STAFF PERSONNEL

Religious Qualifications of Catholic School Teachers

Because the distinct purpose of a Catholic 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 Catholic 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 Catholic 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
STAFF PERSONNEL

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 utilize 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 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 Safe Environment Program Requirements which includes a background check. A contract is only signed after the potential hire meets the aforementioned criteria.

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Revised: May 17, 2010
Policy Revised: December 2015
Policy Revised: July 11, 2019
Policy Promulgated: July 29, 2019
STAFF PERSONNEL

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.
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.
2.1 Safety

*See the Federal Motor Carrier Safety Administration – “Implementation Guidelines for Alcohol and Drug Regulations”, Table 2.1 Safety-Sensitive Functions.
STAFF PERSONNEL

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).)
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.
STAFF PERSONNEL

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.

“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
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.
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.
STAFF PERSONNEL

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.
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.

Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Revised: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 2019
Policy Promulgated: October 17, 2019
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;
- 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.

Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 2019
Policy Promulgated: October 17, 2019
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

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 be followed if there is a complaint of Sexual Harassment by an employee or volunteer.*
**DIOCESE OF DAVENPORT**

**BOARD OF EDUCATION**

**STUDENT PERSONNEL**

**POLICY 430**

**Anti-Bullying/Harassment Policy**

**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)

<table>
<thead>
<tr>
<th>Age</th>
<th>Physical Attribute</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>Physical/Mental Ability</td>
<td>Sexual Orientation</td>
</tr>
<tr>
<td>Familial Status</td>
<td>Political Belief</td>
<td>Socio-economic Background</td>
</tr>
<tr>
<td>Gender Identity</td>
<td>Political Party Preference</td>
<td>Other – Please Specify:</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Race/Color</td>
<td></td>
</tr>
<tr>
<td>National Origin/Ethnic Background /Ancestry</td>
<td>Religion / Creed</td>
<td></td>
</tr>
</tbody>
</table>

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 of the information on this form is accurate and true to the best of my knowledge.

Signature: ________________________________ Date: ________________________________

Policy Adopted: June 3, 2007
Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 2019
Policy Promulgated: October 17, 2019
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 of the information on this form is accurate and true to the best of my knowledge.

Signature: ___________________________________________ Date: __________________________

Policy Adopted: June 3, 2007
Policy Adopted: June 3, 2007
Policy Revised: June 10, 2009
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Revised: September 2019
Policy Promulgated: October 17, 2019
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: _____________________________________________________________

Alleged Offender(s) _______________________________________________________________

Complainant(s)/Target(s) __________________________________________________________

Reporter Name: ________________________________________________________________

Name of witness: _________________________________________________________________

Position of witness: ______________________________________________________________

Date of testimony, interview: ______________________________________________________

Description of incident witnessed: __________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Any other information: _____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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

Signature: __________________________

Date: _______/_____/____
STUDENT PERSONNEL

Anti-Bullying/Harassment Policy

DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: ____________________________________________________________

Name of student or Employee target: _______________________________________________

Grade and building of Student or employee: __________________________________________

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

Date of complaint: ____________________________

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

<table>
<thead>
<tr>
<th>Age</th>
<th>Physical Attribute</th>
<th>Sex</th>
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<td>Religion / Creed</td>
<td></td>
</tr>
</tbody>
</table>

Summary of investigation: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

Signature: ____________________________ Date: ____________________________
STUDENT PERSONNEL

Anti-Harassment/Bullying Investigation Procedures

Policy Adopted: November 15, 2001
Policy Revised: June 5, 2002
Policy Revised: May 17, 2010
Policy Revised: December 2015
Policy Revised: June 2019
Policy Revised: February 2019

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:
   - what, when and where it happened;
   - who was involved;
   - exactly what was said or what the alleged harasser did;
   - witnesses to the harassment;
   - what the individual said or did, either at the time or later;
   - how the individual felt; and
   - 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
DIOCESE OF DAVENPORT
BOARD OF EDUCATION

STUDENT PERSONNEL

PRIORITY 430.1

Anti-Harassment/Bullying Investigation Procedures

- Explain his/her role as a neutral fact-finder
- 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
  o What happened?
  o Where did this happen?
  o When did this happen?
  o Who is accused of this behavior?
  o 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.
Anti-Harassment/Bullying Investigation Procedures

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

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.

281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)
REGULATION 440.3

STAFF PERSONNEL

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.
This a sample form. The local board of education may modify it for local needs.

<table>
<thead>
<tr>
<th>Anniversary Date</th>
<th>Six Month</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Date Due:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Job Title:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QUALITY OF WORK: Consider neatness, accuracy and degree of excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory, careless</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY OF WORK: Consider the amount of work produced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTENDANCE: Consider absenteeism and tardiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequently absent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTITUDE: Consider ability to get along with others; willingness to cooperate with supervisors and conform to rules of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unwilling to cooperate, troublesome or indifferent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KNOWLEDGE OF WORK: Consider how well the employee is equipped with the knowledge essential to the performance of his/her work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient for position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPENDABILITY: Consider the extent to which the employee can be counted on to do assigned tasks and degree of supervision required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreliable, needs constant supervision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIATIVE: Consider willingness to assume responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puts forth no effort, always waits to be told</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL APPEARANCE: Consider cleanliness, neatness, general grooming and appropriateness of attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always untidy, improper dress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADAPTABILITY: Consider ability to adjust to changing situations and work assignments and ease with which learns new duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot adjust to changing conditions</td>
</tr>
</tbody>
</table>
RATE ONLY PERSONS WITH SUPERVISORY RESPONSIBILITY:

**LEADERSHIP:** Consider effectiveness in getting

<table>
<thead>
<tr>
<th>Sometimes fails to exercise effective direction and guidance</th>
<th>Generally wins confidence and loyal support</th>
<th>Often fails to motivate people</th>
<th>Leads people well, wins and holds enthusiasm</th>
<th>Provides leadership, motivation and direction under most conditions</th>
</tr>
</thead>
</table>

**OVERALL RATING:**

AT HIS/HER LEVEL THIS EMPLOYEE IS RATED

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

IF SALARY IS BEING CONSIDERED, COMPLETE THE FOLLOWING:

<table>
<thead>
<tr>
<th>Recommended for</th>
<th>Salary Increase</th>
<th>No Increase</th>
<th>Re-evaluation</th>
</tr>
</thead>
</table>

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: ____________________

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

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.”
STAFF PERSONNEL

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.
STAFF PERSONNEL

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 Regulation 452.2
STAFF PERSONNEL

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): ____________________________________________________

Persons Who Witnessed the Accident: __________________________________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Person Making Report: __________________________ Title: __________________________

Signature: ________________________________________________________________________

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

Incident Report

It shall be the policy of the Diocesan Board of Education that all schools and institutions 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 institution.

In addition, accidents/injuries should be reported to the parish’s/institution’s liability insurance company and to either the Faith Formation Office or 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 institution or diocese; or c) an action which violates the mission or overall philosophy of the Catholic Church.

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:

INCIIDENT REPORT FORM (Sample form, the local board of education may modify it for local needs)

Location of Incident: ___________________________ Date ___________ Time ___________

With Whom: ________________________________________________________________________

Filed By: _____________________________________________________________________________

Description of Incident: ________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Action Taken: _________________________________________________________________________

____________________________________________________________________________________

Preventive Measures for Future: _________________________________________________________

____________________________________________________________________________________

Signature: ________________________________ Title: ________________________________
DIOCESE OF DAVENPORT
BOARD OF EDUCATION

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 www.iowasmokefreeair.gov; and
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.