

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**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 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.

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