

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

Curriculum

It shall be the policy of the Diocese of Des Moines that, in order to best align the elementary and secondary faith formation curricula and in order to maximize the parish faith formation improvement efforts across the diocese, the Diocesan Office of Catechetical Services, in consultation with parish catechetical leaders, shall utilize an ongoing curriculum development, implementation and evaluation process.

Each parish catechetical leader should report any and all curriculum plans, implementation and results to their local parish Council for Catechesis.

Policy Reviewed: August, 2008

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Curriculum Implementation

Curriculum implementation refers to what actually happens in practice. It includes the provision of organized assistance to catechists/volunteers, in order to ensure that the intended curriculum and the best teaching/formation practices are actually incorporated in the formation activities.

The parish catechetical leader should assume the role of one who ensures that the intended curriculum is taught and that best practices are utilized by all catechists. The catechetical leader should keep the local parish Council for Catechesis informed about curriculum implementation.

The diocesan Office of Catechetical Services shall assist the catechetical leader in this task and, most importantly, assist all parish catechetical leaders in designing and coordinating needed catechetical formation and faith sharing activities.

Regulation Reviewed: August, 2008

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Curriculum Evaluation

Regular and on-going evaluation of the total curriculum is necessary to ensure that the intended or written curriculum is being delivered and producing the desired results. Curriculum evaluation includes gathering information data with which the faith formation program can make decisions about children/youth's learning, growth and program effectiveness.

The parish catechetical leader should serve as the facilitator of the local faith formation program's effort to gather information from comprehensive assessments in order to make decisions about the local effectiveness of the curriculum and formation.

Parish catechetical leaders, in collaboration with the Diocesan Office of Catechetical Services, should determine curriculum effectiveness.

Regulation Reviewed: August, 2008

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Accountability for Child/Youth Growth in Faith and Learning

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs, with the support of the Office of Catechetical Services, meet the accountability requirements for growth in faith and learning.

Policy Reviewed: August, 2008

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FORMATION PROGRAMS

Religion Curriculum Guidelines and Educational Materials List

It shall be the policy of the Diocese of Des Moines that the diocesan Office of Catechetical Services shall provide curriculum guidelines for religion classes. The local parish faith formation program shall use the diocesan guidelines in reference to the curriculum and select their educational materials from the approved Diocesan list.

Policy Reviewed: August, 2008

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Education for Human Sexuality (Human Growth and Development)

It shall be the policy of the Diocese of Des Moines that parish faith formation programs implement an education for human sexuality (human growth and development) program following the directives of the United States Conference of Catholic Bishops..

The human growth and development curriculum should be age appropriate and comprehensive. The materials for use in this curriculum shall be taken from the list recommended and approved by the diocesan Office of Catechetical Services and will contain the imprimatur (free from theological or moral error) of an American Bishop.

Parish Catechetical leaders shall inform parents of the content and time frame for education for human sexuality so that parents may exercise their right to withhold their children/youth from the program.

Upon request, catechetical leader shall provide education for human sexuality materials to parents for use in the home.

Policy Reviewed: August, 2008

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Guest Speakers

It shall be the policy of the Diocese of Des Moines that any catechist/volunteer wishing to invite or permit a speaker into a child/youth's assembly or classroom must first obtain the permission of the parish catechetical leader.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
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FORMATIONAL PROGRAMS

Field Trips

It shall be the policy of the Diocese of Des Moines that all field trips must have an educational/formational purpose. The Parish must utilize a form for each field trip and off parish property trips that gives the participant's name, grade, age, parent's/guardian's name home address, home and/or cell phone, business phone, type of event, educational/formational purpose of event, event destination, name of sponsor/supervisor, estimated time of departure and return, mode of transportation, and cost to child/youth.

The form must be signed and dated by the child/youth's parents/guardians granting permission for the child/youth to participate and releasing the parish from all liability, except in the case of negligence on the part of the parish or its' employees.

Policy Reviewed: August, 2008

Policy Revised: May, 2009

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

FIELD TRIP

Participant's name: _____

Grade (age): _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

I, _____ grant permission for my child, _____
Parent or guardian's name Child's name

("Participant") to participate in this parish event described below that requires transportation to a location away for the parish site ("Event"). The Event will take place under the guidance and direction of parish employees and/or volunteers from

Name of Parish

A brief description of the activity follows:

Date of Event: _____

Type of Event: _____

Educational/Formational purpose of Event: _____

Destination of Event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from Event: _____

Cost to be paid by the child/youth: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the Participant relating to or arising from the Event.

In consideration of the Participant's participation in the Event, and on behalf of myself, the Participant, my other minor children and our heirs, successors, and assigns, I hereby release, discharge and covenant not to sue _____ (Name of Parish) _____, the Diocese of Des Moines and each of them, together with their employees, agents, chaperons, or representatives associated with the Event (collectively the Releasees), from any claim arising out of or related to the Event and in connection with any illness, accident or injury (including death) of the Participant or cost of medical treatment in connection therewith, except in the case of negligence on the part of the Releasees. I further agree to indemnify and hold harmless the Releasees from any claim arising out of or related to the Event brought by any other parent or guardian of the Participant (including reasonable attorney's fees and litigation expenses).

I understand that failure to sign this Consent Form and Liability Waiver as is without amendment or alteration is grounds for denial of participation in the Event.

Signature: _____ Date: _____

Regulation Reviewed: August, 2008

Regulation Revised: May, 2009

FORMA DE CONSENTIMIENTO DE PADRES/REPRESENTANTES
DIA DE CAMPO

Nombre del participante _____

Grado _____ Sexo _____

Nombre del Padre/Representante _____

Domicilio: _____

Teléfono de casa: _____ Teléfono de negocio _____

Yo, _____ doy permiso para mi hijo/a _____
Nombre del padre/representante nombre del niño/a

Para que participe en los eventos de la escuela que requiere transportación al lugar a donde van fuera de la escuela. Esta actividad va a tener lugar bajo el cuidado y dirección de los empleados de la escuela o voluntarios de _____.
Nombre de la escuela

Una breve descripción de las actividades siguientes:

Tipo de evento: _____

Propósito educacional del evento: _____

Destinación del evento: _____

Responsabilidad individual: _____

Aproximadamente la hora de salida y regreso: _____

Modo de transportación al evento: _____

El costo será pagado por el estudiante: _____

Como padre/representante legal, quedo como responsable por cualquier acto personal tomado por el participante en lo que concierne presentándose en el evento.

En consideración a la participación del participante, y en mi favor, de mis otros niños menores y nuestros descendientes, sucesores y asignados por medio de este documento yo libero de toda responsabilidad, y acuerdo no demandar a _____ (nombre de la escuela) de la Diócesis de Des Moines y cada uno de sus empleados y agentes voluntarios o los asistentes del evento, los libero de cualquier reclamo relacionado con el evento en el que pueda haber una enfermedad, accidente o herida (incluso muerte) del participante o de los costos de tratamiento médico que estén relacionados con ellos ya sea un reclamo causado por negligencia o de otra responsabilidad. Yo estoy de acuerdo en compasar por cargos inofensivos que ocurran de cualquier reclamo relacionado con el evento traídos por otros padres/tutores o participantes (incluyendo los gastos razonables del abogado y los gastos de litigación.)

Yo entiendo que al no firmar esta forma de consentimiento y liberación de responsabilidad es un motivo de causa para negar la participación en el evento.

Firma _____

Fecha _____

Regulación adaptada: junio 21, 2005

Regulación revisada: Mayo 19, 2008
Mayo 18, 2009

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

**FIELD TRIP
WITH UNDER-AGED DRIVER**

Participant's name: _____

Age/Grade: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

I, _____ grant permission for my child, _____
Parent or guardian's name Child's name

to participate in this parish faith formation event that requires transportation to a location away from the parish site. **I recognize that the driver for my child has a valid drivers license, but is not 18 years of age.** This activity will take place under the guidance and direction of parish catechists and/or volunteers from

Name of parish

A brief description of the activity follows:

Type of event: _____

Formational purpose of event: _____

Destination of event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

Cost to be paid by the student: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend _____, its officers, directors, employees and agents, and the Diocese of
Name of parish

Des Moines, its employees and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Diocese of Des Moines, its employees and agents and chaperones, or representatives associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/diocese.

Signature: _____

Date: _____

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FORMATION PROGRAMS

Adult Supervision

See policy # C.S. 463 and Regulation # 463.1

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
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FORMATION PROGRAMS

Transportation

It shall be the policy of the Diocese of Des Moines that all participants in parish faith formation programs, when involved in an activity off parish property but sponsored by the parish, be transported in a manner that is consistent with the conditions stipulated by the Diocesan insurance carrier. Regulations for transportations can be found in CS Regulation 652.1.

Policy Reviewed: August, 2008

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It is important that the parish catechetical leader know and follow the requirements for participant transportation as stipulated by the Diocesan insurance carrier. This carrier serves all institutions within the diocese.

1. Bus transportation is the most desirable method for any trip, and whenever possible, this mode of transportation should be provided.
2. Use of 11-15 passenger vans for the transportation of students is a violation of Federal Motor Vehicle Standards and their use is therefore forbidden.
3. If a parish faith formation program rents/leases/borrows a vehicle, the program must contact the Diocesan insurance carrier (currently Catholic Mutual, 1-800-228-6108) prior to signing any contract or agreement.
4. The use of private passenger vehicles is discouraged and should be avoided if at all possible, however, if private passenger vehicles are to be used, the following must be followed:
 - a. Seat belts must be worn by the driver and all passengers.
 - b. The driver must have a valid, non-probationary driver's license (includes "step" license restrictions), and no disability that could in any way impair his/her ability to drive safely.
 - c. The driver must be informed that his/her insurance is primary and diocesan insurance is secondary in case of accident or liability.
 - d. Transportation to an event from a participant's home (i.e., not originating from the customary parish site) is the sole responsibility of the parents/legal guardians of the participant.
5. Written consent of parents/legal guardians must be obtained for every participant prior to a field trip originating from the parish site. Permission slips must inform the parents/legal guardians of the following:
 - a. Nature and date of event.
 - b. Mode of transportation to be used.
 - c. Name of person in charge of trip.
 - d. Parent's/legal guardian's responsibility
 - e. Parish and diocese release from liability.

Also, there must be a permission slip for each specific field trip, and all slips must be signed by the parent/legal guardian.

(Over)

6. Written consent of parents/legal guardians must be obtained for every child/youth in on-going, recurring activities originating from the parish during the current year, prior to the first such activity. Such activities may include, but are not limited to:
- formation activities
 - liturgical assistance at a Church away from the parish site
 - recreational activities
 - service projects
 - small group athletic events
 - small group contests

Permission slips must inform the parents/legal guardians of the following:

- a. Name and nature of activity/program.
- b. Mode of transportation to be used.
- c. Name of person in charge of activity/program.
- d. Parent's/legal guardian's responsibility
- e. Signed waiver from liability for the parish and the diocese.

Also, there must be a permission slip for each different recurring activity/program, and all slips must be signed by the parent/legal guardian.

7. Programs involving high school aged youth who have drivers licenses must develop a means of communication to be used when small numbers of children/youth may be involved in activities that are endorsed or encouraged by the parish and are conducted during the normal operational hours, but off the parish premises. This means of communication must state that the transportation to and from the specific activity is the responsibility of the youth in consultation with her/his parents. Examples of such activities are shown in paragraph 6, above.
8. Parish programs shall secure written permission and release of liability forms from parents/guardians of underage drivers as well as from parents/guardians of children/youth being driven by under-aged drivers. (see F.F. Regulations 652.2 & 649.2).

Regulation Reviewed: August, 2008

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Transportation – Driver Information

The following form should be completed and returned by each driver of a private vehicle used to transport parish Religious Education children/youth.

Driver Information Form

I know and understand that, as a driver of a private vehicle used for the transportation of participants involved in a parish activity, my vehicle insurance is primary. Further, I know that the minimum liability limits for coverage must be \$100,000 per person/\$300,000 per occurrence.

(There is a diocesan insurance policy that would offer additional liability protection should a claim exceed the limits of your policy.)

Driver's Name: _____ Address: _____

Phone Number: _____ Date of Birth: _____

Driver's License Number: _____ Date of Expiration: _____

Have you been cited for any moving violations and/or accidents within the last three years?

Yes ___ No ___ (If yes, please indicate what and when.)

Signature of Driver: _____ Date: _____

Signature of Parent (when driver is under age 18): _____

Date: _____

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Lodging

It shall be the policy of the Diocese of Des Moines that any overnight event involving youth be organized so that males and females sleep in different rooms or, in large room settings (e.g., gymnasium or parish hall), sleep on separate ends of the room.

Additionally, when sleeping in:

- 1) Dorm-style settings - there shall be at least two male and two female supervisors.
- 2) Hotel settings - there shall be both male and female supervisors who must sleep in rooms separate from, but nearby the youth.
- 3) Campground settings - there shall be enough tents to allow males and females to sleep in separate quarters and that supervisors sleep in quarters separate from, but nearby the youth.

Policy Reviewed: August, 2008