



**Diocesan Rules & Procedures**  
**Office for Religious Education - Confirmation Program**  
**Diocese of Wilmington**  
**Immaculate Heart of Mary Parish**

Our parish has adopted the following Diocesan procedures in caring for your son/daughter, if he/she becomes sick or injured at Confirmation Preparation class. In case of emergency and/or need of medical or hospital care:

1. The Confirmation Coordinator will call the emergency phone number provided. If there is no answer, then #2.
2. The Confirmation Coordinator will call the father's/mother's/ guardian's cell phone. If there is no answer, then #3.
3. The Confirmation Coordinator will call any other telephone number(s) if listed and the physician.
4. If none of the above answer, the Confirmation Coordinator will call an ambulance, if necessary, to transport your son/daughter to a local medical facility.
5. Based upon the medical judgment of the attending physician, the teen may be admitted to a local medical facility.
6. The Confirmation Coordinator will continue to call the parents, guardians or physician until one is reached.

**Personal Electronic Technology Devices (PTD)**

All extraneous personally owned technology devices, including, but not limited to, cellular phones, Blackberry's, pagers, beepers, gaming devices, headsets, and other communication devices are for use only during an actual lock down or emergency. Other devices, including but not limited to, tablet PCs, mobile presenters, wireless tablets, digital phones, digital cameras or laptops are to be used only when permission has been granted by an institutional or organizational employee with the authority to grant such permission. Devices capable of capturing, transmitting, or storing images or recordings may never be accessed, turned on or operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. *To protect the safety and well-being of students, staff and teachers, or school personnel reserve the right to confiscate or collect any PTD.* The content of any PTD device may be reviewed by a designated chaperone or official as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use. If an illegal act is discovered, local law enforcement officials will be contacted. The Catholic Diocese of Wilmington and its parishes and organizations are not responsible for any harm to PTDs, including but not limited to the loss, theft, damage, or destruction of PTDs or any contents therein.

**Permission and Hold Harmless**

**I hereby give my consent** for the above named individual to participate in the above named parish/school youth activity (ies) during the current program year. **I authorize** responsible personnel to obtain proper medical treatments should it become necessary. Excluding intentional, deliberately-inflicted and illegally caused injuries, **I further agree**, in consideration of the above named parish's sponsorship of beneficial youth programs, to release the above named parish, the Catholic Diocese of Wilmington, and all of their employees, directors, administrators, youth ministers and volunteers from all legal liability for accidental injuries suffered by my son/daughter as a result of participation in activities, or travel to and from any officially sanctioned event. Providing, however, that recourse is reserved to seek damages, medical and hospital expenses, and court costs for any such accidental injuries to my son/daughter incurred during an officially sanctioned event from any liability insurance carrier within the limits of its liability policy.

If I cannot be reached and the parish/school authorities have followed the procedures described, **I agree to assume all expenses** for transporting and medically treating this student. I also hereby consent to any treatment, surgery, diagnostic procedures which may be carried out based on the medical judgment of the attending physician.

**I understand** that the Diocese of Wilmington and its staff are committed to providing safe and educational experiences and that diocesan events are conducted in smoke-, alcohol-, and drug-free environments. In light of this, and to help ensure the safety of all concerned, I understand that if my son/daughter is in possession of drugs, alcohol or tobacco products, engages in illegal, immoral, or offensive behaviors, or refuses to follow the directions given by IHM staff or volunteers while participating in this activity, I will be contacted immediately to pick up my son/daughter.

**I understand** that promotional pictures (individual and group) may be taken during officially sanctioned events. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the event. I understand, however, that the above named parish/institution has no control over the use or photograph or film taken by media or private vendors that may be covering events.