Kenrick-Glennon Seminary

2017 Annual Security Report
with Fire Safety Report and Missing Students Report

(Based on the USDE 2016 Handbook Safety and Security Reporting)


It includes Emergency Response and Evacuation Procedures for current or imminent emergency situations: Timely Warnings procedures for crimes that have already been committed but pose an ongoing threat; the Fire Safety Report; and Missing Persons Report.

This report is prepared in cooperation with the Shrewsbury Police Department which provides updated information to us so that the Seminary complies with the Act.

Campus crime, arrest and referral statistics include those reported to designated campus officials. Each October, an e-mail notification that provides the link to access this report is made to all enrolled seminarians.

Copies of the report may also be obtained from the Institutional Research Assistant or by calling (314) 792-6103. All prospective employees may also obtain a copy.

How to Report Criminal Offenses

Contact the Shrewsbury Police at (314) 647-5656 (non-emergencies), or dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the seminary buildings should be reported to the police. In addition you may report a crime to the following persons:

Fr. James Mason, President-Rector
(314) 792-6136 Cell: (605) 201-2989

Msgr. Greg Mikesch, Vice-Rector for Formation
(314) 792-6119 Cell: (314) 704-0699

Fr. Chris Martin, Vice Rector for Cardinal Glennon College
(314) 792-6128 Cell: (314) 757-1706

Fr. Paul Hoesing, Dean of Seminarians
(314) 792-6132 Cell: (402) 980-1996

Limited Voluntary Confidential Reporting

Reports made to the Shrewsbury police are public records under Missouri state law. Although names, addresses, etc., and personally identifiable information can be restricted, the fact of the incident occurring itself cannot be held...
in confidence.

Policy Statement Addressing Security Awareness Programs for Seminarians and Employees

During orientation in August, seminarians are informed of security and evacuation procedures as well as the One Call Now emergency alert system. Those procedures are also included in the seminar handbooks and on the seminary website at http://kenrick.edu/wp-content/uploads/20.-Security-Report.pdf. Seminarians are told by both Archdiocesan and Seminary personnel about crime on-campus and in surrounding neighborhoods. The same information is presented to new employees during their orientation.

Periodically during the academic year, the Director of Finance and Operations informs the Seminary community about matters of concern such as suspicious persons encountered on the premises, changes in the key code, etc. A crime prevention specialist from the local police department was invited to the Seminary spring of 2015 to make recommendations and provide educational sessions on personal safety and building security. Seminary security and safety were approved with no further recommendations.

A common theme of all awareness and crime prevention programs is to encourage seminarians and employees to be aware of their responsibility for their own security and the security of others. Information is disseminated to seminarians and employees through student, staff and faculty handbooks, orientation programs and e-mailed updates from the Director of Finance and Operations. When time is of the essence, information is released to the seminary community through the emergency alert system One Call Now, which uses both telephone calls and text messaging. One Call Now will send phone messages to those numbers on the contact list, but will send text messages only after a person has opted in. To opt in for text messages text the word “Alert” to 22300. If the message, “Service access denied,” or similar is received back, the cell phone service provider should be contacted and instructed to enable short-code SMS messages.

Policy Statement Addressing Crime Prevention Programs for Seminarians and Employees

Crime prevention information on personal safety and theft prevention is e-mailed to seminarians, faculty and staff throughout the year by the Director of Finance and Operations. He facilitates programs for seminarian, faculty, and new employee orientations providing a variety of educational strategies and tips on how to protect themselves from assault, theft and other crimes. The Archdiocese also provides timely programs and notifications regarding security such as the Active Shooter presentations.

Clery Act crime statistics and security

Kenrick-Glennon Seminary does not maintain a Campus Security department. The following statistics are provided by local law enforcement records.
<table>
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<tr>
<th>OFFENSE</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
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## Arrests and Disciplinary Referrals Reporting Table

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</table>
Hate Crimes: There were no reported Hate Crimes for the years 2014, 2015, or 2016.

Unfounded Crimes: There were no reported Unfounded Crimes in 2014, 2015, or 2016.

Security and Access

Seminary buildings are secured by coded entrance around the clock. During business hours, the Seminary will be open to seminarians, employees, contractors, guests, and invitees who report to the receptionist to acquire a visitor badge.

Kenrick-Glennon includes Security in its annual assessment day survey. Administrators and Faculty review the results and work together to resolve any issues. Staff/Faculty surveys examine security issues such as communications; good stewardship; adequacy of resources; general adequacy of facilities; general cleanliness of facilities; safety of facility; handicapped access. Seminarian Survey includes: communications; Covenant Eyes, parking; adequacy of facilities; general cleanliness, safety and maintenance of facility; and what one or two specific improvements could KGS make. Additionally, during the academic year, the Administrative Team meets bi-weekly to discuss any issues or concerns that arise. The Administrative Council which includes the Director of Finance and Operations meets monthly to discuss issues affecting all aspects of the Seminary community.

Policy Statement Addressing Disclosure of Crime Statistics Reported

The Code of Ethical Conduct for Clergy, Employees and Volunteers working with minors (January 2014) clarifies the extent of confidentiality in situations of “internal” forum:

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising or spiritual direction must be held in the strictest confidence possible.

314.1 Information obtained in the course of sessions must be held in confidence, except for compelling professional reasons or as required by law.

314.1.1 If there is clear and imminent danger to the client or to others, those who provide pastoral counseling or spiritual direction may disclose to the necessary authorities only the information necessary to protect the parties affected and to prevent harm (e.g., a client that threatens harm to himself/herself or others).

314.1.2 Before disclosure is made, if feasible, those who provide pastoral counseling or spiritual direction should inform the person being counseled about the disclosure and the potential consequences.

314.2 At the outset of this type of professional relationship, those who provide pastoral counseling and spiritual direction should discuss with each client the nature of confidentiality and its limits should the client disclose intent to put self and/or others in imminent danger.

3.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor, and that communication of confidential information to a parent or legal guardian is essential to the child’s health and well-being, the Pastoral Counselor or Spiritual Director should attempt to secure written consent from the minor for the specific disclosure if such is appropriate under the circumstances. If consent is not obtained, disclose only the information necessary to protect the health and well-being of the minor. Consultation with the appropriate Church supervisory personnel is required before disclosure.

All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and
when appropriate, to the Administrative Team for review. When a potentially dangerous threat to the Seminary community arises, timely reports or warnings will be issued through the emergency alert system (One Call Now), by text, phone or e-mail announcements, in-class announcements, or other appropriate means.

Policy Statement Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the Seminary campus is governed by state law. The enforcement of alcohol laws on-campus is the responsibility of primarily the Vice Rector of Cardinal Glennon College and the Dean of Seminarians. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Vice Rector for Cardinal Glennon College and the Dean of Seminarians. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

No alcoholic beverages may be kept or consumed on the seminary campus by college seminarians, including those seminarians who are 21 years of age or older. Minors may not consume alcohol on or off the seminary grounds. Because a significant number of college seminarians are not of the legal age to consume alcohol, it is the policy of Cardinal Glennon College that no alcohol will be served or consumed at college events. A seminarian has a duty to witness moderation to a world that suffers greatly because of the tragic results of the misuse of alcohol. On those special occasions when the KGS community serves alcoholic beverages at community events, those seminarians who are 21 years of age or older may partake; however, temperance and self-control are virtues to be modeled for the entire seminary community. Failure to obey these regulations could result in possible expulsion.

Off campus, those seminarians who are 21 years of age or older have a social and civic duty to abide by the laws of the State of Missouri with regard to alcoholic beverages, particularly those concerning legal age, supplying alcohol to minors, overindulgence, and the sanctions attached. A seminarian should always be mindful of the illicitness and danger of driving while intoxicated. (CGC Handbook, Student Life Section)

Timely Warnings (p. 6-7 to 6-8; This is for Emergency notifications!)

There are 12 designated “messengers” on campus who are trained to follow the process for issuing an alert. In the event that a situation arises that, in the judgment of one of the messengers, constitutes an ongoing or continuing threat, the messenger will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities (the Rector, Vice Rector for Cardinal Glennon College or Dean of Seminarians), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of an actual emergency, the Seminary community is notified through the One Call Now system, text messaging to a mobile phone, land line, email, and if appropriate, the KGS website. The One Call Now Emergency Alert System is issued to seminarians, faculty, and staff at the number each person provides. This system is used to get out important information in a rapid manner to warn of severe weather, building closures, matters requiring immediate action, as well as other critical messages.

A test of the emergency system was last conducted September 23, 2016. Assessment of the procedures resulted in the recommendation that the option of notification by text is the best method in emergent situations.

Anyone with information warranting a timely warning or emergency alert notice should report the circumstances in person or by phone to
Policy and Procedures for Disciplinary Action Related to Violence against Women

Instances of violence against women are to be reported directly to local law enforcement agencies. The procedures for disciplinary action follows the policies found in the current handbooks. See below.

Cardinal Glennon College Handbook

The human formation program of Cardinal Glennon College assumes that the man who has been accepted into the College Seminary formation program has reached specific thresholds or foundations of maturity in his life. Applicants must give evidence of overall personal balance, good moral character, a love for the truth, and proper motivation (Program of Priestly Formation, #44). Each individual seminarian who is accepted into the seminary needs to understand the impact of his admission upon the entire seminary community. No one is allowed to continue in formation who is unwilling to support the goals of the program or whose attitude undermines the goals. The thresholds or foundations of maturity which the College Seminary human formation program expects the seminarian to have already begun include:

- the movement from self-preoccupation to a concern for the welfare of others
- the establishment of sound and rewarding relationships with peers and others
- openness, honesty and transparency with himself and with others
- the manifestation of psychosexual development
- manner of dealing with authority: trust in the Church and those charged with his formation
- self-discipline, self-direction and personal responsibility whereby the seminarian sees himself as a “necessary and irreplaceable agent in his own formation: All formation, priestly formation included, is ultimately a self-formation” (Pastores Dabo Vobis, #69)

The KGS Code of Conduct further states:

Regarding the Guidelines for Seminary Living (See Section S in the Cardinal Glennon College Handbook) and overall order of Cardinal Glennon College, Disciplinary Probation is viewed as a sanction and not a punishment. A seminarian who violates the order of the College acts unjustly, can cause scandal, and can damage the morale of the community. Thus, Disciplinary Probation is directed to the good order of the seminary.

Incurring Disciplinary Probation: A Collegian who fails to maintain the Guidelines for Seminary Living or otherwise contributes to a lack of respect for the order of the seminary is liable to Disciplinary Probation. The Vice Rector may place a seminarian on probation, after conferral with the seminarian. Normally, the Rector will be consulted about this conferral beforehand.

Disciplinary Probation begins with written notice to the seminarian from the Vice Rector. If it is incurred prior to mid-semester in a given semester, it continues until the end of the semester. If it is incurred after mid-semester, it continues until mid-semester of the following semester. For the purposes of this policy, mid-semester is identified as the Monday of the week in which the second half of the semester begins, counting by day from the first to the last day of class for that semester.
Reporting: The Vice Rector for Cardinal Glennon College sends a copy of his written notice of Disciplinary Probation to the Rector in advance of or concurrently with the notification of the seminarian. The Vice Rector communicates this to the seminarian’s ordinary at his earliest convenience. If a seminarian is placed on Disciplinary Probation, this will be reported in his annual evaluation report along with the reason or reasons for it. The report will include, also, the disposition of the matter, if and when it is resolved.

Specific Causes of Disciplinary Probation: Seminarians can incur the sanction of disciplinary probation for the following reasons:

- One unauthorized absence from the seminary including, but not limited to, an overnight absence or out-of-town travel.

- Unexcused absence from any required seminary activity. Three unexcused absences over the course of a semester will result in automatic disciplinary probation. Excused absences require seminarian-initiated communication with his Vice Rector prior to the absence, if possible, normally with a written or email follow-up. If the Vice Rector is not available the seminarian may communicate with his Formation Advisor. He should also seek permission from any professors whose class he anticipates missing due to the absence. When, for serious reasons, the seminarian is unable to communicate with the appropriate person prior to the absence, in order to be considered excused, the seminarian must communicate with the appropriate person on the staff as soon as possible after the absence.

- Any serious violation of the Guidelines for Seminary Living.

- Any willful act of disobedience towards the legitimate demands of the seminary faculty and staff regarding seminary discipline including classroom discipline.

- Any act or set of actions which results in harm to the good order of the seminary, including, but not limited to ongoing tardiness, dress code violations, lack of proper grooming, or failure to maintain a clean and orderly room.

- Any act which could result in dismissal from the seminary as specified in the Cardinal Glennon College Handbook.

- Any other act of misconduct including any unlawful or seriously immoral act.

Disciplinary Suspension

Disciplinary Probation may entail suspension from the College for a certain amount of time or the restriction of the seminarian’s activities, such as attendance at seminary events including graduation, participation in supervised ministry, or other ministerial activities, as well as restriction on leaving campus without permission. It would be understood that any degree requirements associated with this activity would not be waived, but merely postponed.

Dismissal Resulting from Disciplinary Probation

Any seminarian who incurs the sanction of disciplinary probation twice within two years is subject to dismissal. Once a seminarian is notified of the sanction of disciplinary probation, an additional violation by the seminarian during the probationary period can lead to immediate dismissal, or, at the discretion of the Vice Rector, to an extension of the probationary period. The Vice Rector may dismiss a seminarian with the approval of the Rector.

Kenrick School of Theology Handbook - Policy on Disciplinary Probation, Suspension, or Expulsion
I.J. Probation

1. Disciplinary Probation: Regarding the Rule of Life and overall order of the seminary, Disciplinary Probation is viewed as a sanction and not a punishment. A seminarian who violates the order of the seminary acts unjustly, can cause scandal, and can damage the morale of the community. Thus, Disciplinary Probation is directed to the good order of the seminary.

a. Incurring Disciplinary Probation: A seminarian who fails to maintain the Rule of Life or otherwise contributes to a lack of respect for the order of the seminary is liable to Disciplinary Probation. The Dean of Seminarians may place a seminarian on probation, after conferral with the seminarian. Normally, the Rector will be consulted about this conferral beforehand.

Disciplinary Probation may entail suspension from the seminary for a certain amount of time or the restriction of the seminarian’s activities, such as attendance at seminary events including graduation, participation in supervised ministry, or other ministerial activities. It would be understood that any degree requirements associated with this activity would not be waived, but merely postponed. A seminarian on Disciplinary Probation is not recommended, ordinarily, for advancement to ministries or Holy Orders, though the ultimate decision to call him rests with his respective Ordinary.

Disciplinary Probation begins with written notice to the seminarian from the Dean of Seminarians. If it is incurred prior to mid-semester in a given semester, it continues until the end of the semester. If it is incurred after mid-semester, it continues until mid-semester of the following semester. For the purposes of this policy, mid-semester is identified as the Monday of the week in which the second half of the semester begins, counting by day from the first to the last day of class for that semester.

b. Reporting: The Dean of Seminarians sends a copy of his written notice of Disciplinary Probation to the Rector in advance of or concurrently with the notification of the seminarian. The Rector communicates this to the seminarian’s ordinary at his earliest convenience. If a seminarian is placed on Disciplinary Probation, this will be reported in his annual evaluation report along with the reason or reasons for it. The report will include, also, the disposition of the matter, if and when it is resolved.

c. Specific Causes of Disciplinary Probation: Seminarians can incur the sanction of disciplinary probation for the following reasons:

- One unauthorized absence from the seminary including, but not limited to, an overnight absence or out-of-town travel.
- Unexcused absence from any required seminary activity. Three unexcused absences over the course of a semester will result in automatic disciplinary probation. Excused absences require seminarian-initiated communication with the class Formation Advisor prior to the absence, if possible, normally with a written or email follow-up. If the Formation Advisor is not available the seminarian may communicate with the Dean of Seminarians, or, if necessary, the Vice-Rector for Formation. He should also seek permission from any professors whose class he anticipates missing due to the absence. When, for serious reasons, the seminarian is unable to communicate with the appropriate person prior to the absence, in order to be considered excused, the seminarian must communicate with the appropriate person on the staff as soon as possible after the absence.
- Any serious violation of the Rule of Life of Kenrick-Glennon Seminary.
- Any willful act of disobedience towards the legitimate demands of the seminary faculty and staff regarding seminary discipline including classroom discipline.
- Any act or set of actions which results in harm to the good order of the seminary, including, but not limited to ongoing tardiness, dress code violations, lack of proper grooming, or failure to maintain a clean and orderly room.
- Any act which could result in dismissal from the seminary as specified in the Seminarian Handbook.
• Any other act of misconduct including any unlawful or seriously immoral act.

d. Dismissal Resulting from Disciplinary Probation: Any seminarian who incurs the sanction of disciplinary probation twice within two years is subject to dismissal. Once a seminarian is notified of the sanction of disciplinary probation, an additional violation by the seminarian during the probationary period can lead to immediate dismissal, or, at the discretion of the Dean of Seminarians, to an extension of the probationary period. Dismissal from the seminary is the decision of the Rector.

**Employee Handbook** - Policy on Sexual and other Unlawful Harassment and Disciplinary Procedures

7.02 Sexual and other Unlawful Harassment
Kenrick-Glennon Seminary is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Business Officer or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Business Officer or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

7.08 Progressive Disciplinary Action

The inclusion of progressive discipline in the Handbook is not a promise that progressive discipline will be applied in every instance of employee misconduct. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Kenrick-Glennon Seminary recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme circumstances, termination of employment, without going through the usual progressive discipline steps.

**POLICY AND PROCEDURES FOR MISSING STUDENT NOTIFICATION**

Kenrick-Glennon Seminary at present is a small and interactive community, with a capacity for 140 seminarians. Every seminarian is required to be in chapel every morning, and attendance is taken at that time. Attendance is also taken at every class. If a seminarian is absent from these or other ordinary activities without the required permission as specified in the Kenrick School of Theology Seminarian Handbook and the Cardinal Glennon College Handbook, an internal inquiry will be made. If it is determined that the seminarian is indeed missing, the Shrewsbury police will be notified.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**EVACUATION RALLY POINT LOCATIONS** (shown in red below)
**Rally Group “A”** – North West Parking Lot (closer to Kain exit);

Rally Point Captain: 
1) Director of Operations & Finance 
2) Vice-Rector for College

A1 - Glennon College-Seminarians

**meet near stalls 204-206 (where College vans are parked)**

Group Leader: 
1) Vice-Rector for College 
2) Spiritual Director for College

A2 - Kenrick (Pre-)Theologians West Residence 3rd Floor

**meet near stalls 200-203**

Group Leader: 
1) Assigned Seminarian Resident 
2) Assigned Seminarian Resident

A3 - Administration Staff, Carmelite Sisters, House Keeping, 
Library Staff, Maintenance, Vocations

**meet near stalls 207-209**

Group Leader: 
1) Receptionist 
2) Superior of Carmelite Sisters

**Rally Group “D”** – East Parking Lot (formerly Tennis Courts)

Rally Point Captain: 
1) Dean of Seminarians 
2) Resident Priest

D1 - Resident Priests [except those coordinating groups or liaising with Emergency Personnel], 
Faculty, Development Office, Library Staff, IT Staff, Guests

**meet at end of central column of parking lots (near stalls 65 & 84)**

Group Leader: 
1) Head Librarian 
2) Resident Priest

D2 - Kenrick (Pre-)Theologians East Residence 3rd Floor, 
Non-Resident Commuting Seminarians

**meet in the Row nearest the Grotto (between stalls in the 40s and 70s)**

Group Leader: 
1) Assigned Seminarian Resident 
2) Assigned Seminarian Resident

D3 - Kenrick (Pre-)Theologians East Residence 2nd Floor

**meet in the Row farthest from the Grotto (between stalls in the 60s and 20s)**

Group Leader: 
1) Assigned Seminarian Resident 
2) Assigned Seminarian Resident
1) Please make yourself aware of the exits that are located in your area of the building.
2) The elevators become non-operational when the fire alarm is activated and no attempt should be made to use them.
3) If you are on the elevator it will move to a floor that is not in alarm and the doors will open allowing you to exit.
4) When the alarm sounds, all personnel should exit the building at the nearest exit.
5) Upon exiting the building, move away from the building and immediately go to your designated Rally Point.
6) Wait at your Rally Point until further instructions from the Rally Point Captain.
7) **No one** should re-enter the main building or student center until given proper authorization from Emergency Personnel.
8) Guests should be informed by their host when they arrive to come to the host's respective Rally Point in the event of an evacuation.
9) The most senior Administrator present coordinates with Emergency Personnel.

**Seminarian Corridor Captains**

During a fire alarm or severe weather warning if you are in or near your residential room:

1) Traverse the hallway twice, once up and once down, knocking on your assigned doors
2) Proceed to the auditorium (severe weather) or to your outside Rally Point (fire)
3) Locate Dean of Seminarians / Vice-Rector for College with a head count of those present (if possible)

<table>
<thead>
<tr>
<th>Corridor Captain (* Rally Point Location Captain)</th>
<th>Assigned Doors</th>
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</thead>
<tbody>
<tr>
<td>As assigned</td>
<td>201 – 213</td>
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</table>
In general, in emergency situations, please stay calm and follow instructions from authorized emergency personnel who have arrived on scene. Stay aware of your surroundings and the closest and safest exits from the building as well as routes to sheltered areas within the building. It is advised that you keep mobile phones, identification, and keys with you.

**TORNADO**

**At Kenrick-Glennon Seminary**

- Move away from windows and glass doorways.
- Go to the innermost part of the building on the lowest possible floor
  Primary refuge area: **Auditorium**
  Alternate areas: **Lowest-Level Library**, then **Gymnasium**
  If the path is blocked by broken glass or debris, please find shelter in spaces away from windows until such a time you could safely make it to the Auditorium

- Do not use elevators because the power may fail.
- Protect your head and make yourself as small a target as possible by crouching down.

**On the Road**

- The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks are easily tossed by tornado winds.
- **DO NOT TRY TO OUTRUN A TORNADO IN YOUR CAR.** If you see a tornado, stop your vehicle. Do not get under your vehicle.
- If possible get into a ditch or gully, lie flat and cover your head with your arms.

**Outdoors**

Do the following if you are caught outside during a tornado and there is no adequate shelter immediately available:

- Avoid areas with many trees.
- If possible get into a ditch or gully, lie flat and cover your head with your arms.

**EARTHQUAKE** – In the event of a severe earthquake, please find shelter under heavy furniture and away from glass. Do not enter the courtyard and avoid the tower.

**SECURITY** – Please be attentive to the following:
At the beginning of every year, a new pass code for entrance into the building and front gate will be set. It is vitally important that this code is not shared casually. Please ask the Director of Operations & Finance whether someone may have it.

- Doors into the building should not be left propped open without constant supervision.
- Please make sure doors close after you exit the building.
- After parking, please lock your car and if you must keep belongings in your vehicle, please make sure that anything valuable is kept out of sight.
- The front gates close at 9PM

**FIRE SAFETY REPORT**

In the event of an emergency, dial 911 to report a fire or request emergency rescue. In the event of a non-emergency fire, call the Shrewsbury Fire Department at 314-645-5077.

During business hours, the person to whom seminarians and employees should report that a fire occurred is the Director of Operations and Finance, at (314)792-6221.

In the event of a fire, please exit the building from the closest and safest exit (see Evacuation Plan above) and make your way to your rally point. You should not leave the area until the “all clear” has been given by authorized emergency personnel:

For those who reside in the East side of the building, your rally point will be in the eastern Parking Lot D (old tennis courts).

For those who reside in the West side of the building, your rally point will be in the northwestern Parking Lot A (where College vehicles are parked).

Please do not stand in the driveway and keep within these areas until notified otherwise by authorized emergency personnel. Staying too close to the building may be dangerous in the event of explosions, debris, gas fumes, etc.

The entire facility (including storage and attics) is covered by a sprinkler system that activates the alarm if a drop in pressure is detected.

**Allowed:** Portable electrical appliances (computers, radios, stereos, hair dryers, and clocks) are allowed.

**Discouraged:** Refrigerators, coffee pots, popcorn poppers, etc., are discouraged.

**Prohibited:** Anything with an open flame including candles. Hot plates, toaster ovens, toasters, etc., are not allowed.

KGS has a no-smoking policy in all seminary buildings including seminarian rooms. One fire drill is conducted per year.

**Fire Statistics**

For the last reporting year, January 1-December 31, 2017, there were no reported fires in the residence areas of 5200 Glennon Drive.
### Fire Statistics

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### Fire Log through 2017

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<thead>
<tr>
<th>Date Reported</th>
<th>Date of Fire</th>
<th>Time of Fire</th>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related Injuries</th>
<th>Fire-Related Deaths</th>
<th>Property Damage</th>
<th>Action</th>
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<tbody>
<tr>
<td>10/15/2014</td>
<td>10/15/2014</td>
<td>2:00 AM</td>
<td>Unintentional</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
<td>None needed</td>
</tr>
</tbody>
</table>