

**REVISED**

2016

**The Cluster Parishes of**  
**Holy Trinity, Richmond, Iowa**  
**St. Mary's, Riverside, Iowa**  
**St. Joseph's, Wellman, Iowa**

**CATECHIST**  
**Handbook**

**2000 - 2016**

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, source of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Nikki Gartner, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

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## TABLE OF CONTENTS

Mission Statement .....	4
Goals .....	4
Qualities of Catechists .....	4
Job Description .....	5
Guidelines for Presenting Sound Doctrine .....	6
Classroom Management .....	8
Time Out Procedure .....	8
Confidentiality .....	9
Absence .....	9
Harassment and Child Abuse .....	9
Health & Safety Procedures; Emergency Procedures.....	10
Protocol 2000 .....	10
Fire & Natural Disaster Drills .....	11
Diocesan Policy (Communicable Diseases) .....	11
Communicable Diseases .....	12
Intruder Policy .....	14
Food & Drink .....	14
Field Trips .....	14
APPENDICES:	
A. Diocesan Religious Education Policy .....	15
B. Parish Specific Information.....	16
C. Forms.....	17
*Parental Request for Giving Medications .....	18
*Consent to Medical Treatment.....	19
*Fire Drill/Natural Disaster Report forms .....	20

**MISSION STATEMENT**

The joint Faith Formation Commission (jFFC) of the parishes of Hills (St. Joseph’s), Lone Tree (St. Mary’s), Nichols (St. Mary’s), Richmond (Holy Trinity), Riverside (St. Mary’s), and Wellman (St. Joseph’s) through the leadership of the pastors and parish life administrators (PLA), continues the mission of Jesus Christ to preach and teach, to celebrate and to serve so that God's kingdom may come in its fullness. Our jointly united mission is to encourage and aid each family and individual in all our parishes in developing an active faith by providing instruction, thereby enabling each member to fully live the doctrines of the Catholic tradition.

**GOALS**

To promote and encourage:

- Proclamation of the Good News as revealed through Jesus, the Christ
- Worship of God through private and liturgical prayer
- Service to the Christian and entire world community
- Parents in their role as primary catechists of their children

**QUALITIES OF CATECHISTS**

The National Catechetical Directory has established the ideal qualities for a catechist:

- A. **RESPONSE TO CALL**  
Catechists are called by God through the Church to the ministry of catechesis, not only to give time and talent for re-echoing the faith but to be open to one's own deepening, understanding and living of the Catholic faith.
- B. **WITNESS TO THE GOSPEL**  
Catechists are called to believe and witness the gospel and its power to transform life. Catechists are persons with an ongoing commitment to God's Word, in their mind, in their hearts and in their lives.
- C. **COMMITMENT TO THE CHURCH**  
Catechists are called to be ministers of the Word and representatives of the Church. They are called to teach what the teaching authority of the Church proclaims, and when teaching any subject must always teach what the Church teaches, regardless of personal beliefs or opinions.
- D. **SHARES IN COMMUNITY**  
Our God is a community of persons, Father, Son and Holy Spirit. Made in the image and likeness of God, we are called to be God's people a community of faith. Catechists are therefore called to foster and build a faith community in their classrooms and in all aspects of the parish.
- E. **SERVANT OF THE COMMUNITY**  
Catechists are called to serve the Christian community in the spirit of Jesus and the prophets. This service means not only seeking to meet the needs of individuals within the parish but

also in the larger local and global community. This challenges the Catechist to be aware of Church teaching and actions in terms of peace and justice.

Catechists need to be open to receiving the service and care of others in order to truly be of service to others.

#### F. KNOWLEDGE AND SKILLS

Catechists are called to prepare for this important ministry by acquiring the knowledge, skills and abilities needed to communicate gospel values and Church teachings effectively for different age groups.

The major tasks of catechesis are:

- Proclaim the message – content of faith
- Build Christian community – Body of Christ
- Foster prayer and worship for individual and community
- Promote peace and justice – practice of faith
- Proclaim the message according to the full conformity of the curriculum guide of the Diocese of Davenport

A diocesan certification process cannot guarantee all these qualities, for faith is both caught and taught. Catechists are not only believers, they are believers who are called to the Ministry of the Word and to communicate their faith and the faith of the Catholic Church to specific groups of people. The hope is that while catechists grow in their knowledge of Scripture, theology, spirituality, catechetical process and methods, they will also experience a personal growth in faith. All catechists have a serious responsibility to be believers who actively seek to bring about the reign of God, as recognized communicators of the Church's ministry of the Word. A Diocesan Certification process seeks to assist parishes and schools in the development of competent catechists.

### **JOB DESCRIPTION – CATECHIST**

The catechist is accountable to the Director/Coordinator of Religious Education and to the pastor/PLA.

#### **Responsibilities of a Catechist:**

- To prepare the lesson
- To set up and lead the lesson
- To arrive on time
- To participate in on-going formation
- To be present for each class or call the REC to obtain a substitute
- To integrate prayer as part of every lesson
- To regularly attend scheduled catechist meetings and diocesan workshops
- To follow discipline practices of the parish
- To comply with all diocesan policies
- All speakers and field trips need to be cleared through DRE
- To follow and use the curriculum/textbook which is provided by the DRE/CRE
- To attend the Orientation Meeting given prior to the beginning of classes in September
- To read any/all "Journaling" assignments given completely. Any disturbing comments or references must be reported to the DRE, especially where any form of harm in reference to the student or others is indicated in anyway. In addition,

such entries are not to be shared with others. The confidentiality of such entries is to be respected.

- To attend the Orientation and Formation meetings, and to read all memos and other written communications from the DRE in order to stay fully informed
- **To document any discipline problems and procedures taken**
- To respect all fire codes

**Personal Qualities Needed:**

- To believe deeply in Jesus through the Catholic Tradition and want to share that belief with others
- To be committed to the Catholic Church and the Church's teaching mission
- To be comfortable with and able to communicate effectively with the age group that he/she will be catechizing
- To be able to deal with conflict and disagreement in a sensitive manner

**Length of Commitment:**

To be of service from September to May

**Supervision/Support:**

To have weekly contact with the coordinator of the program

**Benefits to the Catechist:**

An opportunity to share his/her faith with youth; to guide their growth as Catholic Christians; to be challenged to grow as an adult Catholic; to receive the support of other adult leaders

**Catechist Responsibilities:**

The Catechist is responsible to the Director/Coordinator of Religious Education and the pastor/PLA

Diocesan policy requires Protecting God's Children training for all volunteers/catechists working with children 4 or more times per year. This is a one time, 3 hour training session and is offered on an ongoing basis in multiple locations throughout the diocese.

**Supervision and Evaluation of Catechists**

It is the responsibility of the Catechetical leader to supervise and evaluate catechists. The Catechetical leader will visit classrooms at his/her discretion. In addition, the Catechetical leader will perform routine evaluation visits on a yearly basis and will notify the catechist of such schedule.

**DIOCESAN GUIDELINES FOR PRESENTING SOUND DOCTRINE**

1. Take into account the experience and background of those being catechized and suggest ways the Christian message illumines their life (see NCD, 176e).
2. Must be based on accepted learning theory, established pedagogical principles, and practical learning strategies (see NCD, 175).
3. Use language and images appropriate to the age level and developmental stages and special needs of those being catechized (see NCD, 177-188).

4. Integrate biblical themes and scriptural references in the presentation of doctrine and moral teaching and encourage a hands-on familiarity with the Bible (see NCD, 60a).
5. Challenge Catholics to critique and transform contemporary values and behaviors in light of the Gospel and the Church's teaching.
6. Maintain a judicious balance between personal expression and memorization, emphasizing that it is important both for the community and themselves that individuals commit to memory selected biblical passages, essential prayers, liturgical responses, key doctrinal ideas, and lists of moral responsibilities (see CT, 55; NCD, 176e).
7. Provide for a variety of shared prayer forms and experiences that lead to an active participation in the liturgical life of the Church and private prayer (see NCD, 145, 264).
8. Continually hold before their intended audience the ideal of living a life based on the teachings of the Gospel.
9. Include suggestions for service to the community that are appropriate to the ages and abilities of the persons who are being catechized.
10. Stress the importance of the local church community for Christian living, so that every Catholic contributes to building up the spirit of the parish family and sees its ministries as part of the Church's universal mission.
11. Sensitive to the appropriate use of inclusive language in the text and avoid racial, ethnic, and gender stereotypes in pictures (see NCD, 264).
12. Reflect the Catholicity of the church in art and graphics by presenting the diverse customs and religious practices of racial, ethnic, cultural, and family groups (see NCD, 194, 264).
13. Assist catechists by including easy-to-understand instructions regarding scope, sequence, and use of texts.
14. Suggest a variety of strategies, activities, and auxiliary resources that can enrich instruction, deepen understanding, and facilitate the integration of doctrine and life.
15. Include material that can be used in the home to aid parents in communicating church teaching and in nurturing the faith life of the family.
16. Instruct teachers and catechists on how to respond to the needs of persons with disabilities and individuals with special needs (see NCD, 195, 196, 264).
17. Help teachers and catechists distinguish between church doctrine and the opinions and interpretations of theologians (see NCD, 264).
18. Help develop the catechists' own faith life, experience of prayer, and mature commitment to the Church and motivate them toward ongoing enrichment.

From Guidelines for Doctrinally Sound Catechetical Materials, National Conference of Catholic Bishops/United States Catholic Conference 1990.

## **Classroom Management**

1. The classroom should never be left unattended by an adult except in case of an emergency. If you need to leave the room, instruct the class to remain in their seats and wait quietly, ask another catechist to watch your class, or send a runner to the office to contact an adult. The students should be reminded of this rule at the beginning of each year.
2. No child will be left unattended or allowed to wait in front of a locked facility.
3. A student should never be left unattended in the hall during class periods, other than for restroom visits.
4. If there are any classroom related problems, i.e., something spilled, or needed cleaning up, broken, etc., please notify the DRE/CRE or pastor/PLA before leaving for the evening.
5. Classrooms should be left as they were found. This includes desk arrangement.
6. The duties of Catechists and other staff members (volunteers or otherwise) do not begin and end in the classroom. If a student is in the hallway when he or she should be in class, for example, the person who is aware of this situation needs to report it. If students are "fooling around" and/or presenting other problems before programs start, while they are in progress or after class/programs have ended, the behavior needs to be addressed.
7. Discipline – Follow the Time-Out procedures as follows.

### **Time-Out Procedure**

If a student's behavior is disruptive to your class, proceed as follows:

1. Issue verbal warnings to the student.
2. If the behavior stops, reinforce the positive behavior needs of your classroom by thanking the child for their cooperation.
3. In case of dangerous behavior, the above steps do not apply.

If the behavior continues or resumes during that same class time the child is removed from the classroom for a 5 minute supervised time out and then returned to the classroom. Time out may be repeated once.

If a child is placed in time out please fill out the Time Out report form as soon as possible.:

1. Fill in the student's name and the time on a report form. Note the type of behavior that was disruptive to the class.
2. Send the student with their work and the form to the DRE/Coordinator with the explanation that they will be directed to the designated Time Out space.

At the next class time, the student must return the signed note to you. The DRE will have given the form to the parents for their signature (form may be given to parents in person or mailed).

See Appendix C for copy of this form.

Try to be as "matter of fact" and "low key" as possible when issuing warnings. The goal is to eliminate classroom stress for you and all of the students as much as possible. We are assuming that at the time of unacceptable behavior, the student is experiencing difficulty with self-control and needs to have "time out" alone to collect themselves.

Attempt to downplay a student leaving for Time Out. Let the process speak for itself as much as possible. Resist using the occasion of a student's leaving to remind other students that this will happen to them if they don't cooperate. That will be glaringly clear to the classmates and will have more power if it is simply implemented, rather than being discussed. The discussion has already occurred. It is now time for quiet action.

If a child needs to be removed from a classroom for a third time, the DRE/CRE in consultation with the pastor/PLA will make a decision about contacting parents/guardians to pick the child up early.

## CONFIDENTIALITY

If it is a secret, keep it to yourself. Some students may confide things they have seen or heard (and maybe some things they have made up). Anything heard at class should stay at class. Your feelings about certain students, teachers, and other staff members should not be discussed at home or anywhere.

Do not give out phone numbers to students.

## ABSENCE

We strive for maximum attendance each week, as well as from year to year. Faith is an ongoing process and students need the consistency of attending classes on a regular basis throughout the year. To insure the safety of our students, attendance is taken within the first ten minutes of class time. If a student is absent more than twice without notifying the teacher or DRE/CRE please remind the DRE/CRE and/or pastor/PLA and the parents will be contacted.

At the end of the current school year or upon the catechist leaving the program during the current school year, the attendance records shall be turned in to the DRE/CRE.

## HARASSMENT

Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harry, distress, agitate, disturb, or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's volunteer status or employment or advancement or of a student's participation in parish programs or activities;
2. Submission or rejection of such conduct by an employee or student is used as the basis for decisions affecting the volunteer, employee, or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee, volunteer, or student's performance or creating an intimidating or hostile working or learning environment.
4. Harassment as set forth may include, but is not limited to, the following:

Verbal, physical, or written harassment or abuse

Repeated remarks of a demeaning nature

Implied or explicit threats concerning one's grades, job, etc.

Demeaning jokes, stories, activities directed at a student

\*\*Must see video once and sign off on sheet every year

## CHILD ABUSE

All catechists must be aware of and agree to the Diocesan policy regarding child abuse as contained in the Faith Formation/Youth Ministry Handbook. **Any cause for suspicion of child abuse is to be reported directly to the DRE/CRE and pastor/PLA**, who is responsible for appropriate action. Please keep all communication totally confidential. **Suspected child abuse is never reported to the parents.** Note: Suicide threats should be reported to parents.

In light of the concern for the safety of our children and potential abuse or the accusation of abuse, parish personnel should not be alone with a child behind closed doors or in a secluded area. Another child or adult should always be present.

All catechists and aides should follow guidelines regarding health and safety of our students as directed in catechist training. Teachers should never use corporal punishment. Any form of abuse – physical, emotional, or sexual will not be tolerated. Catechists should always strive to respond to our students and other adults in a way that gives witness to our love for God and each other. A good example of a response to student behavior can be seen in the Time-Out Classroom. A copy of this is included in the handbook.

## **HEALTH AND SAFETY PROCEDURES**

All catechists should keep the health and safety of the children in mind at all times. Children should always be under adult supervision. No child should ever be left unsupervised. Children should never be asked to do anything that would place themselves or others in a position of personal injury. Children should always feel and be emotionally and physically safe while in the care of our Religious Education Programs.

No child shall be left unattended. The DRE or the last person to leave the facility after a class or activity is held shall be an adult. Preferably, two adults will wait until a child/children are picked up. No adult shall give a child/children a ride home. Adults should wait with the child/children until their ride arrives and picks them up.

If teacher has to leave room, all students must remain seated.

If there is anything of concern regarding the learning environment, parish facilities, or any other factors within our jurisdiction regarding the well being of our children, the concern(s) is to be brought to the immediate attention of the pastor/PLA, coordinator or director of the Faith Formation Program.

## **EMERGENCY PROCEDURES**

In case of weather emergencies or fire, catechists will follow predetermined procedures as posted in parish/school facilities and reviewed in teacher training.

### **In the event of fire:**

Children will be led to safety in accordance with posted directions.

The catechist should be the last person out of the room. If an aide is present, they will lead the children. Catechists will bring a record of attendance in order to account for the children. Attendance is to be taken to determine that all students are accounted for.

Coordinators or directors will be the last persons to vacate the building. A record of all children in the religious education program will be kept in the office of the DRE in case attendance records are not retrievable.

### **In the event of severe weather:**

The children will be led to a predetermined safe place, and be prepared to place themselves in a safe, covered position.

## **PROTOCOL (2000)**

The Purpose of our School and Religious Education Safety Plan: Provide an environment in which our students are in a safe and caring facility so that they will have the opportunities to grow and learn, and integrate Gospel values in their lives.

A "2000 Protocol" happens when there is an event that occurs in the school/religious education program which results in the need for students to stay in classrooms with teachers. The event may range from an intruder in the building, to a drug seizure, to a medical emergency.

## **FIRE AND DISASTER DRILL PROCEDURE**

There should be a room by room evacuation plan, i.e., where to exit and where to proceed (e.g., Room 7 – Exit classroom in single file, turn right and proceed to East entrance doors. Walk directly to the sidewalk of ----- street and line up) even if provided in each room so that catechists can study this ahead of time.

A FIRE DRILL will be conducted early in the year for the program. You have received the approved exit route for your class. Please review this and discuss the correct procedures for safe exit of the building with your class.

Each parish of the joint Faith Formation Commission is responsible for developing and distributing a parish-specific fire/disaster drill plan, for posting it in each classroom space, and for adding it as an appendix to this handbook.

See appendix C for fire/tornado drill report form.

## **DIOCESE OF DAVENPORT: COMMUNICABLE DISEASE POLICY**

POLICY 565.45

Classification: Student Personnel

The Diocesan Board of Education recognizes that some students with a communicable disease, as defined by the Federal Center for Disease Control and the Iowa State Department of Health, may be able to attend school without creating a risk of transmission of the illness or other harm to students or employees. The Board also recognizes that there may be greater risks for the transmission of a communicable disease for some persons than for other persons infected with the same disease.

It shall be the policy of the Diocesan Board of Education that these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student shall be considered in assessing the student's continued attendance at school. Responsibility for this assessment rests with the program administrator in consultation with the appropriate diocesan administrator. The Administrator shall consult with the director of the diocesan office to which program relates (religious education, schools, youth ministry). The Diocese reserves the right to require a physician's statement before admitting a student following contagious illness.

Health data of a student who has or is rumored to have a communicable disease shall not be disseminated without strict observance of the employee's right to privacy.

In a Catholic school, it shall be the responsibility of the building principal, in conjunction with the school nurse, to inform the public, staff, and students about communicable disease and related issues. The principal shall provide for notification of the proper legal authorities about the presence of a communicable disease.

Policy Adopted: September 20, 1990  
Policy Reviewed: July, 1997

Diocesan School Committee

# *Communicable Diseases*

THE FOLLOWING INFORMATION CONCERNS ALL BLOOD/BODY FLUIDS EXPOSURES, REGARDLESS OF WHETHER OR NOT AN INFECTION EXISTS OR IS SUSPECTED. THE PRINCIPLES OF STANDARD PRECAUTIONS ARE BASIC PROTECTIVE PRACTICES THAT APPLY TO ALL SITUATIONS WHERE BLOOD/BODY FLUIDS MIGHT BE EXCHANGED BETWEEN HUMANS AND ARE DESIGNED TO MINIMIZE THE RISK OF EXPOSURE OF ANY KNOWN OR UNKNOWN MICROORGANISMS.

## **Standard precautions apply to any situation in which you might have contact with:**

- \*Human blood
- \*Any body fluids (except sweat/tears)
- \*Secretions and excretions regardless of whether or not they contain visible blood
- \*Nonintact skin (includes rashes and lesions/sores)
- \*Mucous membranes
- \*Equipment that may have come into contact with these substances

## **Hygienic Practices:**

### **Common sense precautions make a huge impact on environmental limiting of the spread of infections, especially colds and flu viruses:**

1. As much as possible, children should be encouraged to use good hygiene when using tissues to blow their noses and dispose of used tissues in proper waste receptacles.
2. Teach children not to use their hands to cover their mouths or noses when they cough or sneeze but to cough/sneeze into the crook of their elbow or into their shoulder, turning their head away from others.
3. GOOD HANDWASHING is essential: soap and water and/or alcohol-based handrubs should be available in every facility and children and adults should be encouraged to practice good hand hygiene.

### **Minor Scrapes and Cuts**

Whenever possible, students should be encouraged to take care of their own minor injuries. They can wash the cuts and apply bandages. Employees who help clean minor cuts and scrapes should remember that getting blood on their own unbroken skin is not a risk. Hepatitis, AIDS/HIV, and other blood borne contaminants cannot penetrate unbroken skin. Hands should be washed afterwards with soap and water and/or alcohol-based handrubs.

### **Large Blood Spills: (as from serious nosebleeds or cuts)**

Employees should provide a barrier between skin and the blood of others. This can be done with rubber gloves. Teachers or coaches can also encourage students to apply pressure with their own hand over a

bloody nose or wound, and adults can press down on the student's hand. A thick layer of paper towels or cloth can also provide a barrier.

### **Cleaning and Decontamination of Spills of Blood:**

All spills of FLUIDS CONTAINING VISIBLE BLOOD should be promptly cleaned up using an EPA-approved germicide or a 1:00 solution of household bleach in the following manner while wearing gloves.

1. Visible blood should be first removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
2. The area should then be decontaminated with an appropriate germicide.
3. Hands should be washed following removal of gloves.
4. Plastic bags should be available for removal of contaminated items from the site of the spill.

### **Disposing of Soiled Linen:**

Blood contaminated linen should be handled as little as possible. The linen should be placed and transported in bags that prevent leakage. Normal laundry cycles should be used according to the washer and detergent manufacturer's recommendations. Hot water is not necessary for decontamination process.

### **Use of Protective Barriers**

1. Gloves should be worn for touching blood or body fluids containing visible blood, mucous membranes, or non-intact skin and for handling items or surfaces soiled with blood or body fluids that contain visible blood. Gloves should be changed after each individual contact. Rubber gloves are recommended for cleaning any body fluid spill (i.e., vomitus, urine, or feces) because these body fluids commonly transmit other infections (Hepatitis A, salmonella).
2. Hands, skin surfaces, and clothing should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing visible blood.
3. Precautions should be taken to prevent injuries caused by needles or other sharp instruments or devices.

Each catechist should be provided with a pair of rubber gloves and a plastic bag with the suggested directions.

These rubber gloves are to be used by catechists or volunteers when assisting students in accidents involving human blood, excretion, or vomit. Any cloths, etc, used in cleaning should be placed in the plastic bag and disposed of properly.

### **Aids/Acquired Immune Deficiency Syndrome**

Discrimination or violence directed against persons with handicapping or AIDS/HIV is unjust and immoral. Therefore, persons who are identified as being infected with the human immunodeficiency virus will be allowed to attend school in an unrestricted setting, unless conditions arise in the school that place the infected student at risk or special health hazards, or the student is too ill to attend. As members of the Church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. We need to offer spiritual and pastoral care, along with medical and social services extended to those who suffer from AIDS/HIV, and to their families and friends. Information regarding a student's AIDS/HIV status will be treated as confidential. This information will be released only with parental or eligible student's consent to staff or guardians, the student's physician, and school officials working in concert. All school personnel who receive confidential medical information regarding a student's AIDS/HIV status will maintain strict confidentiality of the data. Any staff member who unreasonably violates this policy is subject to disciplinary sanctions.

## **INTRUDER POLICY**

We recognize that in the event of a dangerous intruder into our facilities, the most effective action we can take is to summon help via the 911 system. To that extent, we ask that all catechists who have a personal cell phone please bring them to class with you regularly.

In the event of an intruder please be prepared to move the children out of the situation IF possible to a safer location. If you feel unable to SAFELY remove the children from such a situation then please do what you can to get them down and under cover.

## **FOOD AND DRINK**

May be allowed at the discretion of individual catechists.

PLEASE ASK ALL PARENTS OF YOUR STUDENTS TO INFORM YOU OF ANY FOOD ALLERGIES!!!!

## **FIELD TRIPS**

Parents will be notified and asked to sign a form granting permission for field trips. Parents have the right to ask that their child not participate. Any child not participating in the field trip is asked to remain home during the event. Students whose prior behavior does not meet required standards will be accompanied by a parent or guardian.

See appendix C for applicable forms

## **APPENDIX A**

### Diocesan Faith Formation Programs

We affirm and recognize the role of parents/guardians as “primary educators” of their children. At the same time, the role of the Bishop as Chief Catechist includes responsibility to ensure that all materials used in Catholic education are in full conformity with the teachings of the Church.

Parents/guardians and children are expected to participate in the Parish/regional system-sponsored catechetical programs, which have been approved by the Office of Pastoral Services.

Parishes should make an effort to standardize fees for all parishes’ Catechetical programs. Financial hardship should not be a deterrent nor considered a reason for not enrolling a child in the parish program.

#### **Regulations:**

1. The Office of Pastoral Services must approve programs and materials. If the parish program uses family supplement materials, the parents/guardians are expected to include them in the instruction of their child.
2. Approved catechetical programs must include a parish component involving participants gathering periodically for information, faith sharing, community building, and service opportunities.
3. Parents/guardians are to participate in the parish sacramental preparation programs and sacramental celebrations according to the guidelines of each parish.

## **APPENDIX B: PARISH SPECIFIC INFORMATION**

Contact Information: D/CRE, Pastor/PLA, secretary, phone numbers, etc.

Faith formation fees

Faith Formation schedules

Faith Formation curriculum

Registration Form(s)

Fire/tornado/disaster plan

Severe weather policy/contact information

**APPENDIX C: FORMS**

**PARENT REQUEST FOR GIVING MEDICATION**

I request that the nurse, or the person whom the principal designates, sees that my child,  
\_\_\_\_\_, receives the following medication:

Medication \_\_\_\_\_ Amount \_\_\_\_\_

Time(s) of day to be given \_\_\_\_\_

Duration (number of days) \_\_\_\_\_

Illness/condition requiring medication \_\_\_\_\_

Prescribing physician \_\_\_\_\_

The medicine is to be furnished by me and labeled with the child's name.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_

**PARENTAL RELEASE FORM FOR SPECIAL EVENTS**

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
Destination: \_\_\_\_\_ Phone: \_\_\_\_\_  
Overnight Lodging (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_  
Date/Time/Location of Departure: \_\_\_\_\_  
Date/Time/Location of Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Parish Supervisor/Chaperone for Event: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_

I/We the parent(s) of \_\_\_\_\_ request that our child be allowed to participate in the \_\_\_\_\_ as described above. I/we understand as a parent or legal guardian of this child, I am responsible for any liability which may result from actions taken by my child while attending this event.

I/We fully understand the following: that there is a risk of injury involved in any activity; that my parish and the Diocese of Davenport are not-for-profit entities and are not making profits as a result of these activities; that the supervising adults are volunteers and may have no special training for this role, but are participating solely to benefit the youth involved with this activity; that due to the nature of the activity, there will be times when the activity precludes the staff and volunteers from being in direct supervision of my child at all times; that the Diocese, parish, and volunteers do not have any special insurance coverage for accidents or injuries which may occur during this activity, and thus I/we are solely responsible for any such accidents/injuries and their associated costs.

With knowledge of the nature and intent of this activity, but in order to allow me/my child to participate in this activity, I release the Diocese of Davenport, \_\_\_\_\_ (host parish if applicable), \_\_\_\_\_ (my parish) and all staff, volunteers, and persons associated with the Diocese and church from liability with respect to any injury which may occur to me/my child during this activity.

Child's name \_\_\_\_\_ Parent/Guardian name: \_\_\_\_\_  
Child's signature: \_\_\_\_\_ Parent/Guardian signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

CONSENT TO MEDICAL TREATMENT FORM

Authorization to Treat Minor Child

I/we the undersigned parent(s), legal guardian(s) of \_\_\_\_\_, a minor, do hereby consent and authorize the administration of first aid care to my/our above named child, by the people in charge of the \_\_\_\_\_ (Activity) \_\_\_\_\_ as their judgment deems necessary, and to make necessary referrals to a licensed medical professional for treatment of illness or accidents of a more serious nature. I understand that every effort will be made to contact me/us in the event of serious accident or illness and prior to any major surgery, except emergency. In the event I cannot be reached, I hereby give permission to the medical professional selected by the adult staff to hospitalize, secure proper treatments for, and to order injection, anesthesia, or surgery if deemed necessary for my child named above.

In the event of any emergencies/need during the event, the undersigned hereby grants authority to be exercised at the discretion of my child’s responsible chaperone to dispense over-the-counter medication.

Date: \_\_\_\_\_ Signature parent/guardian: \_\_\_\_\_

Parent(s)/guardian(s) contact information:

Name: \_\_\_\_\_ relationship: \_\_\_\_\_  
phone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Name: \_\_\_\_\_ relationship: \_\_\_\_\_  
phone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Name: \_\_\_\_\_ relationship: \_\_\_\_\_  
phone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Emergency contact:

Name: \_\_\_\_\_ relationship: \_\_\_\_\_  
phone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Child’s birthdate: \_\_\_\_\_ Date last tetanus shot: \_\_\_\_\_

Family physician: \_\_\_\_\_ phone number: \_\_\_\_\_

Medications, drug/food allergies, blood type or pertinent medical information: \_\_\_\_\_

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Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Notice: If you have no insurance you may be required to pay cash in full for any medical care your child receives.



**Faith Formation Center**  
Holy Trinity Parish  
Kalona, IA 52247

**TIME OUT REPORT FORM**

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Catechist's Name: \_\_\_\_\_

Disruptive Behavior: (check those that apply)

- \_\_\_\_\_ Talking out of turn
- \_\_\_\_\_ Fighting
- \_\_\_\_\_ Swearing
- \_\_\_\_\_ Refused to participate appropriately
- \_\_\_\_\_ Refused to stay seated as requested
- \_\_\_\_\_ Other:

This is to inform you that your student was placed in Time Out tonight after receiving appropriate verbal warnings to redirect his/her behavior. Please talk with your son or daughter about what happened in their own class that required them to leave. Encourage them to behave appropriately in the future.

Please sign and return this note with your student to the next class. Feel free to call if you have any questions.

Thank you,

Sandy Marner/Jane Duwa  
Directors of Religious Education

Parent Signature: \_\_\_\_\_

**READING AND UNDERSTANDING OF CATECHIST HANDBOOK**

**I have received and reviewed the Catechist Handbook and the Parent/Student Handbook for the Religious Education Program. I understand the policies, rules and regulations stated therein and agree to abide by them.**

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**Signature of Catechist**

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**Date**