DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Employee Screening

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all persons who are employed to work in a school must have both background and a reference checks conducted.

Permission to conduct a background check must be given by the prospective employee.

The screening must include any previous or present involvement in activities that would indicate these persons should not be involved in school programs/activities: e.g., child abuse, criminal record, sexual abuse.

The background check must be conducted and approved by the Diocese of Des Moines. Any and all information gathered must be shared with others only on a need-to-know basis. Information gathered shall be confidentially maintained in a safe location.

Employees are required to participate in the Initial VIRTUS training session. Those who work with students more than 3 hours per month are required to complete the monthly training bulletins that arrive via email. These trainings are to be completed by the end of the year.

Each applicant for a certified or non-certified position must list at least three personal references and all places of previous employment and volunteer positions along with appropriate contact information on his/her application.

Potential supervisors/administrators must conduct reference checks in order to obtain knowledge about the persons; their skills, abilities, job performance, work habits and other relevant information pertaining to the applicant's employment history.

Policy Adopted:	May 17, 1999
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Staff Employment

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all schools follow the diocesan schools office procedures and legal requirements when selecting staff members.

There are various federal and state laws affecting the selection and employment of personnel. Prior to beginning the selection process, all involved must be aware of the various mandates and prohibitions as they may or may not apply to Diocesan schools.

As a religious institution, diocesan schools are directed toward the glory of God and the salvation of souls. Employees of diocesan schools are commissioned to live and proclaim the Gospel always and everywhere. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily ministerial. That is, by word and deed, each employee is involved in spreading the faith and other key works of the Church. Each employee's position is vital to the spiritual and pastoral mission of the Church, and is inherently ministerial.

In both personal and professional life, an employee must exemplify the moral teachings of the Catholic Church. The employee must not teach, advocate, model or in any way encourage beliefs or behaviors that are contrary to the dogmatic or moral teachings of the Catholic Church, which can be found in the Catechism of the Catholic Church.

The diocesan Superintendent of Schools shall be involved with the pastor (canonical administrator) in the selection process for School Presidents, Chief Administrative Officers and Administrators/Assistant Administrators. If the pastor chooses, he may include other members of the school and parish community in the process. (See policies 301 and 303).

Administrators have the responsibility of hiring teachers and staff members; however, the administrators are encouraged to include others in the selection process.

Policy Adopted:	March 23, 2009
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Teacher Contract and Licensure

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all teachers sign a contract, using the current official contract approved by Bishop or his designee.

The contract must be signed by the pastor/canonical administrator and principal.

All teachers must possess or be eligible to obtain an Iowa teaching license with the necessary endorsement(s) for the grade levels and/or subject(s) taught prior to being placed on a contract. Teachers who are teaching Theology as their only subject area are exempt from needing an Iowa teaching license.

Policy Adopted:	March 17, 1969
Policy Revised:	January 21, 2019
	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Support for Church Teachings

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all school employees of the Diocese of Des Moines are expected to support the mission of the school in which they are involved and the teachings of the Catholic Church.

Employees and volunteers shall be either Catholics in good standing with the Church or others who have a positive attitude toward the Catholic faith and a commitment to Christian living. All teachers serve as ministers of the faith in that they serve as models and religion is infused in every experience, regardless of the subject. Teachers of Religion/Theology in Catholic schools must also be fully initiated Catholics in good standing with the Church.

Employees and volunteers are commissioned to live and proclaim the Gospel always and everywhere. While employees and volunteers are asked to serve in a variety of roles, their duties and responsibilities are primarily ministerial. That is, by word and deed, each employee and volunteer is involved in spreading the faith and other key works of the Church. Each employee's or volunteer's position is vital to the spiritual and pastoral mission of the Church and is inherently ministerial. Employees or volunteers shall be either Catholics in good standing with the Church who live and share the Catholic faith, or others who can support and cooperate with this effort. Teachers of Religion/Theology must be practicing Catholics who participate fully in the communal worship and life of the Church.

Diocesan schools must be responsive to situations of employees or volunteers whose public behavior and/or teaching become a source of scandal to the Catholic faith (Cf: Catechism of the Catholic Church: 2284-2287). If concern of this nature should arise, school officials – including the canonical administrator – should consult with the Superintendent in order to seek a remedy, which may include the employee or volunteer no longer being qualified for the position.

Employees or volunteers whose public behavior and/or teaching become a source of scandal to the Catholic faith (Cf: Catechism of the Catholic Church: 2284-2287) must be addressed. Depending upon the nature of the concern, the pastor (canonical administrator) will work with the superintendent to detemine appropriate action. An employee or volunteer of the school who manifests behavior that is inconsistent with Church teachings may no longer be qualified to serve in a given capacity for a specified period of time or permanently, dependent on the situation.

This expectation of all employees and volunteers should be placed with other expectations in employee and volunteer documents.

Policy Adopted: January 15, 2001
Policy Revised: May 19, 2008
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Medical Examination

It shall be the policy of the Catholic Schools Board that school administrators may require individuals to have a physical examination if and when there are concerns about the employee's ability to satisfactorily perform the duties and responsibilities associated with the assignment without posing a threat to self or others.

Bus drivers employed by the Catholic school must have a physical performed by a licensed physician ~~and~~ and/or surgeon, osteopathic physician and surgeon, osteopath, or qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner prior to employment and every other year. However, if they are insulin dependent they must have a physical every year. 281.43.12(1)

Policy Adopted: May 28, 1970
Policy Revised: March 25, 2013
Policy Reviewed: January 21, 2019
Policy Revised: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Bus Drivers -Drug and Alcohol Testing

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that any school operating its own bus program must become a member of the Iowa Drug and Alcohol Testing Program (IDATP). Schools who wish to contract with a different private provider must ensure that the provider has a drug and alcohol testing program complying with the federal regulations and must receive written permission from the superintendent. All schools with a bus program must also implement a written drug and alcohol testing policy that complies with the requirements of the federal regulations. IDATP has policy samples and resources to assist with creating this policy.

The IDATP also has identified a preferred vendor to serve as a consortium/third-party administrator (C/TPA) for school DOT drug and alcohol testing programs. A C/TPA assists their clients with compliance with DOT regulations and testing procedures. A C/TPA will coordinate the required drug and alcohol testing services for the schools. These services include conducting initial urine collections for drug testing; designation of randomly selected bus drivers for testing; laboratory testing; alcohol testing; breath and alcohol technician (BAT), medical review officer (MRO) and/or substance abuse technician (SAP) if needed; and preparation of annual Management Information System (MIS) reports.

Schools with a bus program must comply with federal Department of Transportation Drug and Alcohol Testing requirements for any employee that drives a Commercial Motor Vehicle (CMV). A qualifying CMV is any motor vehicle that transports 16 or more people (including the driver) or that has a gross vehicle weight of 26,001 pounds or more. Any applicants who have been offered a position to operate a school CMV and any volunteers who operate such a vehicle are also required to be tested.

The employees operating a school CMV as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing. The IDATP has policy templates and forms to assist the school in complying with the drug and alcohol testing requirements, and the Diocese encourages schools to use those resources. There are many rules governing when and how employees must be testing, and what happens after employees are involved in accidents or awaiting test results. The IDATP and its preferred testing administrator have resources to help schools comply. Any school employees who will operate a CMV shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Federal drug and alcohol testing regulations do not govern whether employees will suffer discipline or termination for any violations. The school, in its policy, can provide that Employees who violate the terms of the testing policy may be subject to discipline, up to and including termination. Employees who violate a school's testing policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subjected to discipline up to and including termination.

The school's administrator or designee shall inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, on the application form and personally at the first interview with the applicant.

Schools must have an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. This individual must be an employee of the diocese. IDATP and its preferred testing vendor have information describing the requirements for this position. This person has an extremely important role in the success of this mandated testing program and the schools' compliance with DOT Regulations. The designated employee representative should review and become familiar with the U.S. DOT publication, *What Employers Need to Know About Drug and Alcohol Testing.* This and other helpful information can be read or downloaded from the IASB Web site.

See Diocesan Policies 728, 728.1, 728.2

Policy Adopted:	November 20, 1995
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
Policy Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Salary and Benefits

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, in collaboration with diocesan staff, the salary and various benefits for all personnel employed by the school will be determined and then shared with faculty and staff.

Policy Adopted:	March 17, 1972
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Teacher Salary Scale

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop that in collaboration with diocesan staff the salary scale for employees will be determined and shared with teachers. The salary scale will include steps and lanes for years of experience and additional academic credits earned.

Policy Adopted:	March 19, 1979
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Leaves

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all personnel employed by the school be granted the following leaves of absence:

- sick leave and cumulative sick leave
- family medical leave to those who meet the requirements
- personal leave for business which cannot be conducted outside working hours
- funeral leave for members of immediate family
- military leave pursuant to state and federal law
- jury duty

Policy Adopted: March 19, 1979
Policy Revised: March 25, 2013
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL
NON-LICENSED FULL-TIME SCHOOL STAFF
Time Off Benefits

All non-licensed full time personnel employed by local boards of education/school boards be granted the following paid time off benefits. Non-Licensed staff includes: Associates, Office staff, Lunchroom staff, Child Care staff.

Employees of Des Moines Region Catholic Schools should refer to their handbook for more specific information and address all questions to the Human Relations department of the Des Moines Region Catholic Schools Office.

Employees of schools not in the Des Moines Region Catholic Schools should refer to their handbook for information or contact your school's administrator or parish business manager. Questions may also be referred to the Diocese of Des Moines Director of Human Relations.

Full-time employees are defined as working 28 or more hours per week.

All schools are to offer benefits consistent with the Diocese of Des Moines:

- Medical/Dental
- Pretax Deductions
- Life Insurance
- Disability Insurance
- Retirement Plan.

Policy Adopted: May 15, 2017
Policy Approved: July 6, 2017
Policy Reviewed: January 19, 2019
Policy Revised: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Family Medical Leaves of Absence

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all schools comply with the requirements of the Family Medical Leave Act.

The employer must provide, in a manner that all can read or view, the Fact Sheet #28: The Family and Medical Leave Act of 1993 and/or Fact Sheet #28A: The Family and Medical Leave Act Military Family Leave Entitlements. Schools should contact Diocese of Des Moines Human Resources for assistance, including forms, for Family Medical Leave Act. (See also Regulations 430.4-430.9)

PART A. Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993
The Catholic schools within the Diocese of Des Moines will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for:

- ***The care of a child after birth or placement with the employee for adoption or foster care***. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of a 12-month period beginning on the date of birth or placement.

- ***The care of a family member with a serious health condition.*** A covered family member is a spouse; a biological, adoptive, step or foster parent, but not an "in law"; a biological, adoptive, step or foster child, or legal ward who is under age 18, or who is 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

- ***An employee's own serious health condition*** that makes the employee unable to perform the essential functions of the employee's job, or incapacity due to the employee's pregnancy or prenatal medical care. An employee who must be absent to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

- ***Any qualifying exigency****(emergency, need, urgency, demand)* ***arising out of the fact that a family member (a spouse, child or parent) is serving in any branch of the Armed Forces,*** including a member of the National Guard or Reserves on active duty or has been notified of an impending call or order to active duty in support of a contingency operation; or

- ***The care of a service member with a serious injury or illness*** if the employee is the spouse, child, parent or next of kin of the service member.

Leaves will be granted for a period of up to twelve weeks (or up to 26 weeks in the case of care for a service member, as discussed below) in any twelve-month period. The twelve-month period is a rolling period, measured from the date qualifying leave is first taken.

Please note that special rules apply to "instructional employees" of the Diocese. An instructional employee is one whose principal function is to teach and instruct students in a class, small group or individual setting. It includes not only teachers, but also athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired.

An employee must have completed at least twelve months of service with the Diocese *and* have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for such leave. Service prior to a break in service of less than seven years will be counted in determining whether the employee has completed at least twelve months of service with the Diocese.

Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described in Part B of this policy.

Scope of Military Exigency Leave

A qualifying military exigency means: (a) short-notice deployment (up to seven days of leave if the military member receives seven or less days' notice of a call to active duty); (b) military events and related activities; (c) certain temporary or alternative childcare arrangements and school activities (excluding ongoing regular childcare); (d) making or updating financial and legal arrangements to address the service member's absence resulting from active duty status; (e) counseling by a non-medical counselor, such as a member of the clergy, arising from the active duty or call to active duty; (f) rest and recuperation (up to five days of leave when the military member is on short-term, temporary rest and recuperation leave); and/or (g) post-deployment military activities.

Serious Health Condition Defined

The Family & Medical Leave Act broadly describes a serious health condition as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

The term "continuing treatment" is defined in the Department of Labor regulations as including five different scenarios:

- A period of incapacity of more than three full consecutive calendar days involving two or more treatments within 30 days of the first day of incapacity (absent extenuating circumstances), by or under the orders of a health care provider, ***or*** treatment by a health care provider on at least one occasion that results in a supervised regimen of continuing treatment (for example, prescription medications or specialized therapy). Treatment by a health care provider requires an in-person visit with the health care provider, the first (or only) in-person treatment visit taking place within seven days of the first day of incapacity;
- Pregnancy (including severe morning sickness) and time needed for prenatal visits;
- A chronic health condition, such as asthma, diabetes, or epilepsy, which require at least two visits for treatment by a healthcare provider per year;
- A long-term condition such as Alzheimer's, a severe stroke, or the terminal stages of a disease, for which treatment may not be effective; and
- Restorative surgery after an accident or other injury, or a condition that is likely to result in a period of incapacity of more than three full consecutive calendar days if left untreated, such as physical therapy for severe arthritis or chemotherapy for cancer.

(Note: any period of incapacity that is the result of pregnancy or a chronic serious health condition, such as morning sickness or an asthma attack, qualifies for FMLA leave even if the employee does not receive treatment from a health care provider or the absence does not last more than three full, consecutive days.)

Service Member Family Leave

*An eligible employee who is the spouse, son, daughter, parent, or next of kin (usually, the nearest blood relative) of a covered service member shall be entitled to a total of 26 work weeks of leave during a twelve (12) month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury. A "covered service member" also includes a veteran in any of the same statuses, or who is otherwise on the permanent disability retired list, at any time during the period of 5 years proceeding the date on which the veteran undergoes the medical treatment, recuperation or therapy. For purposes of this paragraph only, the term "serious illness or injury" means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or that pre-existed active duty and was aggravated by service in the line of duty on active duty) that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. This leave entitlement is applied on a per-*covered-service-member, per-injury basis.

Leave Entitlement and Schedule

Eligible employees are entitled to leave for up to twelve weeks (or up to 26 weeks in the case of care for a service member as discussed above) in any twelve-month period (or longer if required by applicable state or local law or, in the case of a leave for an employee's serious health condition, where a leave extension is requested and approved).

Leave taken to care for a child after birth or placement in your home for adoption or foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's (or nearest blood relative in the case of service member leave) serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity.

To accommodate an intermittent or reduced schedule FMLA leave when the leave is foreseeable based on planned medical treatment for the employee or a covered family member, the employee may be transferred on a temporary basis to an alternative position for which the employee is qualified. The alternative position will have equivalent pay, benefits, and terms and conditions of employment.

Combined Leave Total

If an eligible employee qualifies in the applicable 12 month period for leave to care for a service member and leave for one of the other purposes described above, that employee shall be entitled to a combined total of 26 work weeks of leave. If both a husband and wife are employed by the same employer in the Diocese and are eligible for service member family leave, then they are entitled to take only a combined total of 26 work weeks of leave during the single 12-month period.

When an eligible husband and wife are both employed by the same employer within the Diocese, and are not eligible for service member family leave, they may take only a combined total of 12 weeks during the applicable twelve month period if the leave is taken (1) for the birth of a child and to care for such child;

(2) for the placement of a child for adoption or foster care and to care for such child; or (3) to care for his/her own parent (not an "in-law") with a serious health condition.

Special Rules for Instructional Employees

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member or covered service member with a serious health condition, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, then the employer may require the employee to choose either to take leave for the duration of the planned treatment or transfer temporarily to an equivalent position which better accommodates recurring periods of leave. If an instructional employee does not give required notice of foreseeable FMLA leave, then the employer may require the employee to delay the taking of leave until the notice provision is met.

1) If an instructional employee begins leave more than five weeks before the end of a term, the employer may require the employee to continue taking leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three week period before the end of the term.

2) If an instructional employee begins leave during the five week period before the end of a term for any reason other than qualifying military exigency or the employee's own serious health condition (except childbirth or placement of a child from adoption or foster care), the employer may require the employee to continue taking leave until the end of the term if the leave will last more than two weeks and the employee would return to work during the two week period before the end of the term.

3) If an instructional employee begins leave during the three week period before the end of a term for any reason other than qualifying military exigency or the employee's own serious health condition (except childbirth or placement of a child from adoption or foster care), the employer may require the employee to continue taking leave until the end of the term if the leave will last more than five working days.

4) Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA entitlement.

Reinstatement Rights

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). In addition, employees on a leave extension are not guaranteed reinstatement.

Important and Up-to-Date FMLA Information can be found here.

- https://www.dol.gov/agencies/whd/fmla provides general leave information and links to FMLA specifics.
- Fact Sheet #28: The Family and Medical Leave Act | U.S. Department of Labor provides a direct link to Fact Sheet #28.
- https://www.dol.gov/agencies/whd/fmla/forms provides a website where links to the FMLA documents are housed and maintained.

Policy Adopted:	March 19, 1979
Policy Revised:	September 20, 2010
Policy Reviewed:	March 25, 2013
Policy Revised:	July 30, 2021
	August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Professional Development

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that school staff members be involved in professional development activities. The goal of these activities should be to improve the staff's knowledge, skills and techniques in order to increase student achievement.

To meet the needs of the school staff, professional development activities:

a.) must align with the school goals 281-IAC 12.7(2)(a)
b.) must be based on student and staff needs 281-IAC 12.7(2)(a)
c.) must prepare staff to work with diverse learners
d.) shall emphasize research based practices

The annual professional development activities should be a cooperative effort of the Schools Office and the individual schools. It is the expectation that all schools make every effort to participate in diocesan professional development activities. Local professional development activities must be under the direction of the school administration and shall align to local and diocesan goals for improvement. Local professional development initiatives plans and events are to be shared with the Catholic Schools Office. Each school must provide both contractual and monetary support for the professional development activities.

Each school will include its professional development plan in the School Improvement Plan that is to be shared with the Catholic Schools Office.

Policy Adopted: May 19, 2008
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
Policy Revised: August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Faith Formation

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the administrators and teachers of the Catholic schools be provided opportunities for and participate in faith formation programs annually. It is the responsibility of the employer to financially support the ongoing religious faith formation for the administration and faculty.

The pastors are primarily responsible for the faith formation of the school faculty and staff. The administrator shall collaborate with the pastor/canonical administrator in the planning and execution of local faith formation opportunities offered at the school, in addition to those offered through the Catholic Schools Office. Faith formation opportunities will be designed to allow faculty to grow in their relationship with God and each other through discussion, prayer, Scripture, and reflection.

Each school must engage its administration and faculty in at least one retreat each year, along with providing regular opportunities for faith formation for faculty and staff.

School-based faith formation activities are to be shared with the Catholic Schools Office through the School Improvement Plan and the Professional Development Plan.

Policy Adopted:	May 15, 1978
Policy Revised:	May 19, 2008
Policy Reviewed:	May 21, 2018
Policy Revised:	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Handbook

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that each faculty and staff member of each school receives either a hard copy or electronic copy of their schools Faculty/Staff handbook. The handbook is to be updated annually and must include both the Diocesan Personnel Handbook (Diocese of Des Moines Employee Success Manual) and local procedures and practices.

The Handbook must contain a signature page which stipulates that the employee has read the Handbook and will abide by the rules, regulations and procedures contained therein. Each faculty and staff member must sign and date the signature page and return it to the school administration as soon as possible at the beginning of the school year or, if employed after the school year has begun, as soon as possible upon employment.

Policy Adopted: March 12, 2007
Policy Revised: January 21, 2019
July 30. 2019
August 2026

Regulation 442.1
Faculty-Staff Handbook Signature Page

I have read the _____ School Faculty and Staff Handbook for the

school year _____. I agree to abide by and follow the policies and procedures contained

therein.

_____ _____
Faculty or Staff Member Signature Date

Signed form is due in the Administration Offices by _____.

Regulation Revised: August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Appraisal/Evaluation

The main purpose of staff job appraisal/evaluation is the professional and spiritual growth of personnel in order to better form students as disciples and learners. Therefore, it is essential that personnel be afforded the right and opportunity to be properly appraised/evaluated.

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the employees of the Catholic schools in the Diocese of Des Moines be evaluated through an ongoing process to collect data for formative and summative purposes. The processes and instruments should be made available to all licensed personnel.

All licensed school personnel shall be appraised/evaluated by a licensed, trained evaluator using the tools and procedures approved by the Bishop or his designee and used by the Catholic Schools Office. Administrators (Principal/Assistant Principal) will be evaluated by the Superintendent and/or Superintendent's designee in a process that includes the pastor/canonical administrator. Teachers will be evaluated by the School Principal or Assistant Principal. All evaluators must hold an Iowa Evaluator Approval Endorsement.

Presidents and/or Chief Administrative Officers are to be evaluated on an annual basis. Evaluations will be conducted by the Superintendent in consultation with the Bishop and may include information from the board of education, board of directors, or others. Results of the evaluation will be shared with the Bishop and copies will be retained in the Catholic Schools Office.

While the primary purpose is for growth and improvement, the process may result in the non-renewal or termination of a contract or employment.

Policy Adopted: March 19, 1979
Policy Revised: January 21, 2019
July 30, 2021
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Evaluation – Diocesan Schools Office Staff

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the Diocesan Superintendent of Schools be formally evaluated by the Bishop or his representative in a manner determined by the Bishop. This may include consultation with others who work with the Superintendent.

The Superintendent of Schools shall evaluate the other personnel of the Schools Office in a manner as determined by the Diocesan Director of Human Resources. This may include consultation with others who work with the personnel.

Policy Adopted:	February 18, 1980
Policy Revised:	May 19, 2008
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
Policy Reviewed:	August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Teacher Contract Renewal and Non-Renewal

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, prior to non-renewal of a teacher contract, the administrator or pastor/canonical administrator must contact the Superintendent, who will determine if there is a need to involve Diocese of Des Moines Human Resources or diocesan legal counsel.

All teachers should be notified on or before the date stated in the Diocesan Personnel Handbook of the intent of the pastor to renew or refrain from renewing a teacher's contract for the next academic year.

Notification of non-renewal of a teacher's contract should:

a) be delivered by certified mail or in person by the administrator
b) be signed by the pastor / canonical administrator and administrator.

Policy Adopted: May 21, 1984
Policy Revised: January 21, 2019
July 30, 2021
July 5, 2023
September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Teacher Contract Termination - Temporary Suspension

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that prior to moving to termination or temporary suspension, the administrator and/or pastor/canonical administrator must contact the Superintendent, who will determine the need to involve Diocese of Des Moines Human Resources or diocesan legal counsel. An administrator and pastor/canonical administrator, in collaboration, may terminate or temporarily suspend a teaching contract for good and sufficient cause during the year of employment after approval from Superintendent and diocesan legal counsel.

Termination or temporary suspension must be based on the language found in the current legally authorized Diocese of Des Moines Teacher Contract.

If the recommendation for termination or temporary suspension is made based on serious inadequate performance, there must be documentation which includes the stated deficiencies and the record of administrator employee conference(s).

Policy Adopted:	March 18, 1985
Policy Revised:	January 21, 2019
	July 30, 2021
	July 5, 2023
Policy Reviewed:	August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Reduction in Staff

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop that, when the number of contracted teachers desiring to return to school exceeds the number of teaching positions which will be available, it is the responsibility of the administrator and/or pastor/canonical administrator, based on the recommendation of the administrator, to determine which contracts will be renewed.

Prior to notice being given to the teachers, the administrator will contact the Superintendent to create awareness of the situation. Information will be shared with the Bishop, if the pastor has not already done so.

Policy Adopted:	March 19, 1979
Policy Revised:	January 21, 2019
	July 30, 2021
Policy Reviewed:	September 2026

Reduction in Staff
Regulation 457.1

When it becomes necessary to reduce staff, the administrator shall utilize available vacancies whenever possible. Prior to any actions being taken for reduction in staff, the administrator and/or pastor/canonical administrator must contact the Superintendent of Schools for guidance.

There are a number of criteria that an administrator should use when making decisions affecting reduction in staff. Included are appropriate licensure and certification; a Catholic if the teacher is to teach religion; performance evaluations; rapport with staff, students and parents; professional growth; and collaboration as well as years of service.

If it becomes necessary to notify a teacher that a contract will not be renewed because of a reduction in teaching positions, the administrator/pastor/canonical administrator must notify the teacher by dates listed in the Diocesan Personnel Handbook.

Regulation Adopted:	February 18, 1980
Regulation Revised:	January 21, 2019
	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Grievance Policy

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that there be Diocesan procedures for the timely and just resolution of complaints. The grievance procedure will be stated in the Diocesan Personnel Handbook/Local Handbook and reviewed with teachers each year.

Policy Adopted: April 12, 1976
Policy Revised: May 19, 2008
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

Grievance Regulation
Regulation 458.1
The following procedures should normally be followed:

Grievances and requests for any meetings should be placed in written form, stating the policy, procedure or contract term involved.

The person or persons who wish to file a grievance should:

1) Request a conference with the immediate supervisor which should be held as soon as possible for the purpose of discussion and resolution.
2) If a resolution is not reached, a conference may be requested with the school administrator.
3) Failing to reach an agreement, the problem may be referred to the pastor.
4) The Superintendent or Bishop or his designee may be involved if deemed necessary.

Regulation Adopted: May 17, 1976
Regulation Revised: May 19, 2008
Regulation Reviewed: January 21, 2019
Regulation Revised: July 30, 2021
Regulation Reviewed: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Technology Use:

It shall be the policy of the Diocese of Des Moines Catholic School Office, under the aegis of the Bishop, that school administrators encourage school personnel to utilize technology in order to increase student achievement and to improve communication.

Careful consideration should be given to the use of social media and electronic communication to avoid any untoward exchanges, such as grooming, of an inappropriate nature. Consideration should also be given to the impact of artificial intelligence tools on ethics, data privacy, and transparency. Diocesan and local procedures will be included in the Diocesan Personnel Handbook/Local Handbook and administrators and teachers will review these procedures each year.

All diocesan schools will utilize the Acceptable Use statement (460.1) and staff should understand that by signing the handbook acceptance page they are signifying their acceptance of this statement.

Policy Adopted:	June 21, 2005
Policy Revised:	January 20, 2012
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	August 2026

Technology Use: 460.1
Diocese of Des Moines Catholic School
Staff Acceptable Use Policy (AUP) for Digital Technology & Communications
1. Purpose and Mission Alignment
The Diocese of Des Moines Catholic Schools provide digital technology resources to support educational excellence, administrative efficiency, and enhanced communication. In accordance with our Catholic faith and mission, all staff members are expected to utilize these resources in a professional, ethical, legal, and morally responsible manner.
This policy applies to all employees, contractors, and volunteers (collectively referred to as "staff") utilizing school-provided technology resources, regardless of the physical location, infrastructure, or specific end-user device.

2. Scope and Agnostic Definitions

- **Technology Resources:** Includes, but is not limited to, any school-owned or school-leased hardware (computers, tablets, cellular devices, interactive displays), network infrastructure (Wi-

Fi, wired networks), software applications, cloud-based storage, electronic mail (email), communication platforms, and internet access.
- **User Account:** Any digital identity credentialed by a regional school for staff use (e.g., email accounts, learning management system logins, administrative database access).
- **Personal Devices:** Any technology hardware owned by the staff member that connects to school networks or is used to conduct school business.

3. Expectations for Professional and Christian Conduct

As role models in a Catholic educational environment, staff members must ensure their digital footprint reflects the teachings of the Catholic Church.

- **Moral Integrity:** Staff shall not use technology resources to access, create, view, or distribute material that is profane, obscene, defamatory, harassing, or otherwise inconsistent with Catholic moral values.
- **Professional Boundaries:** Staff must maintain strict professional boundaries with students. All electronic communication with current students or parents must occur exclusively through school-approved communication channels and user accounts. Communication with students via personal social media accounts or personal phone numbers is strictly prohibited.
- **Representation:** When using school-provided accounts or identifying as an employee of the school online, staff must represent the institution professionally and avoid making unauthorized public statements on behalf of the parish, school, or region.

4. System Security and Account Responsibilities

Because infrastructure varies across our schools, security relies heavily on individual staff behavior.

- **Federal Compliance (CIPA):** As required by the Children's Internet Protection Act, the District uses filtering software to block inappropriate content and monitors the online activity of minors.
- **Credential Protection:** Staff are responsible for the security of their user accounts. Passwords, PINs, or biometric access credentials must never be shared with students, colleagues, or outside entities.
- **Unauthorized Access:** Staff must not attempt to bypass network filters, security measures, or access permissions established by their local school administration.
- **Data Integrity:** Staff must not intentionally introduce malicious software, alter device configurations without authorization, or attempt to access data belonging to another user without explicit permission.

5. Data Privacy, Artificial Intelligence, and Student Protection

The Des Moines Region Catholic School Corporation protects student data in accordance with Iowa Code and Federal Law. Personally Identifiable Information (PII) will not be shared or sold for commercial purposes.

- **Confidentiality:** Staff has access to confidential student and administrative data. This information must be handled securely and only processed or shared using school-approved digital applications.
- **Student Media:** Staff may not post photos, videos, or identifiable information of students to personal social media accounts.

Exceptions include:

- Photos or videos of the staff member's own child(ren) that are taken or shared in the staff member's capacity as a parent or guardian.
- Reposting or sharing content that has been officially published by the school through its authorized communication channels, provided the content is not altered and complies with all applicable privacy and consent requirements.

Any school-sanctioned digital publications must comply with local school opt-out lists and parental consent guidelines.

- **Software Vetting:** Prior to introducing any digital application, website, or digital tool into the classroom that requires student accounts, staff must ensure the platform has been vetted and approved by school administration for compliance with student privacy laws.
- **Artificial Intelligence (A.I.) and Generative A.I.:** AI may support educational planning, instruction, and communication, but it may never replace professional educational judgment. Employees must comply with copyright, privacy, and all applicable law and school policy when using AI tools. Unauthorized use or reliance on AI in violation of this policy may result in discipline. All staff should read and utilize the Diocesan AI Guidebook.

6. Acceptable Use and Property Rights

- **Primary Use:** Technology resources are provided primarily for educational and administrative purposes. Incidental personal use is permitted, provided it does not interfere with job performance, violate school policy, or consume significant network bandwidth.
- **No Expectation of Privacy:** All data created, sent, received, or stored using school-provided networks, user accounts, or devices remains the property of the school. The school and regional administration reserve the right to monitor, log, review, and disclose any digital activity without prior notice.
- **Copyright and Plagiarism:** Staff must respect copyright laws, intellectual property rights, and software licensing agreements. Unauthorized duplication or distribution of digital materials is strictly prohibited.

7. Implementation and Enforcement

Violations of this Acceptable Use Policy may result in the limitation or revocation of technology privileges, disciplinary action up to and including termination of employment, and, where applicable, referral to law enforcement.

Staff Acknowledgment and Agreement

I have read, understand, and agree to abide by the Des Moines Region Catholic School Corporation Staff Acceptable Use Policy. I understand that access to these technology resources is a privilege, not a right, and that my digital conduct must align with the mission of Catholic education.

I have read and agree with the conditions in this Statement.

_____ _____

Employee Signature Date

Regulation Adopted: June 21, 2005
Regulation Revised: January 20, 2012
Regulation Reviewed: January 21, 2019
July 30, 2021
Regulation Revised: August 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Adult Supervision with School Activities/Programs

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all school programs and activities follow the Diocesan regulation (463.1) concerning adult supervision for the safety and protection of all students.

Policy Adopted:	May 17, 1999
Policy Revised:	January 21, 2019
	July 30, 2021
Policy Reviewed:	September 2026

Adult Supervision with School Activities/Programs
Regulation 463.1

Supervision of program/activity participants is a serious responsibility; therefore, each school must determine at what age one can serve as a supervisor and how many supervisors are necessary for the various types of programs and activities.

Due to the differing purposes of the various school activities, the following are required:

1) School activities on parish/school property should have a minimum of two adults present on site. However, depending upon the age and number of students involved, as well as the planned activity, there may be a need to increase the number of supervisors.
2) All chaperones must be 21 years of age or older.
3) School activities off parish/school property should have a minimum of one chaperone per eight participants. There are two exceptions to the required number of chaperons for offsite activities:
    - If the management of the offsite activity assures the school administration that it will provide supervision in addition to the teacher or sponsor, the requirement of one to eight may be altered.
    - The school administration may determine the appropriate number of supervising adults based on the type of event, location and risk to students for athletic and/or extracurricular activities.
4) Some activities may require the presence of trained medical personnel.
5) All supervisors should be informed of their responsibilities and receive any necessary training prior to their service.

5a) Training must include VIRTUS-Protecting God's Children (or its successor program approved by the Bishop). Current certification must be on file with school administration. No individual may serve as a supervisor or chaperone unless this requirement is satisfied.
5b) Prior to serving in any supervisory or chaperone capacity, every adult must have satisfactorily completed: (i) a criminal background check through the Iowa Division of Criminal Investigation or an equivalent screen service approved by the Diocese; (ii) a check of the Iowa Child Abuse Registry (Iowa Code chapter 235A); and (iii) any additional screening required by the Diocese of Des Moines Safe Environment Office. Results must be on file before the individual assumes any supervisory duty. No adult with a disqualifying offense or founded child-abuse report may serve in a supervisory or chaperone capacity.
5c) Prior to serving in any supervisory or chaperone capacity, every adult must have read, signed, and returned to the school administration The Diocese of Des Moines Code of Pastoral Conduct (or its successor document). The signed acknowledgement must be on file before the individual assumes any supervisory duty.

6) When multiple supervisors are on board a bus, they must distribute themselves evenly throughout the vehicle (e.g. front, middle, and back rows) rather than sitting together, ensuring maximum visual and behavioral coverage of all students.
7) The possession, use, or being under the influence of alcohol, tobacco (including e-cigarettes and vaping), cannabis, or any illegal drugs or controlled substances is strictly prohibited at all times by any individual acting in a supervisory capacity. This zero-tolerance restriction applies for the entire duration of the assignment.
8) Any supervisor, chaperone, or adult present at a school activity who witnesses, suspects, or receives a report of child abuse, sexual abuse, or boundary violations involving a minor must: (a) immediately ensure the safety of the child; (b) report the suspected abuse to the Iowa Department of Health and Human Service (Iowa HHS) as required by Iowa Code chapter 232 (mandatory reporter obligation); (c) notify the Diocese of Des Moines Victim Assistance Coordinator. Failure to report suspected abuse is a violation of Iowa law and grounds for immediate removal from any supervisory role and further disciplinary action. Under no circumstances shall any person conduct an internal investigation in lieu of reporting to the civil authorities.

Regulation Adopted: May 17, 1999
Regulation Revised: January 21, 2019
Regulation Reviewed: July 30, 2021
Regulation Revised: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Adult Contact with Students Outside of Regular School Hours

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that, in order to safeguard students and to avoid even the appearance of impropriety, all school employees, volunteers, and clergy, who need or plan to meet with or work with a student or students outside of regular school time, regardless of the purpose:

a. Must inform the school administration of the meeting and/or work session and obtain permission of the student's parents/guardians for the meetings and/or work sessions and advise the student's parents/guardians of the purpose(s), dates and times, and the number of the meetings/sessions.
b. Must meet and/or work with the student at the student's school or at a public facility where they are well seen by others.
c. Must have on file with the school administration proof of: (i) current completion of the Diocese of Des Moines approved safe-environment training program; (ii) a satisfactory criminal background check; and (iii) a satisfactory check of the Iowa Child Abuse Registry (Iowa Code chapter 235A). No employee or volunteer may meet with or work with a student outside of regular school hours unless these requirements have been met.
d. Must have a current, signed Diocese of Des Moines Code of Pastoral Conduct on file with the school administration.

Since it is the responsibility of the teacher to assist their classroom students immediately before and after school, no teacher may receive compensation of any type from a parent/guardian during that time. Parents/guardians or the school may arrange for tutoring services with students; however, teachers may not offer tutoring for pay for their own students during the school day, which includes before and after school times.

Employees, volunteers, and/or clergy must not use personal email accounts, personal social-media accounts, or personal phone number to communicate with students except in an emergency involving imminent risk to health or safety. All non-emergency electronic communications between employees/volunteers and student must occur through school-approved and monitored platforms (e.g. school-issued email, school-approved messaging applications). Any such communication must be for a legitimate educational, athletic, or extracurricular purpose. A parent/guardian and school administrator must be included on or have access to all electronic communications with students. Should an emergency require use of a personal device, the employee/volunteer must notify the school administrator and the student's parent/guardian within 24 hours and provide a record of the communication.

Any employee, volunteer, and/or clergy who witnesses, suspects, or receives a report of child abuse, sexual abuse, grooming behavior, or boundary violations involving a student must: (a) immediately

ensure the safety of the student; (b) report the suspected abuse to the Iowa Department of Health and Human Services (Iowa HHS) as required by Iowa Code chapter 232a; (c) notify the school principal or administrator; and (d) notify the Diocese of Des Moines Victim Assistance Coordinator. This obligation applies regardless of the identity or status of the suspected offender. Failure to report is a violation of Iowa law and grounds for immediate termination and removal from ministry.

Employees, volunteers, and/or clergy are strictly forbidden from transporting students in their personal vehicles unless explicit, written consent has been provided by the parent/guardian and approved by the school administration prior to the trip.

Employees, volunteers, and/or clergy shall not: (i) give personal gifts to individual students without prior written approval from the school administration and the student's parent/guardian; (ii) request or encourage any student to keep any aspect of their interaction secret from parents/guardians, school administrators, or other responsible adults; or (iii) engage in any physical contact with a student that is not clearly and unambiguously appropriate to the educational or athletic context and observable by others.

Adults supervising activities shall not invite students to their personal residences, nor shall they attend private student gatherings outside of officially sanctioned school events.

Employees, volunteers, and/or clergy who fail to comply with this policy will be subject to disciplinary action which may include termination.

Policy Adopted:	May 18, 2009
Policy Revised:	January 21, 2019
	July 30, 2021
	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Corporal Punishment / Physical Abuse or Harassment

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, and the State of Iowa define corporal punishment as the intentional physical punishment of a student. Corporal punishment is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain.

All faculty and staff must participate in the Ch. 103: Seclusion and Restraint course offered through the Area Education Agency (AEA). Certificates of Participation are to be kept on file for each employee.

No employee is prohibited from using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

-- To quell a disturbance or prevent an act that threatens physical harm to any person.
-- To obtain possession of a weapon or other dangerous object within a pupil's control.
-- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
-- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
-- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
-- To protect a student from the self-infliction of harm.
-- To protect the safety of others.
-- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents must be given an explanation of the reasons for physical force.

If a written allegation of unreasonable or unnecessary physical force or physical contact has been made against a school employee, the allegation must be investigated by the Level One investigator and the employee placed on administrative leave. (IAC 280.21) See regulation 466.1 for Level One investigation information.

If the results of an investigation find that the school employee's conduct constitutes a crime, the administrator or superintendent must make a report to the Board of Educational Examiners. (IAC281-102.5(6)

Policy Adopted: April 25, 2000
Policy Revised: March 25, 2013
July 30, 2021
September 2026

Corporal Punishment / Physical Abuse or Harassment by Staff – Level One Investigation
Regulation 466.1

The following procedures shall be implemented in the investigation of allegations of corporal punishment or physical harassment or abuse:

1) Any person having knowledge of corporal punishment or physical harassment or abuse should file a report with the school's designated Level-One investigator**,** by using the form, Alleged Corporal Punishment or Physical Harassment or Abuse.
Any school employee/volunteer receiving a verbal or written report of corporal punishment or physical harassment or abuse must immediately pass on the information to the Level-One investigator.

2) If the alleged victim of abuse is under age 18, the incident must first be reported to the Department of Health and Human Services (Iowa HHS). Then the school should proceed with its investigation.

3) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, the parents of alleged victim if below age 18 and the immediate supervisor of the employee/volunteer. The alleged offender named in the report shall receive a copy of the report at the time he/she is initially interviewed by the Level-One investigator.

4) The Level-One investigator shall complete an informal investigation within five working days following receipt of the written report. The investigator shall have access to any records of the alleged victim and alleged offender for the purpose of interviewing and investigating. Personnel under investigation are required to be placed on administrative leave.

5) If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger through continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.

6) The Level-One investigation must be deferred, if the investigator believes the magnitude of the allegations suggest an immediate law enforcement investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of alleged victim if the person is under 18 years of age. All steps involved in this process must be documented.

7) Within 5 days of receipt of the completed alleged Corporal Punishment or Physical Harassment or Abuse by Staff Personnel Report, the Level-One investigator shall interview the alleged victim, the alleged accused named in the report and any other persons who may have knowledge of the circumstances contained in the report. The investigator must notify the parent of a child in pre-kindergarten through grade 6 of the date and time of the interview and of the right to be present or to

see and hear the interview or send a representative in the parents' place. The investigator should notify the parents of older involved students.

8) The designated investigator shall determine, by a preponderance of the evidence and based upon the investigator's training and experience and the credibility of the victim, whether it is likely that an incident took place between the victim and the accused. If an incident took place it is referred to Level II.

9) The Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily suspended. Copies of this completed form shall be given to the alleged victim, the parents of any involved person under age 18 the accused, and the immediate supervisor of the accused.

10) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

a) there is no preponderance of evidence to support the allegation
b) the complaint is withdrawn, the form should be marked "withdrawn". If a reason is given for the withdrawal, a dated memo stating such should be attached to the Alleged Corporal Punishment or Physical Harassment and/or Abuse by Staff Personnel Report form. The form shall be kept in the alleged accused's file.

All other cases shall be referred to the Level-Two investigator for further determinations.

Regulation Adopted: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Incident Involving Health and Safety

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools make and permanently retain adequate documentation of all incidents involving health and safety using the Incident Report form, found in the Administrator Handbook and on the Administrator Hub. These records must be available to the school administrator and stored in the school office.

An incident is defined as: An action or episode involving persons that may have serious results. These may involve but are not limited to:
a) an action which creates an unsafe, unhealthy or uncomfortable situation.
b) an action which violates the rules, regulations or policies of the school, parish or diocese.

Policy Adopted: May 17, 1999
Policy Revised: May 19, 2008
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021
Policy Reviewed: September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Mandatory Reports of Child Abuse by a Care Giver

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all certified/licensed school employees, who have a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, shall report the suspected abuse verbally to the Department of Health and Human Services (Iowa HHS) within 24 hours, and follow the verbal report with a written report on forms provided within 48 hours. Forms are available on the Department of Health and Human Services webpage, under Report Abuse and Fraud. (https://hhs.iowa.gov)

A Caregiver is defined as parent, guardian, foster parent, relative or other person with whom the child resides, or any person providing care for a child but with whom the child does or does not reside.

Failure on the part of a mandatory reporter to make a report as required by law may be subject to disciplinary actions up to and including termination.

Each school shall provide a method by which the training, required by law, is given to all mandatory reporters within 6 months of initial employment and every 3 years thereafter. Training will be required in Mandatory Reporter: Child Abuse.

The school administration and staff shall cooperate fully with Iowa HHS personnel in conducting a child abuse or abuse investigation. The school is under no obligation to contact the parents or legal guardians of suspected abuse by a caregiver. (232-IAC 68-71)

Policy Adopted:	May 19, 1986
Policy Revised:	May 19, 2008
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
	September 2026

Mandatory Reports of Child Abuse by a Care Giver
Child Abuse Abuse Categories
Regulation 475.1

In order to provide the greatest possible protection to children under age 18, mandatory reporters, who "believe a child has suffered abuse" must report such to the Iowa Department of Health and Human Services (Iowa HHS) orally within 24 hours and in written form, using the Iowa Department of Heath and Human Services (Iowa HHS) Suspected Child Abuse Reporting Form, within 48 hours.

The categories of child abuse are:

1. Physical abuse
2. Denial of Critical Care
3. Sexual abuse
4. Mental injury
5. Child prostitution
6. Presence of illegal drugs
7. Dangerous substances
8. Allows access to obscene materials
9. Allows access by a registered sex offender
10. Bestiality in the presence of a minor
11. Child sex trafficking

It is the responsibility of the Iowa Department of Health and Human Services (Iowa HHS) to determine abuse and/or neglect. Therefore, Diocesan school personnel should not investigate any allegations of child abuse by caregivers. (Abuse by a school employee is covered in a separate policy.) All school administrators must be informed of any reports being made by teachers and staff to the Iowa Department of Health and Human Services (Iowa HHS) on child abuse by a caregiver. (441-IAC 9.2)

Regulation Adopted:	May 19, 1986
Regulation Revised:	May 19, 2008
Regulation Reviewed:	January 21, 2019
Regulation Revised:	July 30, 2021
Regulation Reviewed:	September 2026

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Sexual Harassment and/or Abuse by Staff Personnel

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and abuse. Each school must promote a sexual harassment and abuse free environment through information, training, supervision and investigation of allegations of such behavior.

Sexual harassment and abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1) submission to the conduct is implicitly or explicitly a term or condition of education or employment.
2) submission to or rejection of the conduct is used as the basis for academic decisions affecting a student or an individual's employment.
3) such conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

School personnel (students, employees, volunteers), who believe they or others have or may have been sexually harassed and/or abused by school employees/volunteers, should report this matter to Superintendent of Schools and local officials.

This policy is to be applied and interpreted in a manner consistent with the Gender Identity Guide and Policies of the Diocese of Des Moines. School employees, volunteers, and students should be welcoming and accompany individuals experiencing gender dysphoria with compassion. But the following shall not constitute bullying and harassing for the purposes of this policy: (1) refusing to use a "preferred pronoun"; (2) requiring an individual to use the bathroom or locker room that matches their biological sex; (3) requiring an individual to present themselves in attire consistent with their God-given dignity; (4) requiring an individual to participate in co-curricular activities consistent with the biological sex of the participant; (5) restricting access to single-sex programs; or (6) restricting or prohibiting any medication such as "puberty blockers."

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. School personnel (employees/volunteers and students) are required to assist in the investigation

when requested to provide information. All involved are to maintain confidentiality to the extent practical in the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

The school administrator shall normally serve as the designated Level-One investigator unless the allegation involves the Level-One investigator, in which case the Diocesan Superintendent of Schools shall be notified. The name and telephone number of the Level-One investigator and an alternate shall be published annually in the Student/Parent and Faculty/Staff Handbooks.

If students and/or personnel believe sexual harassment and abuse has occurred but do not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the principal (Diocesan Superintendent if the allegation involves the principal) about the incident(s). In such case**,** the principal shall handle the concern as a personnel matter. (281-IAC 10.2) The administrator will contact the Superintendent.

School officials must report to Board of Educational Examiners the resignation of a licensed employee or the non-renewal or termination of a licensed employee's contract for an allegation of or actual sexual misconduct of a student. (282-IAC 11.37)

Should the allegation involve a priest, deacon, religious, or other Church personnel subject to the Diocese's Safe Environment/Charter policy, the Level I investigator shall also notify the Diocesan Victim Assistance Coordinator and/or the Review Board in accordance with the Diocese's separate Safe Environment policy.

All complaints and investigation reports and notes are to be kept for ten years.

Policy Adopted:	January 31, 1994
Policy Revised:	March 25, 2013
Policy Reviewed:	January 21, 2019
Policy Revised:	July 30, 2021
Policy Revised:	July 5, 2023
	October 1, 2024
	September 2026

Sexual Harassment and/or Abuse by Staff Personnel: Investigation
Regulation 478.1

The following procedures shall be implemented in the investigation of allegations of sexual harassment and/or abuse:

1) Any person having knowledge of sexual harassment and/or abuse should file a report with the school's designated Level-One investigator**,** by using the form, Alleged Sexual Harassment and/or Abuse by Staff Personnel Report (Regulation 478.2).
   Any school employee/volunteer receiving a verbal or written report of sexual harassment or abuse must immediately pass on the information to the Level-One investigator.

2) If the alleged victim of abuse is under age 18, the incident must first be reported to the Department of Health and Human Services (Iowa HHS). Then the school should proceed with its investigation.

3) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, the parents of alleged victim if below age 18, and the immediate supervisor of the employee/volunteer. The alleged offender named in the report shall receive a copy of the report at the time he/she is initially interviewed by the Level-One investigator.

4) The Level-One investigator shall complete an informal investigation within five working days following receipt of the written report. The investigator shall have access to any records of the alleged victim and alleged offender for the purpose of interviewing and investigating. Personnel under investigation are required to be placed on administrative leave.

5) If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger through continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.

6) The Level-One investigation must be deferred, if the investigator believes the magnitude of the allegations suggest an immediate law enforcement investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of alleged victim if the person is under 18 years of age. All steps involved in this process must be documented.

7) Within 5 days of receipt of the completed alleged Sexual Harassment and/or Abuse by Staff Personnel Report, the Level-One investigator shall interview the alleged victim, the alleged accused named in the report and any other persons who may have knowledge of the circumstances contained in the report. The investigator must notify the parent of a child in pre-kindergarten through grade 6 of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parents' place. The investigator should notify the parents of older involved students.

11) The designated investigator shall determine, by a preponderance of the evidence and based upon the investigator's training and experience and the credibility of the victim, whether it is likely that an incident took place between the victim and the accused. If an incident took place it is referred to Level II.

12) The Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form (Regulation 478.3) shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily suspended. Copies of this completed form shall be given to the alleged victim, the parents of any involved person under age 18, the accused, and the immediate supervisor of the accused.

13) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

c) there is no preponderance of evidence to support the allegation
d) the complaint is withdrawn, the form should be marked "withdrawn". If a reason is given for the withdrawal, a dated memo stating such should be attached to the Alleged Sexual Harassment and/or Abuse by Staff Personnel Report form. The form shall be kept in the alleged accused's file.

All other cases shall be referred to the Level-Two investigator for further determinations.

Regulation Adopted: May 21, 1990
Regulation Revised: January 21, 2019
Regulation Revised: July 30, 2021
Regulation Reviewed: October 1, 2024
Regulation Revised: September 2026

Sexual Harassment and/or Abuse by Staff Personnel
Level Two Investigation of Sexual Harassment and/or Abuse by Staff Personnel
Regulation 478.4

Upon determination that there is need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent, in consultation with the diocesan legal counsel, shall appoint a Level-Two investigator who may not be a school, diocesan, or AEA employee.

The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms.

The Level-Two investigator shall:

1) review the Alleged Sexual Harassment and/or Abuse by Staff Personnel Report.
2) review the Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel form.
3) conduct further investigation if, and as much as, deemed necessary to determine whether the preponderance of evidence to support sexual harassment and/or abuse allegations. (Any involved person, who is below seventh grade, must have their parents informed previous to the interview when the interview will be held.)
4) make a written narrative report which shall include:
    a) whether any exceptions apply.
    b) whether the allegation is founded or unfounded at Level-Two.
5) send a copy of the report to the Level-One investigator and Superintendent of Schools.

If the Level-Two investigation is founded, the Level-One investigator upon receipt of the narrative report must:

1) forward copies of the report to the student victim or parents (if the student is younger than 18), the school employee named as the alleged abuser, the employee's supervisor and the person filing the Alleged Sexual Harassment and/or Abuse Report.
2) contact the Superintendent of Schools about filing a complaint with the State Board of Educational Examiners (if the employee holds a professional license) or report to the Department of Education (if the abuser is a bus driver) for the purpose of a hearing to revoke the license or permit.
3) The administrator or administrator designee will work with the Superintendent regarding disciplinary action.
4) arrange for counseling services for the student upon the request of the student and/or parents. (281-IAC 102)

Regulation Adopted: May 21, 1990
Regulation Revised: March 25, 2013
Regulation Reviewed: January 21, 2019
July 30, 2021
July 5, 2023
October 1, 2024

Regulation Revised: September 2026

Sexual Abuse and/or Harassment by Staff Personnel
Retention of Investigation Records of Sexual Harassment and/or Abuse by Staff Personnel
Regulation 478.5

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the school for a minimum of ten years.

Records of reports found to be substantiated shall be placed in the accused's personnel file/permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's personnel file/permanent record.

Regulation Adopted: May 21, 1990
Regulation Revised: March 25, 2013
Regulation Reviewed: January 21, 2019
July 30, 2021
October 1, 2024
Regulation Revised: September 2026

Regulation 478.2
Accompanies Policy 478

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Investigation of Sexual Harassment and/or Abuse by Staff Personnel

Diocese of Des Moines

Alleged Sexual Harassment and/or Abuse by Staff Personnel Report

(To Be Completed By the Alleged Victim. If Assistance is Needed Contact the Level-One Investigator)

Victim's Name and Address: _____

_____

Victim's Telephone #: _____ Victim's School: _____

Name of Accused: _____ Telephone #: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Please describe what was said and/or happened. Include the date, time and place where incident took place and what was said/done. Also state the nature of any injury, if such occurred.

_____

_____

_____

_____

Were there any witnesses to the incident or are there any persons who may have information about this incident? _____yes _____ no

If yes, please list by name, if known or classification (for example "fifth period gym class".)

_____

_____

Has any professional person examined or treated the victim as the result of this incident?
_____Yes _____ no _____unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known.

_____

_____

Has anyone contacted law enforcement about this incident? _____yes _____no

Please provide any additional information you have which may be helpful to the investigator. Attach additional pages if needed. Also, attach any evidence, i.e. letters, photos, drawings, etc.

_____

_____

_____

_____

_____

Reporter's name, address and phone number (if different than alleged victim):

_____

_____

Relationship to victim: _____

_____ _____
Complainant Signature Witness Signature

_____ _____
Date Witness Name (please print)

_____
Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You, the victim or victim's parent/guardian if victim is under age 18, will receive a copy of this report and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

Regulation Adopted: May 21, 1990
Regulation Revised: March 25, 2013
Regulation Reviewed: January 21, 2019
October 1, 2024
September 2026

Regulation 478.3
Accompanies Policy 478

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Investigation of Sexual Harassment and/or Abuse by Staff Personnel

Diocese of Des Moines

Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel Form

Victim's Name and Address: _____

_____

Victim's Telephone #: _____ Victim's School: _____

Name of Accused: _____ Telephone #: _____

Name and address of person filing report if different than victim: _____

_____

Name and address of parent or guardian if victim is below age 19: _____

_____

Date report of harassment/abuse was filed: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Describe the nature, extent and cause of the sexual harassment/abuse and injury, if any and if known: (attach additional pages if needed.)

_____

_____

_____

_____

_____

Describe the investigation: Attach additional pages if needed. (Please do not use witnesses' full names.)

_____

_____

_____

_____

_____

Were audio tapes made of any interviews? _____ yes _____ no

Were video tapes made of interviews? _____ yes _____ no

Was any action taken to protect the victim during or as a result of the investigation? ____ yes ____no

If yes, describe:

_____ victim excused from school

_____ victim assigned to different class

_____ accused placed on suspension/leave

_____ other (please specify) _____

Level-One investigator's conclusions:

_____ Sexual abuse was alleged; but the alleged actions of the accused, even if true, would not meet the minimum definition of sexual abuse in the rules.

_____ Alleged victim has no connection with the school.

_____ Alleged accused is not connected to or with the school.

_____ The complaint has been investigated and conducted at Level-One as unfounded.

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of sexual harassment/abuse took place.

_____ The complaint has been investigated at Level-One and is founded.

_____ The investigation is founded at Level-One and has been turned over to Level-Two for further investigation.

_____ Investigation of the complaint was deferred at Level-One and referred to law enforcement at this time.

Current status of investigation:

_____ Closed. No further investigation is warranted.

_____ Closed and referred to school officials for further investigation as a personnel matter.

_____ Deferred to law enforcement officials.

_____ Turned over to a Level-Two investigator.

Other comments: _____

_____

I have given a copy of the report of sexual harassment and/or abuse and of this investigative report to the accused named in the report, the accused's supervisor, and the victim (parent/guardian if victim is under 18 years of age) and informed person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused holds an Iowa educator's certificate or license.

_____ _____

Name of investigator (please print) Investigator's place of employment

_____ _____

Signature of Investigator Date

Adopted Regulation: May 21, 1990
Regulation Revised: March 25, 2013
Regulation Reviewed: January 21, 2019
October 1, 2024
September 2026

Policy #481
Regulation 481.1

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL - school personnel, coaches, sponsors and volunteers

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from undesirable and unlawful verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 381.12.3(13))

For the purposes of this policy, harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of a person which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places school personnel, coaches, sponsors, volunteers, or a student in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on school personnel, coaches, sponsors, volunteers, or a student's physical or mental health;
- Has the effect of substantially interfering with the job performance of school personnel, coaches, sponsors, or volunteers;
- Has the effect of substantially interfering with a student's academic performance or participation in educational activities;
- Has the effect of substantially interfering with the ability of school personnel, coaches, sponsors, volunteers, or a student to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, social media platforms (including but not limited to Facebook, Twitter, Instagram, and Snapchat), or similar technologies.

The phrase "trait or characteristic" of the student, school personnel, coaches, sponsors and volunteers as used in this policy includes, but is not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term "sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth. This policy is to be applied and interpreted in a manner consistent with the Gender Identity Guide and Policies of the Diocese of Des Moines. School employees, volunteers, and student should be

welcoming and accompany individuals experiencing gender dysphoria with compassion. But the following shall not constitute bullying and harassing for the purposes of this policy: (1) refusing to use a "preferred pronoun"; (2) requiring an individual to use the bathroom or locker room that matches their biological sex; (3) requiring an individual to present themselves in attire consistent with their God-given dignity; (4) requiring an individual to participate in co-curricular activities consistent with the biological sex of the participant; (5) restricting access to single-sex programs; or (6) restricting or prohibiting any medication such as "puberty blockers."

The term "volunteer" means an individual who has regular, significant contact with students.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with school personnel, coaches, sponsors and volunteers' or a student's performance or creation of an intimidating, offensive, or hostile working environment.

This policy shall be in effect while school personnel, coaches, sponsors and volunteers are on school property, while on school-owned or school-operated/leased vehicles; while attending or engaged in school-sponsored activities (whether on campus or not); and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

School personnel, coaches, sponsors and volunteers who believe they or other school personnel, coaches, sponsors and volunteers or students are involved in any bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The principal or the principal's designee shall be responsible for handling all complaints alleging bullying, harassment or hazing. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing.

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)

Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities.

Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in a bullying, harassment or hazing investigation or proceeding is prohibited. An individual who knowingly files a false bullying, harassment or hazing complaint or a person who gives false statements in an investigation shall be subject to discipline by appropriate measures.

School personnel, coaches, sponsors and volunteers who are found to have violated this policy shall face disciplinary action which may include placement on temporary leave and/or termination.

The principal shall ensure that the harassment, bullying and hazing policy and procedures are printed in the Handbooks and shall contain the following statement: "The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org Catholic Schools, About Catholic Schools, School Policies and Regulations."

Volunteers should receive a copy of the school's harassment, bullying and hazing policy.

The principal or the principal's designee is responsible for collecting and retaining data relating to incidents or reports of harassment, bullying and hazing. Data pertaining to harassment, bullying and hazing of school staff personnel should be retained at the school.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behaviors or lifestyles that are inconsistent with Catholic teachings.

All reports and/or notes from complaints and investigations are to be kept for ten years.

Policy Adopted: January 31, 1994
Policy Revised: June 5, 2019
September 2026

Harassment, Bullying, Hazing
Regulation 481.1
Harassment, Bullying and Hazing Complaint and Investigation Procedure

COMPLAINT PROCEDURE:
Any individual who believes that the individual or any other school related individual has engaged in or experienced harassment, bullying, or hazing should notify appropriate school principal or the principal's designee It could be the diocesan superintendent, or someone in HR, or a school guidance counselor.] 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 investigator should request that the reporting individual complete the Harassment, Bullying and Hazing Complaint Form and provide any evidence of the harassment, including, but not limited to, letters, tapes, pictures, texts, or social media posts. 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. In most cases, the investigator will interview the complainant, the alleged harasser/hazer, and witnesses, if necessary and appropriate. The respondent may file a written statement in response to the complaint. The investigator must include the totality of circumstances during the investigation.

Upon completion of the investigation, the investigator will make written findings and conclusions t and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or

the principal's designee is the complainant, 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 respondent. 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 respondent, and the investigator must receive notice as to the conclusion of the investigation.

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

Regulation Approved: January 21, 2008
Regulation Revised: June 5, 2019
September 2026

Regulation #481.2
Accompanies Policy #481

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Harassment/Bullying/Hazing Complaint Form
(Form to be completed by complainant or investigator)

Name of alleged victim: _____
(School Personnel, Student, Parent, Volunteer, Other – Please specify)

Name and position of complainant if different than alleged victim:
_____
(School Personnel, Student, Parent, Volunteer, Other – Please specify)

Name(s) of staff member(s) or student(s) alleged to be responsible for incident:
_____ _____

_____ _____

Date and place of incident or incidents: _____

_____

Describe what happened: *(Use back of form or attach additional pages if necessary)*_____

_____

_____

_____

Name of witnesses (if any): _____

_____ _____

Is there any documentation of any part of the incident? Yes ___ No ___ Please attach evidence OR explain why not.

_____

_____

_____

Any other relevant information: _____

_____

_____

_____

I believed the alleged victim was ____harassed ____bullied ____hazed based upon:

_____

_____

(LIST ALL THAT APPLY) sexual orientation, gender identity, physical attribute, race, color creed, age, national origin, religion, disability, ethnicity, political party preference, sex, marital status, familial status, socioeconomic status, political belief, ancestry

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____
Complainant or Investigator

Signature: _____ Date: _____
Investigator

Regulation Approved: January 21, 2008
Regulation Revised: June 5, 2019
Regulation Reviewed: September 2026

Regulation #481.3
Accompanies Policy #481

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

HARASSMENT/BULLYING/HAZING WITNESS DISCLOSURE FORM

Name of Witness(es): _____

_____ _____

_____ _____

Position of Witness(es) (Student, Parent, Employee, Volunteer, Other – Please specify)

_____ _____

_____ _____

Description of incident witnessed: _____

_____

_____

_____

Other relevant information: _____

_____

_____

_____

I agree that all of the information in this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____
Investigator

Regulation Approved: January 21, 2008
Regulation Revised: May 21, 2012
Regulation Reviewed: June 5, 2019, September 2026