

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**STUDENT PERSONNEL**

**Grievance Procedure**

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that if a grievance is brought forth, the following procedures should normally be followed:

Grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue.

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

1. Request a conference with the teacher (if the issue is with a teacher). The teacher may request to have administration present for the conference.
2. Failing resolution, a request for a meeting with the administrator should be requested.
3. Failing resolution through the administrator, a meeting with the priest or canonical administrator should be requested.
4. Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek resolution to the issue.

Policy Adopted: January 30, 2020

Policy Revised: July 30, 2021