained)
4. Do not move the victim unless an immediate emergency situation dictates.
5. Control bleeding by applying direct pressure and elevation.
6. Help prevent shock by keeping the victim warm, dry, and calm.
7. Check for medical alert tags.

STUDENT THREAT

Oral, written, or physical threat against other students or staff.

1. Team Leader and crisis team members separate students in conflicts and/or isolate threatening student(s) if possible.
2. Do not threaten students with police action or use humor to de-escalate the situation.
3. If the situation threatens the safety of the students and staff then the Team leader will initiate lockdown or evacuation procedures. Notify Police if the student continues to escalate or a weapon is involved.
4. If the student threat is manageable with school response, then the team leader should interview threatening student(s) and victim(s) to acquire background information.
5. Team leader contacts parent(s)/guardian(s).
6. If reasonable suspicion exists, Team Leader will follow search and seizure policy and confiscate any potential weapons/drugs/alcohol if found.
 - a. The team leader and another adult will search the students' locker(s) and bag(s).
 - b. If appropriate, the student will be present during the search.
 - c. Parents will be notified of any contraband found.
 - d. Police will be notified of any illegal substances or items.
7. School disciplinary procedures will be followed.

STUDENT/STAFF DEATH OR TRAUMATIC INCIDENT OUTSIDE SCHOOL

Immediate actions to be taken by building administrator(s).

Obtain facts concerning the death(s).
Notify all staff members and Pastors.
Decide on time/place for staff meeting.

Follow through actions to be taken by building administrator(s) in conjunction with the response team.

- Convene Emergency Response Team
- Debrief Team
- Update information concerning the death(s)
- Develop a plan for the day
- Meet with all staff early to inform them of facts
- Plan for subs if needed
- Notify other schools affected
- Identify students/staff most affected

SUICIDE THREAT/ATTEMPT

DO NOT LEAVE THE INDIVIDUAL ALONE

1. Notify the office. If the student/staff member is willing to walk with you, bring him/her to the office.
2. If the individual refuses to go to the office, stay with them and notify office staff (call or send a student runner with a brief written message) and/or ask for further assistance from another staff member.
3. The principal or designee will contact 911 and initiate lockdown procedures if the student/staff member is at risk for immediate harm (i.e. the student/staff has some type of weapon).
4. If the student is not in immediate danger and is willing to talk, WCMH and family are contacted to plan for a risk assessment. Student/staff members should remain supervised.

Suicide Attempt (in the building)

When a student or staff member attempts suicide:

1. Call 911 and report an attempt, notify the office immediately that the call has been made and why.
2. Alert the principal who will call for a "Clear the Halls"
3. Notify parents/guardians/ or the immediate family of staff
4. Team leader contacts the superintendent and pastors
5. Debrief with any students/staff involved while respecting confidentiality
6. Complete an accident report and file in the Team Leader's office
7. An after-care meeting will be held to assist with students transitioning back to school settings (including outside mental health agencies as well as parents/guardians and students when appropriate).
8. Follow up with school community members as appropriate.

THREAT ASSESSMENT TEAM

The threat assessment team is a team of employees that are trained to help de-escalate situations that are disrupting or disturbing others in the building. This includes parents, students, guests, etc.

WEAPONS

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to: guns, knives, metal knuckles, straight razor, noxious, irritating, or poisonous gas, poison, other items used with the intent to harm, threaten, or harass students, staff, parents, or school visitors.

1. Team Leader initiates Lockdown.
2. Team Leader or designee Calls 911 and meets with law enforcement and EMS upon arrival.
3. Team leader will assess:
 - Location of person with weapon.
 - Extent of existing and potential for further injuries.
 - How the school will respond.
4. Principal or designee directs students/staff to move away from immediate danger to designated evacuation areas; some situations may warrant those nearest the incident to remain in lockdown mode.
5. Families of any injured student or staff are contacted by the Communications Leader.
6. When appropriate work with police personnel to determine when families are to be notified and what the release of student procedures will be.

Appendix A MEDIA RELATIONS

1. The news media have a responsibility to factually report events taking place.
2. The school will select a single spokesperson to give interviews to the media.
3. Staff should refer all inquiries to the Principal's office. Remember that nothing is ever "Off the Record".
4. The school district has formulated the following standard press releases with fill in the blank areas to facilitate a concise response to media inquiries.
 - a. Key paragraph: Basic News Story: Write this the way you want lead
 - b. Three facts or statistics public should know
 - c. Important message that the community should receive. Present the facts based on the following: who, what, when, where and why. The most important information the news media will want is "why". Avoid speculation as to "why" and move the discussion to "what next". An appropriate response is: All of our efforts now are on the safety of the students, so I'm not going to speculate on the cause at this time.
 - d. Primary contact for public, name, phone number, date and time available

MEDIA COMMUNICATIONS

No one other than the designated communication coordinator or incident commander talks to the news media during and following a school crisis. The media is not allowed inside the school unless authorized by the principal or designee or incident commander. It is imperative that student confidentiality be maintained at all times.

Radio Stations	Radio Frequency	Phone Number(s)
WSNO-AM	1450 AM	802-476-4168
FRANK-FM	107.1 FM	802-476-4168
WWFY-FM	100.9 FM	802-476-4168
WDEV	55 AM, 96.1 FM	802-244-7321
WSKI	1240 AM	802-223-5275
Cable Television Station	Channel	Phone Number
Videovision	7	802-476-4160
Broadcast Television Station(s)	Channel	Phone Number
WCAX	3	802-658-6300 802-223-5264
WPTZ	5	802-655-5455
WNNE	31	802-295-3100
Newspaper(s)		Phone & Fax Numbers
Times-Argus	X	802-479-0191
Rutland Herald	X	802-775-5511
Burlington Free Press	X	800-642-3124 or 802-229-9141

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

Call in a report to 1-800-649-5285

Please make sure to document this report and call.

- Document the conversation
- What time did you make the call?
- Write down who you are speaking to

Please make sure you have information ready for when you make the report

- Child's name
- Child's date of birth
- Grade level
- What is causing concern?
- What has been done in the past to try to rectify the situation?
- What fell through?

Please log any information you may have gathered about the situation/concerns and give them to the office to file.

Please notify the Principal Mike Alford when making this call.

Below is a form to fill out when making this call. Please hand in the completed form to the office.



St. Monica – St. Michael School

79 Summer Street

Barre, VT 05641

Phone: 802-476-5015

Fax: 802-476-0861

Robert Michael Alford, M. Ed., Principal



DCF Call ☐ Report Number: **1-800-649-5285** ☐ Barre Office Number: **802-479-4260**

Date: _____

Time: _____

Name of person you are speaking with: _____

Child's Name: _____ Grade: _____ D.O.B.: _____

Child's Address: _____

Parent's: (Mom, contact info) _____

(Dad, contact info) _____

Reason for Concern:

What has been done to try to rectify this situation?:

What Fell Through / What's not working?:

Any other information:

Incident Report

Location of Incident:

Date:

Time:

Name of Student:

Classroom:

Staff Involved:

Staff Witnessed:

Staff Actions:

Parent Contacted: YES_____ NO_____

Further Medical Attention Advised: YES_____ NO_____

Teacher Signature:

Principal/ Director Signature:

Conflict of Interest Policy

St. Monica - St. Michael School

Article I Purpose

The purpose of this policy is to protect the interests of *St. Monica - St. Michael School* by: (a) preventing the personal interest of the Advisory Board Members and Employees from interfering with their duties to the organization and (b) avoiding any unethical financial, unprofessional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest. Examples of conflicts of interest include:

- Paying a board member under the table for services or a side business
- An employee has a relationship with a board member. A board member secures a contract with the school.

Article II Persons Concerned

This statement applies to Advisory Board Members and all Employees who can influence the governance and actions of *St. Monica - St. Michael School*. This includes anyone who makes financial decisions, might be referred to as "management personnel," or have proprietary information regarding *St. Monica - St. Michael School*.

Article III - Procedures

1. Duty to Disclose: Each Advisory Board Member or Employee, and any other Interested Person after hearing the individual's response and investigating further as warranted by the circumstances, the Advisory Board may recommend appropriate disciplinary action to the Pastor, including removal from the position at the organization.

Article IV - Acknowledgment

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with *St. Monica - St. Michael School*, including their duty to disclose any known or potential conflicts of interest.

2. Investigating Conflicts When a potential Conflict of Interest is disclosed, the Advisory Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question involved parties. If it turns out that a

conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest If the Advisory Board determines that a conflict of interest exists, they will recommend to the Pastor appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with *St. Monica - St. Michael School*. Affected parties both within and outside of *St. Monica - St. Michael School*, Board Members, Employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Advisory Board, that individual will be excused from deliberations.

4. Disciplinary Action All conflicts of interest will be reviewed on a case-by-case basis. The Pastor, in consultation with the Advisory Board, has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest. If the school leadership reasonably believes a Board Member or Employee failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

5. Notice of Annual Statements: Every Board Member, Employee, and any other Interested Person must sign a copy of this Conflict of Interest Policy upon said individual's term of office, employment, or other relationship with *St. Monica - St. Michael School*. Failure to sign does not nullify the policy.

The signee agrees to abide by the procedures set forth by this policy and all of for the duration of their relationship with *St. Monica - St. Michael School*.

Name (printed): _____ **Date:** _____

Signature: _____