

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

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

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 Chancellor, shall appoint a Level-Two investigator who may not be a school 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 19), 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) report all other school employees/volunteers to the local board of education where disciplinary action is left to the discretion of the administration and board.
- 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