

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 700: AUXILIARY SERVICES

POLICY 708

PUBLIC CONDUCT AT SCHOOL SPONSORED EVENTS

School sponsored/approved activities are an important part of their programming and offer faith formation students the opportunity to participate in a variety of activities. School sponsored/approved activities are provided for the enjoyment and the opportunity of involvement they afford students.

All attendees at school sponsored/approved activities are guests of the school and must comply with the school's rules and policies. Attendees will not be allowed to interfere with the enjoyment of the participating students or other attendees or with the performance of employees and officials supervising the school sponsored/approved activity. All are expected to display mature behavior and sportsmanship. The failure of attendees to do so is not only disruptive but also embarrassing.

To protect the rights of students to participate, without fear of interference, and to permit the sponsors and officials of sponsored/approved activities to perform their duties, without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of attendees directed at participants, at officials or sponsors of sponsored/approved activities, or at other spectators will not be tolerated.
- Verbal or physical conduct of attendees that interferes with the performance of students, officials or sponsors of sponsored/approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expressions directed at students, at officials or sponsors participating in a sponsored/approved activity, or at attendees will not be tolerated.

If an attendee at a sponsored/approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way impedes the performance of an activity, the attendee may be removed from the event by the individual in charge or any staff representative. Law enforcement may be contacted immediately if the situation warrants. The program administrator may recommend the exclusion of the spectator from future sponsored or approved activities.

Upon recommendation of the local administrator or their designee, the local board of education shall cause a notice of exclusion from sponsored/approved activities to be sent to the attendee involved. The notice shall advise the attendee of the school's right to exclude the attendee from the sponsored/approved activities and events and the duration of the exclusion.

If an attendee has been notified of exclusion and thereafter attends a sponsored/approved activity, the attendee shall be advised that his/her attendance will result in prosecution. The school may obtain a court order for permanent exclusion from future sponsored/approved activities.

LEGAL REF.: Iowa Code 279.8;716.7 (1999)

Policy Adopted: March 18, 2004
Policy Reviewed: May 17, 2010
Policy Reviewed: December 2015
Policy Amended: October 25, 2018
Policy Revised: February 28, 2019
Policy Promulgated: July 29, 2019

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POLICY 710

HEALTH SERVICES

Health service programs should be developed and applied in the individual's three environments: home, church and school. In addition to the policy regarding Student Health Records, the following policy is also adopted for the schools of the Diocese of Davenport.

1. The program shall include information for sound physical growth and will include the importance of exercise, sound eating habits, and education regarding AIDS and sexually transmitted diseases, and abuse of drugs, tobacco, and alcohol. These will be taught in the context of Catholic teachings.
2. The program shall foster emotional and social well-being by teaching self-respect.
3. In addition to information relating to the physical environment and the care that it should be given, students will be aware of the problems of misuse of the environment. Special care should be given to the "environment of the school" that it be a place where personal and spiritual growth can occur. The importance of Catholic values should be noticeable in the school environment.
4. Emergency health forms are required to be on file annually in order to protect the students.
5. The program is to promote health from a holistic approach. It should not be only an informative program but one that teaches positive values and attitudes.
6. Dispensing of medication of any kind must be administered by a nurse or designated party with written consent of parent(s)/guardian(s). The designated party must be certified.
7. Schools need to maintain accurate health records. The administration is responsible for keeping these records.

This policy is required for schools by state law.

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POLICY 750

MANDATORY REPORTERS OF CHILD ABUSE

It shall be the policy of the Diocesan Board of Education that all instances of suspected child abuse be reported to the Iowa Department of Human Services by the professional employees of the schools of the Diocese of Davenport. The requirement to report both orally and in written form is mandatory. ([Iowa Code 232.70](#))

Mandatory reporters (all professional educators) are required to complete two hours of training during their first six months of employment and one hour every three years thereafter. This course may be completed online through Heartland AEA; a password will be provided by the school administrator.

Mandatory reporters are also required to complete training in “Dependent Adult Abuse”. This training is two hours for initial training and one hour every three years thereafter. This course may be completed online through Heartland AEA or the Department of Human Services.

Non-professional staff are not mandatory reporters; however, any suspected child abuse should be reported.

Priests are generally not considered mandatory reporters, unless they serve as professional educators. However, permissive reporting may be done by priests or others in the diocese pursuant to the [Policies Relating to Sexuality and Personal Behavior](#). In addition, priests who receive information about child abuse in the context of the Sacrament of Reconciliation are not obligated to report on the basis of that information.

The Diocesan [Policies Relating to Sexuality and Personal Behavior](#) must also apply regarding sexual misconduct. When either that policy or Iowa law change, they will be followed.

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POLICY 750.1

MANDATORY REPORTS OF CHILD ABUSE

In order to provide the greatest possible protection to children (under age 18), mandatory reporters who “believe a child has suffered child abuse” must orally report such to the Iowa Department of Human Services within 24 hours. **A written report must be forwarded to the Department within 48 hours of the oral report.** (It is suggested that the person reporting request the form from the Department during the oral report, if not forms should be available in the school office.)

In lieu of the Department form, the written report must contain:

1. Name, age, address of the suspected abused child.
2. Name, address of parents, guardians or person legally responsible for the child.
3. Description of injuries including any evidence of previous abuse and the name of the person(s) thought to be responsible for the suspected abuse.
4. Name, age, condition of other children in the home.
5. Child’s whereabouts, if different from parents, guardian, or persons legally responsible for the child.
6. Name and address of person(s) making this report.

Categories of child abuse include, but are not limited to:

1. Physical abuse
2. Denial of critical care (food, nutrition, shelter, adequate clothing, adequate health care, mental health care, emotional needs and proper supervision.)
3. Sexual abuse (acts or omission).
4. Mental injury (ignoring, rejecting, isolating, terrorizing, corruption, verbal assaults and over-pressuring).
5. Presence of illegal drugs in the home or child’s body as a direct or foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

It is the responsibility of the Iowa Department of Human Services to determine abuse and/or neglect. Therefore, diocesan school personnel should not investigate any allegations or child abuse by caregivers. All school administrators must be informed of any reports being made to the Iowa Department of Human Services on child abuse by a caregiver.

Abuse by a school employee is covered in [Policy 754](#).

This policy as with all others, is written to adhere to current Iowa law at the time of writing. Any changes to Iowa law must be followed.

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POLICY 754

CHARGING AND INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENT BY SCHOOL EMPLOYEE

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegation and will do so in a reasonably prudent manner. In the event the alleged misconduct appears to be any form of sexual abuse, the principal will inform the superintendent of the situation and the superintendent will contact the Scott County Attorney, who will coordinate the investigation of the allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Superintendent of Schools will appoint the level-one investigator (the principal), who, in turn, selects an alternate. It is the responsibility of the school administrator to contract a trained, experienced professional to serve as the level-two investigator, unless it is an allegation of a sexual nature. At the school's expense, the level-one investigator and alternate will be provided training in conducting an investigation.

The school will annually publish the name(s) of the designated investigator and alternate in the student handbook, newsletters, and in all school buildings.

Procedure:

1. Form *COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE* must be completed in its entirety and given to the building administrator. ([Form 754.1](#))
2. The building administrator will conduct a level one investigation following the procedures outlined in [Form 754.2](#)

If a report is founded, contact the Superintendent of Schools for appropriate next steps.

Rationale:

Iowa Code § 280.17; 281 IAC 102.1 - .15 (280)

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FORM 754.1

COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE

Please complete the following as fully as possible. If you need assistance, contact the designated investigator in your school.

Student's name: _____

Student's address: _____

Student's telephone number: _____ Student's school: _____

Name and place of employment of school employee accused of abusing student:

Allegation is of: Physical Abuse Sexual Abuse

Please describe what happened. Include the date, time and where the incident took place, if known, and the nature of the student's injury, if physical abuse is alleged:

Were there any witnesses to the incident, or are there students or other persons who may have information about this incident? Yes No

If yes, please list by name, if known, or classification (for example "third grade class" or "fourth period geometry class")

Has any professional person examined or treated the student as a result of the incident?
Yes No Unknown

If yes, please list by name(s) and address(es) of the professional(s) and the date(s) of examination or treatment

Procedure Adopted: March 27, 1990
Procedure Revised: June 5, 2002
Procedure Reviewed: May 17, 2010
Procedure Reviewed: December 2015
Procedure Revised: September 10, 2019
Procedure Promulgated: October 17, 2019
Form Revised: March 20, 2020

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Has anyone contacted law enforcement about this incident? Yes No

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if necessary. _____

Parents of children who are in pre-kindergarten through sixth grade and are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right.

Yes No Telephone Number: _____

Complainant's name: _____

Address: _____

Telephone Number: _____ Relationship to student: _____

Complainants Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a teacher or holds a teacher's certificate) for investigation of this incident. The filing of this report does not deny you these opportunities.

If you are the parent or guardian of the named student, you will receive a copy of this report and a copy of the Investigator's Report within fifteen calendar days of the filing of this report, unless the investigation is turned over to law enforcement.

Procedure Adopted: March 27, 1990
Procedure Revised: June 5, 2002
Procedure Reviewed: May 17, 2010
Procedure Reviewed: December 2015
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FORM 754.2

REPORT OF LEVEL ONE INVESTIGATION

Student's name: _____

Student's age: _____ Student's grade: _____ Student's school: _____

Student's address: _____

Name of accused school employee: _____ Building: _____

Name and address of person filing report: _____

Name and address of student's parent/guardian, if different from person filing report:

report of abuse was filed: _____ Physical Sexual Date _____

Describe the nature, extent and cause of the student's injury, if any and known. Attach additional pages if needed.

Describe or summarize your investigation. Attach additional pages if needed. Please do not use the full names of student witnesses.

Were recordings made of any interviews? Yes No

Were parent(s)/guardian(s) advised of their right to see and hear any interview of their pre-kindergarten through sixth grade children who are alleged victims of or a witness in a sexual abuse investigation? Yes No

Was the right exercised? Yes No

Was any action taken to protect the student during or as a result of the investigation? Yes No

If yes, describe: Student excused from school
Student assigned to a different class

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School employee placed on administrative or other leave

Other Specify: _____

LEVEL ONE INVESTIGATOR'S CONCLUSIONS:

The complaint was dismissed for lack of jurisdiction.
<input type="checkbox"/> Physical abuse was alleged, but no allegation of injury was made
<input type="checkbox"/> Alleged victim was not a student at the time of the incident
<input type="checkbox"/> Physical abuse was alleged, but no evidence of physical injury exists, and nature of alleged incident makes it unlikely an injury, as defined in the rules, occurred.
<input type="checkbox"/> Accused school employee is not currently employed by this school (district).
<input type="checkbox"/> Alleged incident did not occur on school grounds, on school time, during a school-sponsored activity, or in a school-related context.
<input type="checkbox"/> Sexual abuse was alleged, but the alleged actions of the school employee, even if true, would not meet the definition of sexual abuse in the rules.
The complaint has been investigated and concluded at level one as unfounded.
<input type="checkbox"/> Complaint was withdrawn or recanted.
<input type="checkbox"/> Insufficient evidence exists that an incident of abuse, as defined in the rules, took place.
The complaint has been investigated at level one and is founded.
<input type="checkbox"/> The investigation is founded at level one and is being turned over to level two for further investigation.
<input type="checkbox"/> Investigation of the complaint was deferred at level one and referred to law enforcement.
<input type="checkbox"/> The investigation is concluded at level one because the accused school employee has admitted the violation, has resigned, or agreed to relinquish any teaching license held.
Current status of investigation:
<input type="checkbox"/> Closed. No further investigation is warranted.
<input type="checkbox"/> Closed. Referred to school officials for further investigation as a personnel matter.
<input type="checkbox"/> Deferred to law enforcement.
<input type="checkbox"/> Turned over to level two.

Comments:

I have given a copy of the complaint of abuse and this investigative report to the person filing the report (if he or she is the student's parent or guardian) and informed the person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused school employee holds an Iowa teacher's certificate or license.

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Name of Investigator (please print)

Investigator's Place of Employment

Signature of Investigator

Date

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