

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 Board that, in order to safeguard students and to avoid even the appearance of impropriety, all school employees and volunteers, 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.

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.

Employees and/or volunteers must not use written or electronic means to communicate with a student in any manner that could be considered inappropriate or illegal.

Employees and/or volunteers 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