

# **Student Ministries Guidelines and Procedures**

Administrative Procedure 2

Created 10/13/2008

Updated and approved by Youth Commission on 02-11-2021

**Purpose:** These guidelines will help us reflect Christ in everything we do, be consistent with students, and be accountable to the parents of the students entrusted to us.

## **(A) General Guidelines**

**1 Waivers:** Student Waiver forms should be on file for all students attending any activity. They are located in notebooks on the top right shelf in the Student Ministries' office of the Lighthouse. Multi-day events may require additional waiver forms.

**2 Illness/Injuries:** First aid kits are located in the Lighthouse and a medical bag is to accompany the group on all activities. Emergency numbers are on the Student Waiver forms which are located in notebooks on the top right shelf in the Student Ministries assistant's office of the Lighthouse. Before administering any medication check the student's waiver form for parental consent. We prohibit any student or adult from giving out his or her own medication to another person. Please report all injuries and accidents requiring medical attention to the Student Ministry staff.

**3 Speech/Attitude:** Students are expected to build each other up in their words and actions. Gently remind students not to curse, use derogatory comments, or gossip.

**4 Incident/Injury Forms:** If an injury, conflict or incident should occur that needs to be documented for future reference; forms are located in the front of the Waiver Form Notebook. Please fill one out and return it to the Student Ministries staff.

**5 Dress:** Holy Cross seeks to teach and expect that our families would desire to dress in a biblically modest way. Shirts with pictures/words should reflect a Christian attitude. Girls are asked to wear modest shorts and, due to certain activities, may be asked that the shorts are as long as their fingertips at their side. Shirts are to be modest and must cover undergarments. Two-piece swimsuits are allowed, but no bikini swimsuits unless a shirt is worn over it. Guys need to wear jeans and shorts that cover under garments (no sagging). In addition, guys are to wear shirts at all times during non-swimming events.

**6 Public display of affection:** We will show respect and follow Biblical guidelines for Christian conduct always being concerned for the other person's reputation, feelings, and well being. Therefore, there is to be no PDA at any student activity.

**7 Cell Phones/Electronics:** Use is discouraged during all activities. Time spent together is not to be disrupted by cell phones and other electronics. Students should be instructed to silence their cell phones/electronics while at student activities or risk the device being confiscated until the end of the event.

**8 Radio/TV usage:** As a rule, only Christian music should be played during student activities. Movies and other shows should be pre-approved by the Student Ministries staff. No movies rated PG-13 or R will be allowed unless good reason is given in advance to the event.

**9 Substance Abuse:** With alcohol, tobacco, and other drugs or other major problem (theft, property damage, etc) there is ZERO TOLERANCE. Police may be involved and the teen will be sent home at parent's expense. Smoking in the presence of student is not allowed. Adult leaders are not to use alcohol while supervising students. Please be mindful of the example we set for the students in our care.

## **(B) Travel Guidelines**

**1 Drivers:** Must be at least 21 years of age in order to transport any students. You must have a valid driver's license and follow all rules of the road, including speed limits. Cell phone use while driving is to be done responsibly and done at a minimum. No texting while driving is allowed. Everyone must wear seatbelts. Students are not allowed to drive for student activities. Parents must be aware of students transporting themselves during activities

**2 Road Emergencies:** Insurance information is located in the glove box and an emergency kit is located in the rear of the Student Ministries van. In the case of an accident or car problem, Student Ministry staff, Business Manager, or Youth Commissioner should be contacted immediately. They will be responsible for contacting the parents of any students involved.

3 Safety: For safety reasons, students must always be in groups of three or more when in public areas (hotels, malls, stores, parks. etc.) Students must advise the adult leader of their whereabouts when in public areas. Adult leader should schedule periodic times for the group to meet so they can check on everyone. During large events, cell phone numbers will be given to the adult leaders.

4 Return times: If you find that you will not make your scheduled return time by more than 10 minutes parents should be notified if possible.

5 Expenses: If you would like to be reimbursed for gas and other expenses, turn in receipts to the Student Ministries staff for reimbursement. For long trips the Student Ministries staff may provide you with a credit card or cash before hand to pay for these expenses.

### **(C) Overnight Events**

1 Curfew: Everyone is required to follow curfews. Do not allow students to talk you into bending the rules for them. If a situation occurs that a student must leave the room after curfew, an adult and another student must accompany them.

2 Room Assignments: The Student Ministry staff will make room assignments prior to the event. Adults and students are not allowed to change rooming assignments. Members of the opposite gender should not be in rooms without the knowledge of an adult; door to room should remain open (unlocked). There must be at least 3 people present at all times.

### **(D) Christian Correction**

1 Correction: When situations arise where guidelines, policies, or covenants have been broken the adults will act in a Christian manner, always reflecting Christ even in the midst of discipline. Asking students to alter their behavior or dress is a great place to start. If situations continue, working with the Student Ministries staff , parents could be called. In extreme situations, such as substance abuse, theft, or sexual immorality, there is ZERO TOLERANCE. Police may be involved and the teen will be sent home at parent's expense.

## **From Church Policy 1006: Child and Youth Protection (From the July 2018 Policy Manual)**

### E. Supervision

1. Supervisory responsibility for children's and youth's activities is vested as follows:
  - a. First, with a pastor or principal;
  - b. Second, with the staff member responsible for the age group involved;
  - c. Third, with the respective child and youth boards.
2. Responsible adults (persons age 18 or older) will be present to supervise all activities involving children and youth. This ideally should include at least two (2) adults, preferably one male and one female. Supervising adults should remain at each activity until all children have been dismissed, and early dismissal of participants should not be allowed, except at the express direction of a parent or guardian.
3. A parental/guardian permission form will be required for off-premises activities involving children or youth, as determined by the appropriate church / school board. No off-premises activity for children or youth shall occur without prior approval from the appropriate church / school board. The youth leader or principal may also approve off-premise activities as authorized by the appropriate church / school board.
4. Overnight events that are attended by children or youth of both genders must also be chaperoned by adults of both genders. At least one adult of the same sex and more than one child must be present in each sleeping area unless special exceptions are made by the appropriate Commission for large events such as the National Youth Gathering. An adult shall not sleep in the same bed with a child.
5. Any inappropriate conduct or relationship between an adult and student shall be dealt with immediately as specified in the "Reporting" section.

I \_\_\_\_\_ verify that I have read and understand the Student Ministry Guidelines and Procedures as they have been laid out by the Youth Commission.

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