

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 401

RELIGIOUS QUALIFICATIONS OF SCHOOL TEACHERS

Because the distinct purpose of a school is to create a Christian educational community where knowledge is enlightened and enlivened by the Catholic Faith and Catholic Social Teaching, teachers in the schools of the Diocese of Davenport should:

1. Be a Catholic in Good Standing, who has knowledge of the Catholic faith adequate to teach its content.
2. Be non-Catholics fully committed to the distinctive purpose, philosophy, and spirit of Catholic School education.
3. Live and model the principles and moral values which are part of Catholic teaching regarding lifestyle.
4. Understand and be dedicated to the ministry of Catholic school education.

Requirements for Teachers of Religion in Schools

1. Be a Catholic in Good Standing who has the knowledge of the Catholic faith adequate to teach its content.
2. Demonstrate a belief in and practice of the Catholic Faith.
3. Possess knowledge of the faith formation program of the school.
4. Work toward completion of the highest level of the Lay Formation Plan offered by the Office of Faith Formation in the Diocese of Davenport.

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PROCEDURE 402

RECRUITMENT AND SELECTION OF TEACHERS

When vacancies become known at a local school or a new position is created for a teacher, the principal shall follow this procedure:

1. Advertise the teaching position on the Teach Iowa Website. The principal may choose to also list the teaching vacancy in *The Catholic Messenger* or the local newspaper.
2. It shall be the policy of the Diocesan Board of Education that the administrator utilizes a committee to assist in interviewing candidates for teaching positions. Committee membership might include the pastor, a member of the local board of education and a teacher from the department or grade in which a vacancy exists.
3. The principal/search committee will review and select applicants for interview.
4. The principal/search committee may select interview questions from the teacher interview question bank that best suit the needs for the position to be filled.
5. The principal or his designee will select the proper location for the interviews to be conducted and make a schedule to follow for the interviews.
6. The principal or a staff member may offer the applicant a tour of the classroom to be occupied by the teacher to be hired and the rest of the building.
7. The principal or his/her appropriate designee will conduct all correspondence between applicants and the local school.
8. Responsibility for recommending to the board of education a candidate for a contract rests solely with the administrator. Search committee members shall share strengths and areas of concern for each applicant and point out how certain applicants might possess the skills needed for the current vacancy.
9. The principal will conditionally offer, pending board approval, the position to an applicant. Upon confirmation of acceptance of the conditional offer, the potential hire will begin the background check and [Diocesan Safe Environment Requirements](#). A contract is only signed after the potential hire meets the aforementioned criteria.

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POLICY 403

SCREENING

In the interest of the safety of those we serve, it shall be the policy of the Diocesan Board of Education that all persons, who volunteer or are employed to work in the school, must be screened in relation to the nature of the position. Offers of employment and volunteer positions are conditional until successful completion of [Safe Environment Requirements, which includes a background check](#).

Those driving as a regular part of their employment or volunteer service will be asked to complete the diocesan approved form regarding driving. They may also be asked to consent to a review of their driving record.

Any and all information gathered must be shared with others “on a need to know” basis only and as allowed by law.

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Revised: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: February 28, 2019
Policy Revised: February 7, 2020
Policy Promulgated: May 5, 2010

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POLICY 404

SUPPORT FOR CHURCH TEACHINGS

It shall be the policy of the Diocesan Board of Education that all employees/volunteers of the school are expected to support the mission of the program in which they are involved and the teachings of the Catholic Church.

Employees/volunteers shall be either Catholics in good standing with the Church or others who have a positive attitude toward the Catholic faith and could assume the role of witnessing Catholic values. Teachers of religion in schools are to be fully initiated Catholics in good standing with the Church.

Administrators cannot and should not concern themselves with the private lives of employees/volunteers unless their public behavior and/or work becomes a source of scandal to the Catholic faith (Cf: [Catechism of the Catholic Church: 2284-2287](#)).

If concerns of this nature should arise, the program administrator should consult the proper diocesan official for the purpose of raising awareness and seeking information.

Upon confirmation that an employee/volunteer of the school demonstrates behavior that is inconsistent with church teachings, the person may no longer be qualified to serve in a given situation for a certain time.

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

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POLICY 405

COMMUNICABLE DISEASES

Each employee of a school must be physically and mentally able to perform the essential job function of his/her duties and responsibilities of his/her position and must be free of any condition or disease which may be detrimental to the health and/or safety of students or fellow employees as determined by a licensed physician.

The Diocesan Board of Education recognizes that some employees with a communicable disease, as defined by the Federal Center for Disease control and the Iowa State Department of Health, may be able to perform their duties without creating a risk of transmission of illness or other harm to students or employees. The Board also recognizes that there may be greater risk for the transmission of a communicable disease for some persons than for other persons infected with the same disease.

It shall be the policy of the Diocesan Board of Education that these special conditions, the risk of transmission of the disease, and the effect upon the employee shall be considered in assessing the individual's continued employment and/or placement. Responsibility for this assessment rests with the program administrator in consultation with the appropriate diocesan administrator. The Diocese reserves the right to require a physician's statement prior to a decision regarding continued employment and/or placement following contagious illness.

Health data of an employee is held separate from personnel files, is confidential and released only as allowed by law, and shall not be disseminated without strict observance of the employee's right to privacy.

Policy Adopted: November 15, 2001
Policy Revised: March 2007
Policy Revised: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Reviewed: February 28, 2019
Policy Promulgated: July 29, 2019

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POLICY 406

BUS DRIVERS/DRUG AND ALCOHOL TESTING

It shall be the policy of the Diocesan Board of Education that schools must always comply with current law. Any school operating its own bus program must become a member of the Iowa Drug and Alcohol Testing Program (IDATP). Schools contracting with a private provider must ensure that the provider has a drug and alcohol testing program compliant with federal regulations.

Institutions must always comply with current law. At the time of this writing employees who operate school vehicles are subject to drug and alcohol testing, if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons, including the driver, or the vehicle weighs twenty-six thousand one hundred pounds (26,100 pounds) or more. For the purposes of the drug and alcohol-testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle and any volunteers who operate such a vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, and return-to-duty and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function* within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function*.

Employees with questions about the drug and alcohol-testing program may contact the program administrator or the person designated by the administrator to be responsible for this area.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

The administrator or designee shall inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form and personally at the first interview with the applicant.

The administrator or designee shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The administrator or designee shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

*See the Federal Motor Carrier Safety Administration – ["Implementation Guidelines for Alcohol and Drug Regulations"](#), Table 2.1 Safety-Sensitive Functions.

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POLICY 407

MEDICAL EXAMINATION

Pre-employment physicals or certification of fitness to work are not required by the State of Iowa or the Diocese of Davenport. Bus drivers must follow Department of Education regulations. Individuals working in DHS approved aftercare, daycare or pre-school must follow the guidelines set forth for them by the Department of Human Services.

[Iowa Administrative Code 12.4\(14\)](#)

Policy Adopted: March 15, 1989
Policy Revised: June 5, 2002
Policy Revised: June 2008
Policy Revised: May 17, 2010
Policy Revised: December 2015
Policy Revised: December 13, 2018
Policy Promulgated: December 18, 2018

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POLICY 409

HEPATITIS B

It shall be the policy of the Diocesan Board of Education that each school provides information about Hepatitis B during its annual Right-to-know session.

Each school identifies the individuals or groups of employees who are at occupational risk for exposure to blood or potentially infectious body fluids. The school shall provide the Hepatitis B vaccine and vaccination series to these employees, at no cost to the individual. In addition, the school will provide post-exposure evaluation and follow-up to employees who may have been exposed to blood and/or body fluids.

If an employee declines the vaccination for Hepatitis B, a signed and dated statement must be kept on file. If an employee identified as being at occupational risk for exposure initially declines Hepatitis B vaccination but later wishes to be vaccinated, the employer must provide such.

Policy Proposed: July 16, 2001
Policy Adopted: November 15, 2001
Policy Reviewed: September/October 2005
Policy Revised: October 13, 2005
Policy Revised: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: September 24, 2019
Policy Promulgated: October 17, 2019

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FORM 409.1

HEPATITIS B REFUSAL FORM

The following form, as required by the Occupational, Safety and Health Agency (OSHA) of the federal government, must be signed, dated and kept on file for any employee who declines the Hepatitis B vaccination series. This form may not be modified by the local board of education.

"I understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me."

Signature of Employee

Date

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POLICY 410

CONTRACTUAL OBLIGATIONS – DIOCESAN TEACHERS

A teacher's primary responsibility is to teach. Her/his energies and time should, to the greatest extent possible, be directed to this end.

The specific obligations of the contract that directs and rewards this responsibility should be supplemented with a professional attitude and behavior that is reflected in being punctual, in meeting assigned class schedules and in other measures of performance.

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POLICY 413

PROFESSIONAL GROWTH

The Office of Catholic Schools shall be charged with identifying, designing, and implementing relevant and high-quality Professional Development Opportunities for school administrators and teachers. These opportunities shall reflect both identified initiatives emerging out of educational research as well as development needs identified by the Office of Catholic Schools amongst the schools. Professional development may be implemented on the Diocesan, regional, or local levels.

In accordance with this policy, the Office of Catholic Schools may offer Diocesan or regional in-service days. All principals and teachers shall be required to attend designated professional development days provided by the Office of Catholic Schools.

Local School Responsibility

Ongoing professional development for administrators, teachers and other staff members shall be made a priority in planning and budgeting. Each school shall continually collect and analyze performance data to shape school-wide, academic department, and teacher-level Professional development goals. Each school will develop a plan for ongoing professional development which aligns with the school's Continuous Improvement Plan.

Each school shall provide at least five clock hours per year of catechetical development of the staff and a Catholic retreat. The Office of Faith Formation, the Office for Liturgy and the Office of Vocations from the Diocese of Davenport will assist Principals in the planning and execution of these days.

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POLICY 414

TEACHER OBSERVATION AND EVALUATION

Teachers in the Diocese of Davenport will be evaluated by the building principal, using the Eight Iowa Teaching Standards and the Diocesan Standard for “Faith Community Member”. The principal will observe instruction in the classroom. Each teacher will receive a summative evaluation by the principal according to the Tier in which the individual is placed. This evaluation shall be based upon data collected during observations and should be the basis for ongoing teacher professional development. All evaluation forms must be signed by the teacher and the principal.

Employment Records and Confidentiality

Principals shall maintain a personnel file for each member of the instructional staff. Files shall be kept in a secured location in the office of the Principal. Each personnel file is confidential and shall be available only to the individual employee and to appropriate supervisory personnel. No information is to be released without the authorization of the principal and written approval of the employee.

Records

Members of the instructional staff are required to ensure that their personnel file is accurate and up to date. Each personnel file shall include the employee’s professional certificates/licenses, individual professional development plans, teaching experience, written evaluations, observation forms, accumulated and utilized leave.

Each employee’s emergency information form should remain in the employee’s personnel file and contain the name of the employee’s preferred doctor, dentist, hospital, and the phone numbers of relatives or friends to contact in an emergency.

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Revised: June 2008
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 24, 2019
Policy Promulgated: October 17, 2019

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POLICY 430

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local board of education; while in school -owned or school -operated vehicles; while attending or engaged in school -sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting that student;

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- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students or employees alleging bullying or harassment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigators and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

Each local board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school website, and the Diocesan website

Policy Adopted: June 5, 2002

Policy Amended: May 17, 2010

Policy Revised: December 2015

Policy Revised: September 24, 2019

Policy Promulgated: October 17, 2019

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And a copy shall be made available to any person at the administrative office of each school or the Diocese.

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates, etc.) to protect students and their well-being. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding effectively when students report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed.

These staff members are empowered to intervene, take measures to ensure the student's safety temporarily, and record incidents.

***The Diocese of Davenport [Policies Relating to Sexuality and Personal Behavior](#) must also be followed if there is a complaint of Sexual Harassment by an employee or volunteer.**

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PROCEDURE 430.1

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Reporting suspected bullying behaviors

- a. An Individual who feels that he/she has been harassed or bullied should report it immediately to a teacher, counselor, administrator; and/or responsible staff member working in the area at the time of the incident
- b. The individual or his/her designee writes down exactly what happened including;
 - o what, when and where it happened;
 - o who was involved;
 - o exactly what was said or what the alleged harasser did;
 - o witnesses to the harassment;
 - o what the individual said or did, either at the time or later;
 - o how the individual felt; and
 - o How the alleged harasser responded.
- c. The individual or his/her designee keeps a copy of the written report and gives another copy to the teacher, counselor, administrator, and/or responsible staff member to whom the verbal report was made.
- d. The teacher, counselor, or responsible adult who receives a complaint of bullying must notify the principal or building investigator.

COMPLAINT PROCEDURE

An individual (parent, teacher, or adult responsible for the supervision of children) who believes that a student has been harassed or bullied will notify the building principal, who is the designated investigator. The alternate investigator is the school counselor, or an individual named by the building principal. The investigator will offer the individual the opportunity to complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator may waive the form and do an intake interview right away if the individual student is reporting the bullying behaviors.

The investigator, with the approval of the Superintendent of Schools, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will review the difference between conflict and bullying. If it is clear the event(s) reported are not simply a conflict between two students, and it appears that the potential of bullying behaviors exists, the investigator will reasonably and promptly commence the investigation, upon receipt of the complaint.

Pre-Investigation Safety Plan

The investigation begins with considering precautionary measures and, if necessary, the implementation of a pre-investigation safety plan.

Investigator Meets with the Reporting Individual

The investigator next conducts an intake interview of the student, who claims to be the target of bullying behaviors, or the reporting teacher or parent who submitted the claim of bullying behaviors against a targeted student. During the intake interview the investigator will meet with the complainant and explain the process, including:

- Documentation of the allegation; a claim or assertion that an accused student has engaged in bullying behavior, usually made without proof
- Explain his/her role as a neutral factfinder

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: June 2019

Procedure Revised: March 20, 2020

Procedure Promulgated: May 5, 2020

Policy Reviewed: February 27, 2025

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- Assure the complainant of non-retaliation
- Assure that the claim will be handled discreetly but confidentiality cannot be guaranteed because of witness interviews
- Address the filing of false claims and disciplinary action
- Obtain very specific details
 - What happened?
 - Where did this happen?
 - When did this happen?
 - Who is accused of this behavior?
 - Who witnessed this behavior?
- Document the complaint in chronological order.
- Have the complainant review and sign the allegations.
- Communicate deadlines for investigation completion.
- Reevaluate precautionary measures and safety plan. The safety plan should ensure the target's emotional and physical safety during the investigation and must be targeted to the student's individual circumstances, worries and needs. All individuals, who need to know, will be informed of the safety plan and their individual responsibility for implementing and monitoring the plan.

Investigator Interviews Witnesses Individually

- A. Asks about their relationship with the complainant/target and the accused.
- B. Asks witnesses what they observed with their own eyes and heard with their own ears.
- C. Asks the witnesses about the specific allegations.

Investigator Meets with the Accused

- A. Explains the purpose of the meeting.
- B. Explains his/her role as a neutral investigator.
- C. Advises the accused of the non-retaliation policy.
- D. Addresses knowingly providing false information.
- E. Reviews each allegation with the accused and obtains responses from the accused.
- F. Obtains a witness list and follows the procedure for interviewing witnesses.
- G. Has the accused review his/her responses and sign off on his/her responses.
- H. Reevaluates precautionary measures and safety plan.

Determination of the presence of bullying behaviors.

The investigator will:

- A. Analyze collected data.
- B. Assess credibility.
- C. Determine what the preponderance of the evidence indicates.
- D. Determine if there was a violation of the policy for anti-bullying and harassment. If yes, a founded complaint is rendered; if no, an unfounded complaint is rendered.
- E. Complete the investigative report
- F. Disclose the findings to the reporting individual (or designee) and the accused (or designee), while maintaining the confidentiality of all parties.
- G. If the investigation does not yield clear findings in either direction:
 - Advise the accused that the school environment is being monitored to guard against bullying behavior
 - Advise the complainant to report future incidents immediately
 - Meet with the complainant periodically to determine if there are further problems.

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: June 2019

Procedure Revised: March 20, 2020

Procedure Promulgated: May 5, 2020

Policy Reviewed: February 27, 2025

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Determine Action Steps with Accused Student if Claim of Bullying Behavior is founded

- A. The principal or designee will determine the need for discipline and will administer the consequences he/she deems necessary for the scope of the bullying activity.
- B. The principal or designee will determine if the student engaged in bullying should receive counseling services.
- C. The principal or designee will develop a post-investigation safety plan that restricts a student in the environment in which they have been engaged in unsafe behavior.
- D. The principal will also follow all state laws regarding reporting of founded complaints

RESOLUTION OF THE COMPLAINT IF A DECISION IS UNABLE TO BE RENDERED

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).

42 U.S.C. §§ 2000d-2000d-7 (2004).

42 U.S.C. §§ 12001 *et. seq.* (2004).

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007). Iowa Code §§ 216.9; 280.3 (2007).

281 I.A.C. 12.3(6).

Morse v. Frederick, 127 S.Ct. 2618 (2007)

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: June 2019

Procedure Revised: March 20, 2020

Procedure Promulgated: May 5, 2020

Policy Reviewed: February 27, 2025

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FORM 430.2

ANTI-HARASSMENT/BULLYING COMPLAINT FORM FOR STAFF TO STUDENT, STUDENT TO STAFF, OR STAFF TO STAFF INCIDENTS

Check One (1): Student Staff Family Member Other/Volunteer

Name of complainant: _____ Position of complainant: _____

Name of student or Employee target: _____ Date of complaint: _____

Name of alleged harasser or individual accused of bullying behaviors: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background /Ancestry	<input type="checkbox"/>	Religion / Creed	<input type="checkbox"/>	

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 10, 2019
Policy Promulgated: October 17, 2019
Form Revised: March 20, 2020
Form Reviewed: February 27, 2025

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

FORM 430.3

ANTI-HARASSMENT/BULLYING COMPLAINT FORM FOR STUDENT TO STUDENT INCIDENTS

Check One (1): Student Staff Family Member Other/Volunteer

Name of complainant: _____

Position of complainant: _____

Name of student target: _____

Date of complaint: _____

Name of alleged harasser or individual accused of bullying behaviors: _____

Specific Details:

What happened? _____

When did it happen? _____ Where did it happen? _____

Were there any witnesses? _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

FORM 430.4

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Check One (1): Student to Student Staff to Student Student to Staff Staff to Staff

School/Site of Incident _____ Reporter Name _____

Alleged Offender(s) _____

Complainant(s)/Target(s) _____

Name of Witness: _____ Position of Witness: _____

Date of testimony, interview: _____

Description of Incident Witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

FORM 430.5

DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____ Date of Complaint: _____

Name of student or Employee target: _____

Grade and building of Student or employee: _____

Name and position or grade of alleged Perpetrator / respondent: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background /Ancestry	<input type="checkbox"/>	Religion / Creed	<input type="checkbox"/>	

Summary of investigation:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Reviewed: May 17, 2010 Policy
Reviewed: December 2015 Policy
Revised: September 10, 2019 Policy
Promulgated: October 17, 2019 Form
Revised: March 20, 2020
Form Reviewed, February 27, 2025

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 440.3

PERSONNEL EVALUATIONS (SUPPORT STAFF)

The performance of all personnel shall be evaluated annually using the instruments and processes established by the Superintendent of Schools for each category of personnel.

Regulation Adopted: March 15, 1989
Regulation Revised: June 5, 2002
Regulation Revised: June 6, 2008
Regulation Reviewed: May 17, 2010
Regulation Reviewed: December 2015
Regulation Reviewed: February 28, 2019
Regulation Promulgated: July 29, 2019
Policy Revised: March 20, 2020

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

FORM 440.3A

EMPLOYEE EVALUATION FORM: SUPPORT STAFF

_____ Anniversary Date _____ Six Month _____ Other

Name: _____ Date Due: _____

Department: _____ Job Title: _____

Check the appropriate square which most nearly describes this employee's performance

QUALITY OF WORK: Consider neatness, accuracy and degree of excellence							
Unsatisfactory, careless		Borderline		Satisfactory		Above Average	Outstanding
QUANTITY OF WORK: Consider the amount of work produced							
Unsatisfactory		Below Average, just enough to get by		Average		Above Average	Outstanding, Eager to do more than
ATTENDANCE: Consider absenteeism and tardiness							
Frequently absent		Frequently late		Satisfactory		Above Average	Never late or absent
ATTITUDE: Consider ability to get along with others; willingness to cooperate with supervisors and conform to rules of work							
Unwilling to cooperate, troublesome or indifferent		Sometimes difficult to work with; occasionally indifferent		Normal, usually tactful, works well with others		Congenial and cooperative	Always willing, highly cooperative
KNOWLEDGE OF WORK: Consider how well the employee is equipped with the knowledge essential to the performance of his/her work							
Insufficient for position		Lacks knowledge of some phases of work		Adequate for position		Understand all phases of position	Comprehensive knowledge of all phases of position
DEPENDABILITY: Consider the extent to which the employee can be counted on to do assigned tasks and degree of supervision required							
Unreliable, needs constant supervision		Sometimes requires prompting		Usually completes tasks with reasonable promptness		Very dependable, needs little supervision	Thoroughly dependable and trustworthy
INITIATIVE: Consider willingness to assume responsibility							
Puts forth no effort, always waits to be told		Puts forth little effort, needs prodding		Average, does assigned work well		Hard worker, willing to do more than assigned	Exceptionally diligent, never waits to be told
PERSONAL APPEARANCE: Consider cleanliness, neatness, general grooming and appropriateness of attire							
Always untidy, improper dress		Sometimes untidy and careless		Generally neat and clean		Well groomed	Very neat, extremely well groomed
ADAPTABILITY: Consider ability to adjust to changing situations and work assignments and ease with which learns new duties							

Regulation Adopted: March 15, 1989
 Regulation Revised: June 5, 2002
 Regulation Reviewed: May 17, 2010
 Regulation Reviewed: December 2015
 Regulation Revised: September 10, 2019
 Regulation Promulgated: September 13, 2019
 Form Revised: March 20, 2020

**DIOCESE OF DAVENPORT
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SERIES 400: STAFF PERSONNEL

Cannot adjust to changing conditions		Has difficulty, requires details and repeated instructions		Satisfactory, minimum instructions on most new duties		Very adaptable, quick to learn and understand		Exceptionally keen in adapting to new jobs and changing situations
--------------------------------------	--	--	--	---	--	---	--	--

RATE ONLY PERSONS WITH SUPERVISORY RESPONSIBILITY:

LEADERSHIP: Consider effectiveness in getting

Sometimes fails to exercise effective direction and guidance		Generally wins confidence and loyal support		Often fails to motivate people		Leads people well, wins and holds enthusiasm		Provides leadership, motivation and direction under most conditions
--	--	---	--	--------------------------------	--	--	--	---

OVERALL RATING:

AT HIS/HER LEVEL THIS EMPLOYEE IS RATED

Outstanding		Above Average		Average		Marginal		Unsatisfactory
-------------	--	---------------	--	---------	--	----------	--	----------------

IF SALARY IS BEING CONSIDERED, COMPLETE THE FOLLOWING:

Recommended for		Salary Increase		No Increase		Re-evaluation	
-----------------	--	-----------------	--	-------------	--	---------------	--

IF PLACED ON PROBATION OR RECOMMENDED FOR RE-EVALUATION:

Date to be reviewed again: _____

Additional Remarks by Evaluator:

Date: _____ Signature: _____

Employee Remarks: ☐ Concur with Rating ☐ Do not Concur

Date: _____ Signature: _____

Regulation Adopted: March 15, 1989
 Regulation Revised: June 5, 2002
 Regulation Reviewed: May 17, 2010
 Regulation Reviewed: December 2015
 Regulation Revised: September 10, 2019
 Regulation Promulgated: September 13, 2019
 Form Revised: March 20, 2020

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 442

NON-INSTRUCTIONAL STAFF: DISMISSAL

The board of education fosters the growth of the staff, so students and the staff members benefit to the maximum. Ongoing staff appraisal is expected. Continuous improvement, development, and growth are an expectation in our educational system. The processes for staff improvement are based on an assumption of honest communication between administration and staff.

In all relations with staff, the board's primary concern is the welfare of the learners.

Evaluation and professional recommendations are functions appropriate to the administration.

The local board of education exercises control of the school and represents the rights of the Catholic community, parents and the students, through delegated authority by the Diocesan Board and appropriately approved election procedures.

The board of education, with the recommendation of its administration/pastor, is responsible for corrective action with staff members. Due process guidelines, established by the Diocesan Board of Education and promulgated by the Bishop, shall apply to non-instructional staff.

Non-instructional staff include bus drivers, food service workers, custodians, clerical personnel, teacher aides, etc.

Rationale: State Standard 12.3(3) "Each board shall adopt evaluation criteria and procedures for all contracted staff. The evaluation processes shall conform to Iowa Code § 272.33, § 279.14, and § 279.23A."

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 450

TEACHER FORMATION – TEACHER ENRICHMENT PROCESS

It shall be the policy of the Diocesan Board of Education that school teachers, whether Catholic or non-Catholic, are to be provided ongoing in-service and faith formation opportunities. Adequate financial support for these in-services and workshops should be budgeted annually by the school.

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Revised: September 24, 2019
Policy Promulgated: October 19, 2019

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 452

ACCIDENT/INJURY

It shall be the policy of the Diocesan Board of Education that all schools and make and maintain adequate documentation of all accidents and/or injuries of personnel for the protection of all involved.

These records must be available to program administrators and stored in a central location of the school.

In addition, accidents/injuries should be reported to the parish's/institution's liability insurance company and to the Schools Office.

An incident is defined as: Action or episode involving persons that may have serious results. These may involve a) an action which creates an unsafe or uncomfortable situation; b) an action which violates the rules, regulations or policies of the school or diocese; or c) an action which violates the mission or overall philosophy of the Catholic Church.

For a Sample Incident Report, See [Procedure 452.2](#).

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

PROCEDURE 452.1

ACCIDENT/INJURY REPORT

The parish/institution should make a report that contains the following information:

1. Name of Injured Party (ies), address and phone number.
2. Names, addresses and phone numbers of witnesses, if there were any.
3. Description of the Accident/Injury in as much detail as possible including what injured was doing, the chain of events, who was involved, where accident happened, date and time of accident, etc.
4. Names and phone numbers of local person(s) who conducted the investigation.
5. Signature and date of Program Administrator.

OR

Complete this form:

Accident Report for Injuries

Complete this report for all accidents/injuries. This report is for information only. All claims should be reported immediately. Please read each question carefully and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Place and Location: _____ Date: _____

Name of Person Injured: _____ Time of Accident: _____

Address: _____ Phone: _____

M or F Age: _____ What was happening at the time of accident? _____

Apparent Cause: _____

Nature of Injury: _____

First Aid Treatment Administered: _____

Name of Person Administering Aid: _____

Taken to the Hospital? Y or N By: _____

Parents' Name (if Minor): _____

Parents Were Notified at (Time): _____

Parents not Notified (Give Reason): _____

Regulation Adopted: November 15, 2001
Regulation Revised: June 5, 2002
Regulation Revised: May 17, 2010
Regulation Reviewed: December 2015
Regulation Revised: September 10, 2019
Regulation Promulgated: October 17, 2019
Procedure Revised: March 20, 2020

**DIOCESE OF DAVENPORT
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SERIES 400: STAFF PERSONNEL

Persons Who Witnessed the Accident: _____

NAME	ADDRESS	PHONE

Person Making Report: _____ Title: _____

Signature: _____

Additional information may be given on reverse side of this form. Additional sheets may be used.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

PROCEDURE 452.2

INCIDENT REPORT

The parish/institution should make a report that contains the following information:

1. Name of Involved Party (ies), address and phone number;
2. Names, addresses and phone numbers of witnesses, if there were any;
3. Description of the Incident in as much detail as possible including what injured was doing, the chain of events, who was involved, where accident happened, date and time of accident, etc.;
4. Names and phone numbers of local person(s) who conducted the investigation;
5. Signature and date of Program Administrator.

OR

Complete this form:

INCIDENT REPORT FORM

Location of Incident: _____ Date _____ Time _____

With Whom: _____

Filed By: _____

Description of Incident: _____

Action Taken: _____

Preventive Measures for Future: _____

Signature: _____ Title: _____

Regulation Adopted: July 16, 2001

Regulation Revised: June 5, 2002

Regulation Reviewed: May 17, 2010

Regulation Reviewed: December 2015

Policy Revised: September 10, 2019

Regulation Promulgated: October 17, 2019

Procedure Revised: March 20, 2020

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 462

PROFESSIONAL CONTACT WITH STUDENTS

Communication Guidelines

Each school should develop and promulgate a list of professional guidelines for employees interacting with students. These guidelines shall reflect the [Policies Relating to Sexuality and Personal Behavior](#).

Appropriate Topics

School employees shall exercise care in discussing personal or potentially controversial topics with students. In such cases, the employee should consider the school's Catholic Identity as well as the age level of the student.

Employees shall avoid conveying opinions that are contrary to the teachings of the Catholic Church.

Employees should exercise great care when communicating with students outside of school hours and away from school sponsored events including electronic or phone communications, and personal contact.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 400: STAFF PERSONNEL

POLICY 470

SMOKEFREE AIR

The [Iowa Smokefree Air Act](#) took effect on July 1, 2008. The Smokefree Air Act prohibits smoking in most indoor areas, including workspaces such as private offices, conferences and meeting rooms, classrooms, auditoriums, lounges and cafeterias, hallways, medical facilities, restrooms, elevators, stairwells and stairways. The Act also prohibits smoking in vehicles owned, leased, or provided by employers, unless the vehicle is used exclusively by one person. The Act may also prohibit smoking in outdoor areas of a business, if that business operates a restaurant, sport area, stadium, or entertainment venue or are located in a publicly owned building. Additional areas may be designated as non-smoking. Smoking may be permitted in outdoor non-enclosed areas.

The Act requires employers to take several actions:

1. All ashtrays must be removed from areas where smoking is prohibited. Since smoking is prohibited in all classroom buildings, no ashtrays should be available in any school building.
2. "No Smoking" signs must be posted in a clear and conspicuous manner at every doorway or entrance to any area where smoking is prohibited and in all vehicles where smoking is prohibited. The signs must be at least 24 square inches in size, and contain the words "no smoking" or the international "no smoking" symbol, along with the Department of Health's number for reporting complaints (1-888-944-2247) and the Smokefree Air Act website: <https://smokefreeair.iowa.gov/>.
3. A policy must inform all current employees and prospective employees, at the time of application, of the provisions of the Act.

Employers must also inform any customer, employee or other individual smoking in a non-smoking area that they must stop immediately. If a customer refuses to stop smoking, the employer should discontinue service to that individual or may request the individual leave the area. If the individual refuses to leave, the employer may notify state or local law enforcement. If an employee is smoking in a no smoking area, the employee should be disciplined.

The Act prohibits employers from discharging, refusing to hire, or discriminating against any employee, applicant or customer who files a complaint under the Act or seeks to exercise their rights under the Act. Employees may bring civil actions to enforce the Act. Employers who discriminate or retaliate against any employee, applicant or customer are subject to civil fines and damages.

Employers who violate the Act by permitting smoking is subject to fines and other disciplinary action.

This policy also applies to the use of smokeless tobacco, vaping, e-cigarettes, etc.