

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Catechetical Services Policies/Regulations

INDEX – 2008

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

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

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader

It shall be the policy of the Diocese of Des Moines that each Parish (or group of Parishes) secure the services of a parish catechetical leader (director/coordinator of religious education/faith formation) who is a practicing Catholic, in good standing with the Church and meets the educational and formational requirements necessary to exercise the ministry to which he/she is called.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader - Recruitment, Interview and Selection

Procedures for recruiting, interviewing, and selecting a Parish Catechetical Leader.

1. Each Pastor/Parish Council for Catechesis will notify the Department of Faith Formation as soon as it is known that a new Parish Catechetical Leader is needed. The Department of Faith Formation will work with the Pastor/Council in selecting a Parish Catechetical Leader. (Ordinarily a vacancy should be known by March 1.)
2. The Pastor/Parish Council for Catechesis should review the Parish Catechetical Leader job description to assure that the expectations of the parish are reflected in the description so that it can be distributed to applicants for the position.
3. A committee will be established to recruit and interview. Committee responsibilities will be:
 - a. Advertise the opening in the parish bulletin, in newspapers and periodicals.
 - b. Respond to those interested by sending a job description and application form.
 - c. Request transcript of credits, personal file and references for each applicant.
 - d. Study materials received and conduct personal interviews with possible applicants.
 - e. Follow-up written references with telephone contacts.
 - f. Recommend one or two candidates to the pastor/council.
4. The local Council for Catechesis should strive for consensus among its members in recommending a candidate.

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader-Letter of Agreement

It shall be the policy of the Diocese of Des Moines that Parish Catechetical Leaders be provided with a letter of agreement at the time of hire which will include the salary (stipend) amount along with a list of the benefits provided.

Policy Reviewed: July, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader-Benefits

A list of benefits to be provided to the Parish Catechetical Leader shall include but not be limited to the following: health and dental insurance, vacation, sick leave, mileage, diocesan training and formational opportunities.

For further information see, **Just Practices of Compensation**, Department of Human Resources, Diocese of Des Moines

Regulation Reviewed: July, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader Ministry/Job Description

It shall be the policy of the Diocese of Des Moines that each Parish Pastoral Leader has a written job description or list of ministry responsibilities. The ministry/job description shall outline the main duties and responsibilities. The ministry/job description shall be reviewed and updated annually.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Leaves

It shall be the policy of the Diocese of Des Moines that, all Parish Catechetical Leaders, employed by a parish be granted the following leaves of absence, if applicable:

- sick leave and cumulative sick leave
- family medical leave to those who meet the requirements
- personal leave for business which cannot be conducted outside working hours
- funeral leave for members of immediate family
- military leave pursuant to state and federal law
- jury duty

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Reason for Family Medical Leave

It shall be the regulation of the Diocese of Des Moines that parishes in the Diocese of Des Moines shall abide by the regulatory criteria of the Family Medical Leave Act (FMLA):

Any eligible employee (who has been employed by the same employer for at least 12 months during which at least 1,250 hours of actual work has been performed) may request up to 12 work weeks of unpaid leave during a 12 month period for one or more of the following reasons:

1. The birth of a child or the placement of a child with the employee for adoption or foster care. Any leave for this reason must conclude within 12 months of the birth or placement.
2. To care for an immediate family member, that is, spouse, child (under 18 years of age or one 18 and older in case of an inability to provide self care), or a parent (who has a serious health condition).
3. When the employee, because of a serious health condition, is unable to perform the tasks of the job.

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Family Medical Leave

The following definitions, criteria and stipulations apply to the Family Medical Leave (FML):

1. All leave is unpaid unless the employee has paid vacation, personal or sick days, and elects to use some in lieu of unpaid leave.
 - a. If an employee has more than 30 days of accrued sick leave, it shall be at the discretion of the employer to grant use of more than 30 days paid leave for Family Medical Leave.
2. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that requires inpatient care or continuing treatment by a health care provider.
 - a. Continuing treatment by a health care provider as one that includes a period of incapacity (inability to work) of more than three (3) consecutive calendar days and treatment by a health care provider on two or more occasions.
 - b. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches, etc. are examples that do not meet the definition of a serious health condition.
3. Spouses, employed by the same employer, who request FML are jointly entitled to a total of 12 work weeks.
4. An employer may require proof of necessity for leave when requested for reasons 2 and 3 of FMLA.
5. Employees may take health-related intermittent leave; however, leave for care of a newborn, newly adopted or child placed for foster care is only allowed if the employer and employee agree to the arrangement.

6. During FMLA leave, the employer shall maintain its share of the employee health benefits.
7. Employees who have taken FMLA leave are entitled to return to their previous position or to an equivalent position with equivalent benefits. However, if the employee is unable to return to perform the essential functions of the position, the employer is not obligated to reassign the employee to another position.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Performance Appraisal/Evaluation

The main purpose of a performance appraisal/evaluation is the growth and improvement of the parish catechetical leader in order to best serve the parish's desire for growth in faith of the children and youth. Therefore, it is essential that personnel be afforded the right and opportunity to be properly appraised/evaluated.

It shall be the policy of the Diocese of Des Moines that the parish catechetical leader(s) be evaluated through an ongoing process to collect data for formative and summative purposes. The process and instrument for this appraisal/evaluation can be found on the diocesan website under the Office of Catechetical Services.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Parish Catechetical Leader Renewal/Non-Renewal

It shall be the policy of the Diocese of Des Moines that Parish Catechetical Leaders be notified on or before the date stated (March 15th) in the Diocesan Performance Appraisal materials of the pastor/Council for Catechesis' intent to renew or not renew the Parish Catechetical Leader's contract or letter of agreement for the coming year.

Renewal or non-renewal of the Catechetical Leader's contract or work agreement shall be based on a performance appraisal of the Catechetical Leader's job description/ministry responsibilities.

If a pastor contemplates the non-renewal of a contract or work agreement for a Parish Catechetical Leader, the Diocesan Director for Catechetical Services shall be consulted in advance of such action.

Notification that the Parish Catechetical Leader's contract or work agreement will not be renewed shall be delivered to the Catechetical Leader by registered mail or in person by the pastor. The notification shall be signed by the pastor and the chairperson of the parish's Council for Catechesis.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Catechetical Leadership Certification

It shall be the policy of the Diocese of Des Moines that Parish Catechetical Leaders shall hold initial (basic) catechetical leadership certification (from the diocesan Office of Lay Ministry Formation) and receive consistent and ongoing religious faith formation to maintain this certification. It is the responsibility of the parish to financially support the ongoing religious faith development for the Parish Catechetical Leader(s).

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Qualifications for Catechists

It shall be the policy of the Diocese of Des Moines that parish catechists shall be member of the Catholic Church, in good standing with the church, openly practicing their faith and either have acquired initial (basic) diocesan certification or are willing to work toward certification.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Catechist Certification

It shall be the policy of the Diocese of Des Moines that Parish Catechetical Leaders provide for the initial (basic) and ongoing formation of parish catechists utilizing the diocesan guidelines for initial (basic) certification and certification renewal.

For more information, contact the diocesan Office of Lay Ministry Formation or the Office of Catechetical Services.

It is the responsibility of the parish to provide adequate financial support for these efforts – see Diocesan Five Year Plan for Catechesis, Diocesan Council for Catechesis, 2006.

Policy Revised: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Statistics

It shall be the policy of the Diocese of Des Moines that the Office of Catechetical Services collect data from the parish faith formation programs and compile annual information and statistics. Various reports shall be generated and disseminated.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Crisis Management Plan

It shall be the policy of the Diocese of Des Moines that, for the safety and care of all parish personnel, children and youth, each parish faith formation program shall develop a Crisis Management Plan. This plan must be updated annually and made known to all catechists and volunteers. When appropriate, the plan is to be practiced in order to be successful.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

ADMINISTRATION

Crisis Management Plan

All Crisis Management Plans should include the following provisions:

1. Emergency Phone Numbers for police, fire, poison control, medical/hospital, and utility companies.
2. Directions to be followed in case of a fire, natural disaster, weapons on property, hazardous material spill, medical emergency, intruder, bodily fluids, suicide, transportation accident, bomb threat, etc.
3. Arrangements made for the use of some alternate facility in case of the need to evacuate your facility in an emergency (fire, gas leak, etc.)
4. A listing by name, position and phone number of specific persons who will assume various tasks in emergencies, e.g. contact authorities and pastor, secure access to alternate facility if need be, keep parents informed, maintain communication with catechists/volunteers, children, youth, etc., speak with the press.
5. Some emergency situations will not allow the use of the intercom to explain, e.g. armed intruder in building. Therefore, a secret code should be devised and made known to staff only. This code should be both audio and visual so there is a system no matter what the emergency. Verbal code such as "The Assistant Bishop is in the building" or 2 short beeps repeated three times would indicate there is a crisis. A different code should be devised for crisis that requires all to leave the building to a predetermined location.

**DIOCESE OF DES MOINES
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Parish Faith Formation Policies/Regulations

ADMINISTRATION

Federal and State Labor-Safety Laws

It shall be the policy of the Diocese of Des Moines that each parish post in a location easily accessible for all catechists and volunteers to see and read, the federal and state labor-safety laws as required by law.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Screening

It shall be the policy of the Diocese that all persons who volunteer or are employed to work in a parish faith formation program must have both a background and a reference check conducted.

Permission to conduct a background check must be given by the prospective employee/volunteer. (See approved diocesan form entitled: "Background Screening.") The screening must include any previous or present involvement in activities that would indicate these persons should not be involved in faith formation programs/activities: e.g., child abuse, criminal record, sexual abuse.

The background check must be conducted and approved by the Diocese of Des Moines. Any and all information gathered must be shared with others only on a need-to-know basis. Information gathered shall be confidentially maintained in a safe location.

Each applicant for a stipend or a volunteer position must list at least three personal references and all places of previous employment along with appropriate contact information on his/her application. Potential employers must conduct reference checks in order to obtain knowledge about the persons; their skills, abilities, job performance, work habits and other relevant information pertaining to the applicant's employment history.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Catechist Certification

It shall be the policy of the Diocese of Des Moines that all parish catechists obtain initial (basic) catechist certification utilizing the diocesan catechist certification process. Ongoing catechetical formation is expected to maintain certification.

It shall be the responsibility of the parish to financially support initial and ongoing faith formation for parish and catechists.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Handbook

It shall be the policy of the Diocese of Des Moines that each parish catechist and faith formation volunteer receives a copy of their parish's Faith Formation Handbook. The handbook must be kept current annually.

The handbook must contain a signature page which stipulates that the catechist/volunteer has read the handbook and will abide by the rules, regulations and procedures contained therein. Each catechist/volunteer member must sign and date the signature page and return it to the Parish Catechetical Leader as soon as possible.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Catechist Handbook Signature Page

Diocese of Des Moines

I have read the _____ Catechist/Volunteer Handbook for
(year) _____. I agree to abide by and follow the policies and procedures contained
therein.

Catechist /Volunteer Signature

Date

Signed form is due in the Parish Office of Faith Formation by _____.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Appraisal/Evaluation

The main purpose of a performance appraisal/evaluation is the growth and improvement of the catechist in order to increase the growth in faith of the children and youth. Therefore, it is essential that personnel be afforded the right and opportunity to be properly appraised/evaluated.

It shall be the policy of the Diocese of Des Moines that the parish catechists be evaluated through an ongoing process to collect data for formative and summative purposes. The processes and instruments will be included in the Handbook for Parish Catechetical Leaders: Sowing the Seeds of Discipleship.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLNTEERS

Adult Supervision

It shall be the policy of the Diocese of Des Moines that all faith formation programs and activities follow the Diocesan regulations concerning adult supervision of children/ youth participants.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Adult Supervision

Supervision of faith formation program/activity participants is a grave and serious responsibility; therefore, each parish must determine how many supervisors are necessary for the various types of programs and activities. Those between the age of 18 and 21 may be used to help with large number of children/teens but should be paired with an adult supervisor age 21 or over.

Due to the differing purposes of various faith formation activities, the following is encouraged:

- 1) Faith formation activities on parish property should have a minimum of two adults, age 21 and above, present on site.

However, depending upon the age and number of youth involved, as well as the planned activity, there may be need to increase the number of supervisors, e.g., twenty pre-schoolers, teen overnight retreat, etc.

- 2) Faith formation activities off parish property should have:
 - a minimum of two adult chaperones for any event; these same two chaperones will be able to cover up to 16 participants,
 - a minimum of one adult chaperone per eight participants after the first 16 participants.

For example, if your event has 24 participants, you would need 3 adult chaperones. If you have 12 participants, you would need 2 adult chaperones. All of the chaperones must be 21 years of age or older.

The administration and persons responsible for activities involving large numbers of participants and/or spectators, or the possibility of higher risk of injury, both on and off site, are to determine the number of supervisors and scope of their responsibility prior to the event/activity.

- 3) Some activities may suggest the presence of trained medical personnel.
- 4) All supervisors should be informed of their responsibilities and receive any necessary training prior to their service.

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Incident Involving Health and Safety

It shall be the policy of the Diocese of Des Moines that all faith formation programs make and permanently retain adequate documentation of all incidents involving health and safety on the Incident Report form. These records must be available to the Parish Catechetical Leader and stored in the parish.

An incident is defined as: An action or episode involving persons that may have serious results. These may involve but are not limited to:

- a) an action which creates an unsafe, unhealthy or uncomfortable situation.
- b) an action which violates the rules, regulations or policies of the parish or diocese.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CATECHISTS/VOLUNTEERS

Incident Report Form

Complete this form in its entirety and maintain it for the parish faith formation records.

INCIDENT REPORT FORM

Location of Incident: _____

Date: _____

Time: _____

Name of Person or Persons Involved: _____

Name of Witnesses: _____

Description of Incident: _____

Action Taken: _____

Preventive Measures for Future: _____

Person Making the Report: _____ Title: _____

Administrator's Signature: _____ Date of Report: _____

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FAITH FORMATION

Home Schooling

It shall be the policy of the Diocese of Des Moines that children and their parents/guardians are expected to participate in the parish system-sponsored catechetical programs.

Exceptions to this policy are to meet the following regulations:

1. Parents/Guardians, the pastor and/or his designated catechetical leader enter into a dialogue regarding mutual responsibilities, time frames, materials fees, and expectations for catechesis in the home. This dialogue culminates in a written agreement, to include time schedules and a regular review process, among the pastor and/or his designated catechetical leaders, parents/guardians, and the child/youth.
2. The pastor and/or his designated catechetical leader provide parameters and guidance in the selection of textbook and other materials based on diocesan approved texts.
3. The parents/guardians, pastor, and catechetical leader witness to and provide for the communal dimension of catechesis, to include:
 - Interaction with peers and the parish community in worship and other events as determined by the shared dialogue
 - Participation in parent/family session(s)
 - Invitation to catechist formation sessions and the provision of information regarding offerings for catechist/parent formation throughout the diocese
 - Participation in sacramental programs, retreats, liturgical celebrations, etc.
4. The pastor and the parish catechetical staff will provide resources and support for home based catechesis, including material and opportunities for the faith formation of parents/guardians.

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Records, Accessibility and Confidentiality

It shall be the policy of the Diocese of Des Moines that each parish faith formation program establish and maintain a system of children/youth records which includes but is not limited to:

- a. Family name, address, contact information, emergency contact information.
- b. Emergency medical authorization.
- c. Program attendance and completion of program(s) information.
- d. Allergy or reactionary conditions
- e. Any written records of the child/youth' current and continuous progress
- f.
- g.

At the signed request of the parent or legal guardian, or a student who has reached the age of 18, these records must be provided.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Custody and Records Access to Custodial and Non-Custodial Parent

It shall be the policy of the Diocese of Des Moines that parish faith formation programs provide the same common information to Custodial Parents and Non-Custodial Parents upon request that is provided to parents of intact families. Common information shall include but not be limited to progress reports, notices of program functions and activities, appointments for parent-catechist conferences, notes home, etc.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

Custody and Records Access to Custodial and Non-Custodial Parent

The following norms should be followed in relation to which adults have access to the child/youth and to the child/youth's records. Regulation C.S. 522.2 is an authorization form if needed.

1. Custodial Parent (child/youth lives with)
 - receives all records
 - has physical access within normal program regulations
2. Non-Custodial Parent (child/youth does not live with)
 - minus court order/decreed, receives all records upon request
 - minus court order/decreed, has no right to physical access of child/youth without written consent of Custodial parent
 - may attend parent-catechist conferences
3. Step-Parent (married to Custodial Parent)
 - access to records only through spouse
 - physical access with verbal consent of spouse
 - may attend parent-catechist conference with or without spouse
4. Step-Parent (married to Non-Custodial Parent)
 - access to records only through spouse
 - physical access only with the written consent of the Custodial Parent
 - minus a court order, may attend parent-catechist conferences with or without spouse
5. Grandparents (either Custodial or Non-Custodial)
 - if guardian, has physical access, records access and parent-catechist conferences access
 - if not guardian, must get written consent from Custodial Parent or a court decree for physical and records access
6. Court Appointed Guardian
 - access to records
 - physical access
 - parent-catechist conferences
7. Foster Parent (may not mean parental rights have been terminated)
 - access to records only with written DHS consent or direction
 - full physical access

Regulation Reviewed: August, 2008

DIOCESE OF DES MOINES

Custodial and Non-Custodial Information Form

In order to be in compliance with Diocesan procedures, the _____ faith formation program needs the following information: **Please complete this form and return it to the parish office of faith formation/religious education/youth ministry.**

AUTHORIZATION

Name(s) of Child(ren) attending _____

Home Address of Child(ren)

Phone _____

The parish faith formation program, unless decreed otherwise by a court order, will make available to the Custodial Parent, and upon request, to the Non-Custodial Parent notices of faith formation programs and activities, progress reports, parent-catechist conferences, etc.

Please provide the addresses of both parents. List the name of the Custodial Parent first.

Name	Address	Phone	E-mail

Please enclose the certified Order of Dissolution and any subsequent modifications.

Authorization of Step-Parent or Other Adult

Give name and address of other adult, and name of natural parent for whom step-parent or other adult is acting.

Step-Parent _____

Address _____

Natural Parent _____

Phone _____

Signature of Natural Parent _____

Date _____

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Emergency Medical Authorization

It shall be the policy of the Diocese of Des Moines that each parish faith formation program obtain parent/guardian permission to seek medical treatment for the affected student(s) in the event of a medical emergency and if the parents/guardians are not immediately available.

This permission must be obtained annually.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

Diocese of Des Moines

Emergency Medical Treatment Authorization

In the event of an emergency, I hereby give permission for the faith formation program to seek and to transport or have transported my child, _____, to a hospital for emergency medical treatment.

I wish to be advised prior to any further treatment by the hospital, surgical center or doctor. Please try to reach me at one of the following telephone numbers:

Home: _____

Business: _____

Cell: _____

In the event you are unable to reach me, please contact:

Name and Relationship

Phone/Cell Number

Family Doctor

Doctor's Phone

Parent/Guardian Signature

Date

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Medication

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs discourage the administration of medication during faith formation programs or faith formation-related activities, unless it is administered by the parents or it is necessary for the health and well being of the student.

All prescriptions and over-the-counter medications which must be used during a faith formation program must be turned in to the faith formation office to be left with the person designated by the parish catechetical leader.

No catechetical personnel shall administer to any child/youth nor shall any child/youth possess or consume any prescription or non-prescription medication until a completed and signed Medication Authorization Form is filed with the parish office of faith formation.

Prescription medications must be in the original container with date, person's name, name of licensed medical professional, medication, dosage and time.

Over the counter medications must be in the original container and must be labeled with the person's name and have signed parent permission form.

A young person may be considered for co-administration or self-administration of medication with demonstrated competency, written licensed medical professional instructions and written parental consent.

Medications for children or youth on field trips less than 8 hours in duration are to be sent with the child/youth in an envelope labeled with the child/youth's name, medication name, dose and time to be given. The envelope is to be given to the person in charge of the field trip prior to leaving for the trip. For longer field trips, parents are to make arrangements with the parish office of faith formation/religious education/youth ministry.

Over

Parents may administer prescription medication and/or over-the-counter medications during a faith formation program to their own child without any authorization form. Nothing in this policy shall prohibit any catechetical personnel from providing emergency assistance to young people, including administering medication.

Policy Reviewed: August, 2008

DIOCESE OF DES MOINES

Authorization and Permission for Administration of Medication

Child's Name (Last) (First) (Middle) Birthday ____/____/____ Parish _____ Date _____

Medications and health care services are administered following these guidelines:

- Parent signed, dated authorization to administer the medication.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the child's name, name of the medication, directions for use and date.
- Annual renewal of authorization and immediate notification, in writing, of changes.

Medication/Health Care Dosage Route Time at program

Administration Instructions

Discontinue/Re-Evaluate/Follow-up Date

Prescriber Date

Prescriber's Address Emergency Phone

I request the above child be given the medication at the faith formation program and related activities by responsible staff, according to the prescription or nonprescription instructions and a record maintained. The child has experienced no previous side effects from the medication. I further agree that catechetical personnel may contact the prescriber as needed and that medication information may be shared with catechetical personnel who need to know.

I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication where the person administering the medication acts as an ordinarily reasonably prudent person would under the same or similar circumstances. I agree to provide safe delivery of medication and equipment to and from the parish and to pick up remaining medication and equipment.

Parent's Signature Date

Parent's Address Home Phone

Additional Information Business Phone

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Communicable Diseases

It shall be the policy of the Diocese of Des Moines that any case of a communicable disease in a parish faith formation program should be reported to the parish catechetical leader.

Parents of a child/youth exposed to a communicable disease, e.g. chicken pox, head lice, pink eye, impetigo, ringworm, scabies, strep throat, whooping cough must be notified. Likewise, parents are to notify the parish Office of Faith Formation of any child with a communicable disease.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Handbook

It shall be the policy of the Diocese of Des Moines that each family with children enrolled in a faith formation program receives a copy of the Parent/Youth Handbook for the year of enrollment. The Handbook must be updated at least annually. The Handbook must contain a signature page which stipulates that the children/youth and parent/guardian have read the Handbook and will abide by the rules and regulations contained therein. Parents/guardians with children below Grade 4 may only need to discuss some parts of the Handbook with their children.

Each child/youth in Grade 4 through Grade 12 and their parents/guardians must sign and date the signature page and return it to the parish Office of Faith Formation as soon as possible at the beginning of the program year or, if the child enrolls after the program year has begun, as soon as possible upon enrollment.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Parent/Youth Handbook Signature Page

Diocese of Des Moines

I have read the _____ Faith Formation Parent/Youth Handbook for the year _____.

I agree to abide by and follow the policies and procedures contained therein.

(Youth's signatures are required for all in Grade 4 through Grade 12.)

Youth's Signature

Date

Youth's Signature

Date

Youth's Signature

Date

(Parent/Guardian signatures are required of all parents/guardians.)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Signed form is due in the parish Office of Faith Formation by _____.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Discipline and Accountability

It shall be the policy of the Diocese of Des Moines that each local parish faith formation/religious education program adopt responsibility and discipline policies which apply to children and youth in parish faith formation programs.

The policies shall relate to the mission and purposes of the faith formation programs. The policies shall include, but not be limited to the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance; harassment of or by youth and catechetical personnel; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; physical restraint and abuse; parish property behavior; and participation in faith formation programs off of parish property.

The discipline policies and child/youth responsibilities shall be published for the awareness and knowledge of the children and their parents.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Search

It shall be the policy of the Diocese of Des Moines that, in the enforcement of policies and regulations designed to protect individuals and to preserve the catechetical environment, searches of lockers, desks, personal property and effects and the children/youth shall be permitted at the direction of the parish catechetical leader or his/her designee.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Weapons, Dangerous Objects and Look-A-Likes

It shall be the policy of the Diocese of Des Moines that weapons, other dangerous objects and look-a-likes be taken from children/youth and others who bring them or possess them on parish property and/or at parish related activities.

Parents/Guardians of children/youth found to possess weapons, dangerous objects and/or look-a-likes on parish property or at parish related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Children/youth will be subject to disciplinary action which may include expulsion, a period of suspension or a recommendation to counseling services.

The parish catechetical leader may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Violent/Destructive/Seriously Disruptive Behavior

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs and activities must not only protect all participants but also allow them to benefit from the programs and activities free from behaviors that hinder or prohibit their learning and religious formation.

All threats and violent, destructive and seriously disruptive behaviors must be taken seriously. The parish faith formation program must take appropriate action which may include a recommendation for discipline, psychological assessment, counseling, suspension or expulsion.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Controlled Substances

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs prohibit the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substances or “look alike” substances by children/youth while attending or engaged in parish faith formation activities.

Parents/guardians shall be notified of their child/youth’s failure to follow this policy.

Children/youth who violate this policy may be required to attend counseling sessions or satisfactorily complete a substance abuse or rehabilitation program. Children/youth who violate this policy may also be subject to disciplinary action, suspension or expulsion. Violations may also be reported to the proper legal authorities.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Incidents Involving Health and Safety

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs make and permanently retain adequate documentation of all incidents involving health and safety of children/youth participants for the protection of all. These reports need to be made within 24 hours.

These records must be available to the parish catechetical leader and pastor and stored in the parish Office of Faith Formation or other suitable parish office.

An incident is defined as: An action or episode involving persons that may have serious results. They may involve but are not limited to: a) an action which creates an unsafe, unhealthy or uncomfortable situation; b) an action which violates the rules, policies or regulations of the parish or diocese.

Policy Reviewed: August, 2008

DIOCESE OF DES MOINES
INCIDENT REPORT FORM

Names, addresses and phone numbers of individuals involved:

Date, Time and location of incident: _____

Description of incident in as much detail as possible: _____

Names, addresses and phone numbers of witnesses: _____

State what action(s) were taken as a result of the incident: _____

Signature of Parish Catechetical Leader: _____ **Date:** _____

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Anti-Harassment and Anti-Bullying

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs maintain an environment free from unlawful and undesirable verbal and physical harassment and/or bullying. Parish faith formation programs should develop and incorporate measures/means/programs to eliminate harassment and bullying from all children/youth and catechetical personnel.

For the purposes of this policy harassment and bullying shall mean any electronic, written, verbal, or physical act or conduct toward a child/youth which is based on any actual or perceived trait or characteristic of the child/youth which creates an objectively hostile faith formation environment that meets one of more of the following conditions:

- Places the child/youth in reasonable fear of harm to the child/youth's person or property;
- Has a substantially detrimental effect on the child/youth's physical or mental health;
- Has the effect of substantially interfering with the child/youth's catechetical performance;
- Has the effect of substantially interfering with the child/youth's ability to participate in or benefit from the services, activities, or privileges provided by the faith formation program.

“Electronic” shall mean 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.

The phrase “trait or characteristic” of the student as used in this policy includes, but is not limited to, 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.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. The term “gender identity” means the gender related identity of a person, regardless of the person’s assigned sex at birth.

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

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s progress reports, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a child/youth’s performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while children/youth are on parish property; while attending or engaged in parish faith formation -sponsored activities; and while away from parish grounds if the misconduct directly affects the good order, efficient management and welfare of the parish faith formation program.

Children/youth who believe they or another child/youth are the victim of bullying or harassment should immediately report their concerns to the parish catechetical leader or his/her designee. The faith formation program must promptly and reasonably investigate allegations of bullying and harassment. The catechetical leader or her/his designee will be responsible for handling all complaints by children/youth alleging bullying or harassment.

If a catechist/volunteer believes she/he is or has been bullied or harassed by a child/youth, that person should contact the parish catechetical leader who must investigate the matter. If the catechist/volunteer chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of

this policy. A child/youth found to have retaliated in violation of this policy shall be subject to measures up to, and including, disciplinary action, counseling, suspension and expulsion.

The parish catechetical leader and his/her designee are responsible for developing a system that collects data relating to incidents of harassment and bullying. The catechetical leader shall also ensure that the anti-harassment and anti-bullying policy and procedures are made known to parents/guardians and all catechetical personnel

Nothing in this policy shall be construed to impair the parish faith formation program's ability to form and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Investigation of Anti-Harassment and Anti-Bullying by Child/Youth

COMPLAINT PROCEDURE:

Any individual who believes that the individual has been harassed or bullied should notify the parish catechetical leader or her/his designee. The alternate investigator is the pastor or his designee. If the catechetical leader or his/her designee is a witness or the alleged instigator of the bullying/harassment, the pastor or his designee must be the investigator.

The investigator may request that the target of the abuse complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, notes, tapes, pictures, emails, etc. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The parish catechetical leader or his/her designee has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the parish catechetical leader, if the catechetical leader is not the investigator.

RESOLUTION OF THE COMPLAINT:

If the catechetical leader is not the investigator, nor the alleged instigator, the catechetical leader may investigate further, if deemed necessary, after the catechetical leader receives the investigator's report. In such a case, the catechetical leader may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include discipline.

The catechetical leader must 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 abuser and the investigator must receive notice as to the conclusion of the investigation.

The parish catechetical leader must maintain a log of investigative information.

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Investigation of Anti-Harassment and Anti-Bullying by Children/youth

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of alleged harasser/bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, notes, emails, 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: _____
(Complainant or Investigator)

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Investigation of Anti-Harassment and Anti-Bullying by Children/youth

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of Witness (es): _____

Position of Witness (es): _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____ Date: _____

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Sexual Harassment and/or Abuse by Children/youth

It shall be the policy of the Diocese of Des Moines that all parish faith formation programs maintain an environment free from sexual harassment and/or abuse. The faith formation programs must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Children/youth who believe they have been sexually harassed and/or abused by another child/youth shall report such to the parish faith formation's Level-One investigator.

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. The processing of a complaint or allegation shall be handled confidentially to the extent possible. Program personnel (catechists/volunteers and children/youth) are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

No one shall retaliate against a child/youth or catechist/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

The program administrator (here designated as the parish catechetical leader) shall normally serve as the designated Level-One investigator. The name and telephone number of the Level-One investigator and an alternate shall be published annually in Child/Youth/Parent and Catechist Handbooks.

If a child/youth believes sexual harassment and abuse has occurred but does not wish, or believes it would be inappropriate, to file a complaint of harassment or abuse, he/she may inform the parish catechetical leader about the incident(s) even though he/she is not seeking Level-One investigation. In such case the parish catechetical leader should handle the concern as a discipline matter.

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Investigation of Sexual Harassment and/or Abuse by Children/Youth

The following procedures shall be implemented in the investigation of allegations of sexual harassment and/or abuse by children/youth:

- 1) Any person having knowledge of sexual harassment and/or abuse should file a report with the program's designated Level-One investigator by using the Alleged Sexual Harassment and/or Abuse by Children/Youth Report form.

Any program catechist/volunteer receiving a verbal or written report of harassment or abuse must immediately pass on the information to the Level-One investigator.

- 2) The Level-One investigator must secure a written report of the allegation and provide a copy to the person filing, and the parents (if complainant is below age 19). The person named as the accused in the report shall receive a copy of the report at the time the person is initially interviewed by the Level-One investigator.
- 3) The Level-One investigator shall complete an informal investigation within five working days following receipt of a report. The investigator shall have access to any records of the alleged victim and the accused for the purpose of interviewing and investigating.

If, in the opinion of the Level-One investigator, the alleged victim would be placed in eminent danger if continued contact between the alleged victim and alleged offender, provision shall be made to temporarily remove possible contact by or between the two.

- 4) The Level-One investigation may be deferred, if the investigator believes the magnitude of the allegations suggest an immediate professional investigation. If such is the case, the Level-One investigator shall contact the appropriate law enforcement officials, the person filing the report and the parents of same if the person is under 19 years of age. All steps involved in this process must be documented.

Over

- 5) The investigator's role is to determine whether it is likely an incident occurred. Therefore, the investigator shall interview the alleged victim, the accused, and any other person who may have knowledge of the circumstances contained in the report. The parents of any involved students should be notified of the day and time of the interview so they or a representative may attend. If an involved child/youth is in a grade from pre-kindergarten through grade 6, the parents must be informed.
- 6) If there was sexual abuse, the Level-One investigator must notify the law enforcement authorities. This places the case in their hands and brings closure unless the legal authorities decline to pursue an investigation. If this happens, the case must be referred to Level-Two.
- 7) The Level-One Investigation of Sexual Harassment and/or Abuse by Students Report shall be completed within fifteen calendar days of receipt of the report unless the investigation was temporarily delayed by law officials. Copies of this report shall be given to the alleged victim and the accused and the parents of any involved person under age 19.
- 8) At the conclusion of the Level-One investigation, the person filing the report shall be notified of the next step.

The investigation may be concluded at Level-One if:

- a) the allegation is withdrawn
- b) there is no preponderance of evidence to support the allegation
- c) the accused withdraws from the program

All other cases shall be referred to the Level-Two investigator.

Diocese of Des Moines

Alleged Sexual Harassment and/or Abuse by Child/Youth Report

(To Be Completed By the Alleged Victim. If Assistance is Needed
Contact the Level-One Investigator for Your Program)

Victim's name and address: _____

Victim's telephone #: _____ Victim's Program: _____

Name of accused: _____ Telephone #: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Please describe what was said and/or happened. Include the date, time and place where incident took place and what was said/done. Also state the nature of any injury, if such occurred.

Were there any witnesses to the incident or are there any persons who may have information about this incident? _____ yes _____ no

If yes, please list by name, if known or classification (for example "fifth grade Monday class".)

Has any professional person examined or treated the victim as the result of this incident?

_____ yes _____ no _____ unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known.

Over

Alleged Sexual Harassment and/or Abuse by Child/Youth Report (page 2)

Has anyone contacted law enforcement about this incident? _____ yes _____ no

Please provide any additional information you have which may be helpful to the investigator. Attach additional pages if needed. Also, attach any evidence, i.e. letters, photos, drawings, etc.

Reporter's name, address and phone number (if different than alleged victim):

Relationship to victim: _____

Complainant 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, or a private attorney for investigation of this incident. The filing of this report does not deny you that opportunity.

You, the victim or victim's parent/guardian if victim is under age 19 will receive a copy of this report and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

Diocese of Des Moines

**Level-One Investigation of Sexual Harassment and/or Abuse By child/Youth
Form**

Victim's name and address: _____

Victim's telephone #: _____ Victim's Program: _____

Name of accused: _____ Telephone #: _____

Name and address of person filing report if different than victim: _____

Name and address of parent or guardian if victim is below age 19: _____

Date report of harassment/abuse was filed: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Describe the nature, extent and cause of the sexual harassment/abuse and injury, if any and if known:
(attach additional pages if needed.)

Describe the investigation: Attach additional pages if needed. (Please do not use witnesses' full names.)

Level-One Investigation of Sexual Harassment and/or Abuse by Child/Youth Form (Page 2)

Were audio tapes made of any interviews? _____ yes _____ no

Were video tapes made of interviews? _____ yes _____ no

Was any action taken to protect the victim during or as a result of the investigation? _____ yes _____ no

If yes, describe:

_____ victim excused from program

_____ victim assigned to different program

_____ accused placed on suspension/leave

_____ other (please specify) _____

Level-One investigator's conclusions:

_____ Sexual abuse was alleged; but the alleged actions of the accused, even if true, would not meet the minimum definition of sexual abuse in the rules.

_____ Alleged victim has no connection with the parish program.

_____ Alleged accused is not connected to or with the parish program.

_____ Alleged incident did not occur on parish program grounds, on parish program time, at a parish program sponsored activity, nor in a parish program related context.

_____ The complaint has been investigated and conducted at Level-One as unfounded.

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of sexual harassment/abuse took place.

_____ The complaint has been investigated at Level-One and is considered to be unfounded.

_____ The investigation is founded at Level-One and has been turned over to Level-Two for further investigation.

_____ Investigation of the complaint was deferred at Level-One and referred to law enforcement at this time.

_____ The investigation is concluded at Level-One because the accused resigned/withdrew from the parish program.

Level-One Investigation of Sexual Harassment and/or Abuse by Child/Youth Form (Page 3)

Current status of investigation:

_____ Closed. No further investigation is warranted.

_____ Closed and referred to parish program officials for further investigation as a personnel matter.

_____ Deferred to law enforcement officials.

_____ Turned over to a Level-Two investigator.

Other comments: _____

I have given a copy of the report of sexual harassment and/or abuse and of this investigative report to the accused named in the report, the accused's supervisor, and the victim (parent/guardian if victim is under 19 years of age) and informed person filing the report of the options of contacting law enforcement, or private counsel.

Name of investigator (please print)

Investigator's place of employment

Signature of Investigator

Date

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

CHILDREN AND YOUTH

Retention of Investigation Records of Sexual Harassment and/or Abuse by Children/Youth

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the parish program for a minimum of two years.

Records of reports found to be substantiated shall be placed in the accused's permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's permanent record.

Regulation Reviewed: August, 2008

**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

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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

**DIOCESE OF DES MOINES
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Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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

**DIOCESE OF DES MOINES
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Parish Faith Formation Policies/Regulations

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

**DIOCESE OF DES MOINES
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Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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

**DIOCESE OF DES MOINES
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FORMATION PROGRAMS

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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Parish Faith Formation Policies/Regulations

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: _____

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

Adult Supervision

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

Policy Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

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

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

Transportation

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

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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: _____

Regulation Reviewed: August, 2008

**DIOCESE OF DES MOINES
COUNCIL FOR CATECHESIS**

Parish Faith Formation Policies/Regulations

FORMATION PROGRAMS

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