OUR SAVIOUR’S
JUNIOR HIGH AND HIGH SCHOOL
POLICIES AND GUIDELINES
1. **Intent** – Defines the reason for this document.

2. **Behavioral Guidelines** – Defines expected behavior and appropriate responses and actions that may be taken in the event youth do not adhere to the established policies.
   
   2.1 – Respect
   
   2.2 – Alcohol, Tobacco, Firearms, Knives, and Illicit Drugs
   
   2.3 – Prescription and Non-prescription drug abuse
   
   2.4 – Sexual Misconduct
   
   2.5 – Appropriate Attire
   
   2.6 – Discipline Policy
   
   2.7 – Participation of Repeat Offenders


   3.1 – Forms required
   
   3.2 – Adult to Student Ratios
   
   3.3 – Prescription and Non-prescription Drugs
   
   3.4 – Check in Times and Procedures
   
   3.5 – Housing

4. **Transportation Policies** – Defines the appropriate policies for how youth and mentors shall be transported to and from off site events.

   4.1 – Driver Qualifications
   
   4.2 – Seat Belt/Vehicle Use
   
   4.3 – Students transporting other students

5. **Adult Mentor Policies** – Defines the criteria for identifying appropriate mentors as well as the expectations of selected mentors.

   5.1 – Qualifications
   
   5.2 – Expectations

6. **Review** – Defines the criteria under which this document should be reviewed.
1. **INTENT**

The intent of this document is to define specific policies and guidelines that can be applied to Junior High and High School ministries. These polices are meant to be an addendum to the Our Saviour’s Safe Haven Policy.

Our Saviour’s Mission is to Know Jesus and to Make Jesus Known. The policies and guidelines set forth in this document are intended to help create an environment which provides an opportunity for the youth to live out this mission in their own lives, and conduct themselves in a manner that supports group values and group participation.

2. **BEHAVIORAL GUIDELINES**

2.1 - Respect

- Students, mentors, and Our Saviour’s staff will treat each other with respect.

2.2 - Alcohol, Tobacco, Firearms, Knives, and Illicit Drugs

- Alcohol, tobacco, firearms, knives, and illicit drugs will not be allowed on the Our Saviour’s premises or at any activity.

- In the event that a student is found to be in possession of and/or has participated in the use of any of the items listed above, the student’s parent(s) or guardian(s) will be contacted immediately with the expectation that the parent(s) or guardian(s) will remove the student from the event. This policy does not apply to approved work project tools.

- The mentors reserve the right to check a student’s belongings to determine if any of the substances listed are present.

- At the discretion of the mentor and in accordance with the law, violations may be reported to the authorities.

2.3 - Prescription and Non-Prescription Drug Abuse

- In the event that a student is found to be abusing prescription or non-prescription drugs (as described in section 3.3), the student’s parent(s) or guardian(s) will be contacted immediately with the expectation that the parent(s) or guardian(s) will come and remove the student from the event.
2.4 - Sexual Misconduct

- All participants must conduct themselves in a manner that supports group values and group participation.

- All participants, including volunteers, mentors, staff, and students must conduct themselves in a way consistent with the mission, vision, and values of Our Saviour’s. Participants are expected to refrain from:
  - Participation in sexual activity
  - Inappropriate displays of affection
  - Inappropriate touching
  - Inappropriate, degrading, or sexually charged language

2.5 - Appropriate Attire

- Sexually Suggestive Attire, including revealing bathing suits, will not be tolerated and the individual will be asked to change their outfit.

- Attire displaying inappropriate, profane, or demeaning words, slogans, or pictures will not be tolerated and the individual will be asked to change their outfit.

- Attire or accessories displaying gang paraphernalia will not be tolerated, and the individual will be asked to change their outfit.

2.6 - Discipline Policy

- In the event that this guideline is violated, the following steps will be taken:
  - First offense warning and apology expected.
  - Second offense student will be paired with a mentor for the remainder of the day and possibly the following day. At the discretion of the mentor, the parent(s) or guardian(s) may be contacted.
  - Third offense the parent(s) or guardian(s) will be contacted immediately with the expectation that the student will be removed from the event.
2.7- Participation of Repeat Offenders

- At the discretion of staff, participation in future Our Saviour’s activities may be jeopardized for repeat offenders.

3. EVENT POLICIES

3.1 - Forms

- All students must have a current Our Saviour’s permission form on file prior to an off-campus event.
- All students must have any event specific waivers and/or permission forms filled out and turned in prior to attending an event.
- All participants are required to sign and submit any event specific covenant prior to participation in the event.

3.2 - Adult to Youth Ratios

- It is the intent that there will be one adult for every eight students for an event.
- Events must include one additional mentor above the calculated ratio.
- For co-ed trips there must be a distribution of adult males to male students and adult females to female students per the established ratio.
- If the above ratios are not met, the parent(s) or guardian(s) of all trip participants will be notified in advance of the event.

3.3 - Prescription & Non-Prescription Drugs

- Prescription Drugs: Parents must provide documentation for all prescription drugs including dosage and schedule that accompany the student.
- Non-Prescription Drugs: Parents must provide documentation for all non-prescription drugs that accompany the student.
- Students may not share prescription drugs with any other student.
Students may not share non-prescription drugs without notifying a mentor.

3.4 - Check-in times

- All students will report to the specified check-in location at the specified times, and check in with their designated adult.
- Should a student miss, or arrive excessively late, to a check-in time, the discipline policy will be followed.
- At least one check-in time will be scheduled per every five hours of an event.

3.5 - Housing

- Hotel Housing
  - Room occupancy should not exceed the amount deemed appropriate by the hotel.
  - In accordance with the safe haven policy, mentors will not be housed with students unless two or more mentors are assigned and staying in the same room with the student(s).
  - Males and females will not be housed in the same hotel room.
  - Curfew is determined by either the mentors or the policies of the hotel.
  - Co-ed activities must take place in a common area.
  - Hotel property must be treated with care and any damage must be reported to an Our Saviour’s representative immediately.
  - Personal belongings are the responsibility of the owner.

- Host Home Housing
  - All participants must follow the Junior High and High School Behavioral Guidelines and conduct themselves in a manner consistent with the mission and vision of Our Saviour’s.
  - All participants must adhere to the rules of the host home unless they are in fact contradictory to the Junior High and High School Behavioral Guidelines (Section 2 of this Document).
The host home must be treated with care and any damage must be reported to the host home contact immediately and an Our Saviour’s representative as soon as possible.

- Curfew is determined by the host home.
- Personal belongings are the responsibility of the owner.

- Single Space/Group Housing
  - Groups will only be housed in single space accommodations when absolutely necessary.
  - Curfew is determined by either the mentors or the policies of the host facility.
  - Separate male and female sleeping areas will be established and enforced.
  - Separate male and female changing areas and/or times will be established and enforced.
  - The host facility must be treated with care and any damage must be reported to an Our Saviour’s representative immediately.
  - Personal belongings are the responsibility of the owner.

### 4. TRANSPORTATION POLICIES

#### 4.1- Driver Qualifications

- Personal Vehicles
  - All drivers must have a valid driver’s license and cannot be driving on a ticket. They must comply fully with all traffic and safety laws.
  - All drivers must be able to provide proof of valid insurance.
  - All drivers must be age 21 or older.
Church Van and Rental Vehicles

- All drivers must have a valid driver’s license and cannot be driving on a ticket.
- All drivers must comply fully with all traffic and safety laws.
- All drivers must have a copy of their driver’s license on file with the Our Saviour’s Director of Finance.
- All drivers of rental vehicles must be age 25 or older. Drivers of the church van must be 21 years of age or older.

Chartered Service Providers:

- If asked, chartered service must provide documentation to ensure the safety record of the provider as well as the driver. This includes but is not limited to:
  1. Drivers are 25 years of age or older
  2. Proof of insurance
  3. Valid drivers license

4.2 - Seat Belt/Vehicle Use

- Personal vehicles and church van: All passengers must have a seat belt available and buckled.
- Personal vehicles and Church van: All passengers must listen to the instructions of the driver.
- Chartered and/or public transportation: All passengers follow the rules and guidelines of the transportation provider, included but not limited to:
  - Listening to the driver.
  - Adequate space for all luggage and other transported items.
  - Staying within the seating capacity guideline as defined by the chartered service.
4.3 - Students transporting Students

- Junior High and High School students may not transport other youth to and from church sponsored events without permission of the parent(s) or guardian(s), of both the driver and passenger(s).
- Junior High and High School students will not transport each other during any church event.

5. ADULT MENTOR GUIDELINES

5.1 - Qualifications

- The mentor needs to demonstrate an acceptable level of maturity & responsibility as determined by the appropriate Our Saviour’s staff person.
- Background checks must be done in accordance with the Our Saviour’s Safe Haven Policy.
- Adult Mentors for Junior High: Graduated from high school (or equivalent) and be at least 18 years of age.
- Adult Mentors for High School: Graduated from high school (or equivalent) and be at least 21 years of age.

5.2 - Expectations

- Mentors must become familiar with the Our Saviour’s Safe Haven Policy the Jr. High and High School policies and guidelines.
- Adult mentors must sign a statement each year indicating that they fully understand the Our Saviour’s Safe Haven Policy and its Jr. High and High School Policies and Guidelines and that they will fully comply with them.
- It is the expectation that all mentors interact with the students in a way consistent with the mission, vision, and values of Our Saviour’s.
- In the event that a student has been found in violation of the policies and guidelines that warrants contacting parents, an Our Saviour’s staff person attending the event will be notified and the violation documented.
Every event requires a certain ratio of mentors to students as covered above. Expenses for these mentors, in approved events, are covered by Our Saviour’s.

Mentors must abstain from any kind of exclusive relationship with any student.

In an emergency only, adult mentors may give a ride to students. There must be two adult mentors in the vehicle at all times when giving a student(s) a ride in that situation.

6. REVIEW

This document will be reviewed annually, and changed as necessary.

An Our Saviour’s council member will be present at all annual reviews of this document, and determine if any changes warrant re-approval from the church council.