

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing Complaint and Investigation Procedure

COMPLAINT PROCEDURE:

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator.

The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation.

Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent.

Information received during the investigation is kept confidential to the extent possible.

RESOLUTION OF THE COMPLAINT:

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion.

The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved.

The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

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