

**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 Board 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 local officials (Level I Investigator) and to the Diocesan Chancellor.

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 (Superintendent) shall handle the concern as a personnel matter. (281-IAC 10.2)

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)

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