

## **Civility Guidelines for a Safe Environment**

Preamble: The purpose of this policy is to provide civility guidelines for parents, teachers, staff, students, and visitors ensuring a safe learning environment. It is the intent of the parish/school community to promote mutual respect, civility and orderly conduct among employees, parents and the public. It is not the intent of the parish/school community to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe, harassment-free environment for teachers, students, program/facility administrators, support staff, parents and members of the community. In the interest of providing a safe environment, the parish/school community encourages mutual respect, civility and orderly conduct and discourages disruptive, volatile, hostile or aggressive conduct.

1. Expected conduct:

- Parish/School personnel and students will treat parents, other members of the public, and each other with courtesy and respect.
- Parents and visitors to \_\_\_\_\_ Parish/School will treat teachers, students, program/facility administrators, support staff, parents and members of the community with courtesy and respect.

2. Unacceptable/disruptive conduct:

- Disruptive conduct includes, but is not necessarily limited to: conduct which interferes with, threatens, or disrupts the safe environment. It also includes sports facilities and athletic fields as well as all areas that are not open to parents/guardians and the general public.
- Using threatening and/or offensive language such as swearing, cursing or an overt display of temper.
- Threatening to do bodily or physical harm to teachers, students, program/facility administrators, support staff, parents and members of the community regardless of whether or not the conduct constitutes or may constitute a criminal violation.
- Damaging or destroying institutional or personal property.
- Any conduct, active or passive, that disrupts the safe and orderly operation of a parish/school environment or any related accommodation.
- Unauthorized presence.

3. Recourse:

- Anyone who believes he/she was subject to unacceptable conduct should bring such conduct to the attention of the program/facility administrator or appropriate authority.

4. Pastor/designee or principal/designee has the authority to:

- Direct any individual who exhibits unacceptable/disruptive conduct to leave the premises.
- Implement established student management plans/policies.
- Use of an established crisis management plan and/or contact civil authorities.

**DIOCESE OF MARQUETTE**

**POLICY ON CRIMINAL HISTORY BACKGROUND CHECKS**

**PURPOSE:**

The Diocese of Marquette values the safety of children in its care, its employees and volunteers, and the people whom it serves. Accordingly, the diocese must take prudent measures to protect its human and material resources. Effective September 1, 2003, the Bishop of Marquette mandates that criminal history background checks be conducted for all church personnel, as well as volunteers in any parish, school or other diocesan institution, who have unsupervised contact with children (a child is defined as someone under the age of 18). Criminal history background checks are required in addition to proper screening, interviewing and reference checks conducted by all hiring agents.<sup>1</sup>

**GENERAL POLICY REGARDING SCREENING:**

- A. All paid Church personnel (clergy, religious and lay) including those paid by stipend shall have a criminal history background check whether they provide services to the Diocese, parish, school, or other diocesan institution, if they see, work with or are around children in an unsupervised situation, or have the potential to be alone with children, or are in a position to observe those who are. This policy is not applicable to school personnel covered by Public Act 99 of Public Acts of 1992.
- B. Volunteers, who on a regular basis, see, work with or are around children in an unsupervised situation, or have the potential to be alone with children, or are in a position to observe those who are, shall have a criminal history background check.

**PROCEDURE:**

- A. **Time:** At the time of application for employment or assignment or request to volunteer, the Applicant shall be provided with a copy of this policy. Incumbent Church personnel and volunteers will be provided with a copy of this policy at the time their names are checked.
- B. **Requirement:** A criminal history background check is a condition for employment or volunteering. Non-compliance with the policy will result in loss of employment or volunteer position. Incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date.

**RESPONSIBLE AGENT:**

- A. Requests for a criminal history background check should be handled by the Parish/School Safe Environment Program Coordinator (hiring agency). Parish/School Coordinator will forward the Criminal Background Check Authorization Form to the Diocesan Safe Environment Program Coordinator.

- B. Catholic schools will follow the requirements of the Diocesan Catholic School Policy Manual as administered by the Department of Faith Formation and Education.
- C. Catholic Charities of the Upper Peninsula will follow the requirements of the agency as delineated in the CCUP Operations Policy Manual.
- D. The Department of Financial Services, Post Office Box 1000, Marquette, MI 49855, Telephone 906-227-9105 will serve as a resource to hiring agents and program coordinators.

**Cost:** The cost of the background search will be covered by the parish, school or other diocesan institution.

**TYPE OF BACKGROUND SEARCH:**

- A. All Church personnel and volunteers other than those required by law to have a fingerprint criminal history background check will be required to have a criminal records history background check. It is expected that records searches can be conducted through the Internet Criminal History Access Tool (ICHAT) maintained by the state police.<sup>ii</sup>
- B. All school staff as prescribed by law shall have a fingerprint criminal history background check.<sup>2</sup>
- C. Catholic Charities staff and volunteers will have a criminal history background check conducted as outlined in the procedures of the agency which follows the standards of the Family Independent Agency of the State of Michigan and the Council on Accreditation. The background check is conducted by the Michigan State Police.
- D. Criminal history background checks will encompass all places where the person has lived for the past seven years.<sup>iii</sup>

**COMPLIANCE MONITORING:** Verification of compliance with this policy will be reviewed at the time of diocesan audits of parishes, schools or diocesan institutions. The diocese reserves the right to spot check compliance with the policy at any time.

**DISCOVERY OF CRIMINAL ACTIVITY:** Upon the discovery of a criminal conviction related to the work/volunteer position, the Diocesan Safe Environment Personnel Committee will review the information and determine the disposition of the matter.<sup>iv</sup> The Diocesan Attorney will be consulted as deemed appropriate. All information received during the background check will be kept confidential, with the files maintained with the Chancellor. Diocesan record retention policies will be adhered to.

- A. The responsible agent(s) shall maintain the strictest verbal confidentiality and placement of any printed material regarding the individual until after consultation. All laws protecting the employee and volunteer must be adhered to.
- B. A final determination regarding future service of the Church personnel or volunteer will be made by the Diocesan Safe Environment Personnel Committee and legal counsel in consultation with the parish, school or diocesan institution.

---

<sup>i</sup> Diocese of Marquette Parish Personnel Manual.

<sup>ii</sup> A. The Internet Criminal History Access Tool (ICHAT) searches for criminal conviction records maintained by the Michigan State Police. The names and any aliases of individuals being employed or serving as volunteers are to be checked using the ICHAT system. B. Finger Print Criminal History Checks are begun at the local police department and sent on to the state police and then to the FBI which reports convictions from throughout the country and lists current open cases against an individual. The results of this search are sent to the hiring agent. The legal bases for fingerprinting permission is the Michigan Schools Teachers Act and the National Child Protection Act.

<sup>iii</sup> A designated outside firm will be utilized to provide criminal history background checks outside the state of Michigan.

<sup>4</sup> The committee consists of the Diocesan Chancellor, Director of Faith Formation and Education and the Director of Administration and Finance.

\* \* \* \* \*

By means of this general decree, I hereby establish the above policy as particular law within the ecclesiastical region of the Diocese of Marquette and as binding upon the faithful of the same Diocese of Marquette, according to the norms of the Code of Canon Law (1983).

August 4, 2006  
Date

Most Reverend Alexander K. Sample  
Bishop of Marquette

Reverend Benedetto J. Paris  
Ecclesiastical Notary



**Volunteer and Church Personnel  
Criminal Background Check  
Authorization Form**

**Diocese of Marquette**

Parish/School: \_\_\_\_\_  
(City) (State) (Zip)

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the diocese mandates that criminal history background checks be conducted for all employees and volunteers who have regular contact with children. A volunteer is defined as an unpaid person working at a school or parish who on a regular basis, sees, works with or is around children in an unsupervised situation, or has the potential to be alone with children, or in a position to observe those who are. Please complete this form of basic information about you, which assures the best possible program and safety for all.

**Please complete your responses to the following questions and return this form to your Parish/School Safe Environment Program Coordinator.<sup>1</sup>**

Name: \_\_\_\_\_  
First M.I. Last

\*Date of Birth: \_\_\_\_\_ Social Security # : \_\_\_\_\_ (Required if residence outside of Michigan in the last 7 years)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Known by any other name(s) (maiden) \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Number of years in Michigan: \_\_\_\_\_ If less than 7 years, please list all previous residence(s) outside of Michigan:

a. \_\_\_\_\_  
Name Street City State Zip County

b. \_\_\_\_\_  
Name Street City State Zip County

Position(s) you are seeking: \_\_\_\_\_

Driver's license # : \_\_\_\_\_ State: \_\_\_\_\_ \*Race: \_\_\_\_\_ \*Sex: Male \_\_\_\_\_  
(Required if resident outside of Michigan in the last 7 years) Female \_\_\_\_\_

**Authorization:**

I understand that investigative inquiries on my background are to be made about me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal history background check and/or driving record check using the services of the Diocesan Department of Finance or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

\_\_\_\_\_  
(Signature of Volunteer / Church Personnel) (Date)

\*Note: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval of records.

<sup>1</sup>Parish/School Safe Environment Program Coordinator will forward this authorization Form to the Diocesan Safe Environment Program coordinator, PO Box 1000, Marquette, MI 49855