

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Catechetical Services Policies/Regulations

INDEX – 2008

(All Policies and Regulations were Reviewed in August, 2008)

300 ADMINISTRATION

303	Parish Catechetical Leader	Reviewed	August, 2008
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304	Parish Catechetical Leader – Letter of Agreement	Reviewed	August, 2008
	304.1 Parish Catechetical Leader-Benefits	Reviewed	July, 2008
309	Parish Catechetical Leader – Ministry/Job Description	Reviewed	August, 2008
310	Leaves	Reviewed	August, 2008
	310.1 Reason for Family Medical Leave	Reviewed	July, 2008
	310.2 Family Medical Leave	Reviewed	August, 2008
320	Performance Appraisal.....	Reviewed	August 2008
321	Parish Catechetical Leader Renewal/Non-Renewal.....	Reviewed	August, 2008
330	Catechetical Leadership Certification.....	Reviewed	August, 2008
332	Catechist Qualifications.....	Reviewed	August 2008
333	Catechist Certification	Reviewed	August, 2008
339	Statistics.....	Reviewed	August, 2008
345	Crisis Management Plan	Reviewed	August, 2008
	345.1 Crisis Management Plan.....	Reviewed	August, 2008
348	Federal and State Labor-Safety Laws	Reviewed	August, 2008

400 CATECHISTS AND VOLUNTEERS

401	Screening***	Reviewed	August, 2008
439	Catechist Certification***	Reviewed	August, 2008
442	Handbook***	Reviewed	August, 2008
442.1	Catechist Handbook Signature Page	Reviewed	July, 2008
445	Appraisal/Evaluation	Reviewed	August, 2008
463	Adult Supervision***	Reviewed	August, 2008
463.1	Adult Supervision***	Reviewed	March, 2014
472	Incident Involving Health and Safety***	Reviewed	August, 2008
472.1	Incident Report Form***	Reviewed	August, 2008

500 CHILDREN AND YOUTH

507	Home Schooling	Reviewed	August, 2008
519	Records, Accessibility and Confidentiality***	Reviewed	August 2008
522	Custody and Records Access to Custodial and Non-Custodial Parent***	Reviewed	August, 2008
522.1	Custody and Record Access to Custodial and Non-Custodial Parent***	Reviewed	August, 2008
522.2	Custodial and Non-Custodial Information Form***	Reviewed	August, 2008
531	Emergency Medical Authorization***	Reviewed	August, 2008
531.1	Emergency Medical Treatment Authorization Form***	Reviewed	August, 2008
534	Child/youth Medication***	Reviewed	August, 2008
534.1	Authorization & Permission for Administration of Medication***	Reviewed	August, 2008
537	Communicable Diseases***	Reviewed	August, 2008
549	Handbook	Reviewed	August, 2008
549.1	Parent/Youth Handbook Signature Page	Reviewed	August, 2008
558	Discipline and Accountability***	Reviewed	August, 2008
561	Search***	Reviewed	August, 2008
564	Weapons, Dangerous Objects and Look-a-Likes***	Reviewed	August, 2008

***Policies & Regulations with 3 asterisks apply to Parish Youth Ministries as well as to Parish Catechetical Programs

567	Violent/Destructive/Seriously Disruptive Behavior***	Reviewed	August, 2008
570	Controlled Substances***	Reviewed	August, 2008
576	Incident Involving Health and Safety***	Reviewed	August, 2008
576.1	Incident Report Form***	Reviewed	August, 2008
579	Anti-Harassment and Anti-Bullying***	Reviewed	August, 2008
579.1	Investigation of Anti-Harassment and/or Anti-Bullying by Child/Youth***	Reviewed	August, 2008
579.2	Anti-Harassment/Bullying Complaint Form***	Reviewed	August, 2008
579.3	Anti-Harassment/Bullying Witness Disclosure Form***	Reviewed	August, 2008
582	Sexual Harassment and/or Abuse by Children/Youth***	Reviewed	August, 2008
582.1	Investigation of Sexual Harassment and/or Abuse by Children/Youth***	Reviewed	August, 2008
582.3	Retention of Investigation Records of Sexual Harassment and/or Abuse by Children/Youth***	Reviewed	August, 2008

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610	Curriculum	Reviewed	August, 2008
610.2	Curriculum Implementation	Reviewed	August, 2008
610.3	Curriculum Evaluation	Reviewed	August, 2008
616	Accountability for Child/Youth Growth in Faith & Learning	Reviewed	August, 2008
622	Religion Curriculum Guidelines and Educational Materials List	Reviewed	August, 2008
631	Human Growth and Development	Reviewed	August, 2008
646	Guest Speakers***	Reviewed	August, 2008
649	Field Trips***	Reviewed	August, 2008
649.1	Field Trip Form***	Reviewed	August, 2008
649.2	Field Trip with under-aged driver Form***	Reviewed	August, 2008
650	Adult Supervision***	Reviewed	August, 2008
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652.2	Transportation – Driver Information***	Reviewed	August, 2008
655	Lodging***	Reviewed	August, 2008

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