

FRANCISCAN UNIVERSITY HIGH SCHOOL AGE YOUTH CONFERENCE ADULT CHAPERONE POLICIES – SUMMER 2007

All Adult Chaperones are required to read and be in compliance with the following policies prior to attending a Franciscan University Youth Conference.

SECTION 1 – Requirements and Role of an Adult Chaperone

Minimum Age Requirements

All participants of the High School Youth Conferences must be registered and must meet the minimum age requirements. As of 9/1/2004, the minimum age for an Adult Chaperone is **21** years prior to the start of the conference you will be attending.

Compliance with Diocesan Child Protection Policy

All Adult Chaperones must comply with your home Diocesan Child Protection Policies. Unapproved adults will not be permitted on campus. It is the responsibility of the Group Organizer to ensure all Chaperones are in compliance. A completed "Adult Chaperone Application" must be filled out for every Chaperone and signed by both the Chaperone and Group Leader.

Mandatory Chaperone Meeting

There will be a Mandatory Chaperone Meeting for all groups staying in the dorms in which at least one Adult Chaperone (male and female) from each group must be present. This dorm-wide meeting will take place in each dorm on Friday night after the evening session. The housing hosts at each dorm will give Group Leaders' a time and location of this meeting. Failure to attend this important meeting may result in a fine on the group.

The Health of Chaperones

Because of the physical demands of the conference weekend, it is necessary that the Chaperones be in good health. The university campus is hilly, the conference has an intense schedule with long days and short nights, and there is loud music and large crowds. It is recommended that adults with serious health problems not participate as Chaperones.

The Spirituality of Chaperones

Because the conferences are very spiritual and Chaperones serve as the primary facilitators of this experience, Adult Chaperones need to be spiritually mature. Chaperones should be constantly assessing the Youth in their group to be aware of any difficulties, problems or special needs. They should be comfortable talking and sharing with the Youth, helping them deal with points of confusion or doubt. They should also be willing to pray with the Youth in their group. The words and actions of the Adult Chaperones should reflect the values of the Catholic Church at all times.

The Role of Chaperones

- The primary role of the Adult Chaperone is to provide a safe and healthy environment for Youth participants. They should help to facilitate order and to serve as a network of support for the Youth. It is important that Chaperones act as an example of obedience and cooperation with the policies and procedures as well as with our staff onsite. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by Franciscan University of Steubenville is very important. It ensures the good order and positive environment for all participants. Adult Chaperones are the primary disciplinarians and are responsible for their Youth at all times, during both sessions and free time.
- At no time should a Youth participant leave campus without an Adult Chaperone. Adults are strongly discouraged from taking Youth off campus except in the case of an emergency. If any Adult takes a Youth off campus, the said Adult accepts full responsibility for the Youth.
- Chaperones need to be aware of the physical, emotional, and spiritual state of their Youth during the conference. Being present and engaged with the Youth during free time and designated small group time will greatly aid in this. Chaperones need to communicate any serious problems or issues to conference staff.
- Chaperones need to be present with their Youth during all the scheduled sessions and in the appropriate place following the evening sessions. The only exception would apply to Group Leaders and Adult Chaperones attending

the Youth Minister's Ministry Time and Chaperone Meeting. By experiencing the conference together, Chaperones and Youth will be able to talk about the different topics and issues.

SECTION 2 – Housing Guidelines for Adult and Youth Participants

Providing a Safe Environment

In order to protect both the Youth and the Adult Chaperones, **dorms are closed from the beginning of the morning session until after the evening session is over.** Dorm room doors are to remain unlocked and open at all times, even during sleep times. Adult Chaperones should avoid any situation where they are alone with a youth.

Closed Dorms

Due to security concerns, the sleeping areas will be **off limits** to participants throughout the day. **No** attendee, whether Adult Chaperone or Youth, will be allowed in these areas for any reason. Also, no one will be allowed to stay in his/her sleeping area for any reason during conference session times. Please be sure to take any items you will need throughout the day, including medications, with you when you leave the dorm or offsite housing in the morning. Youth and Adults can bring backpacks to carry items throughout the day.

Valuables

Because of the need to keep most of the doors open and unlocked, we are asking all adults and participants not to bring valuables. Franciscan University is not responsible for lost or stolen items.

Lights Out

All participants and chaperones must be in their sleeping areas by 11:30 p.m. Lights out is at 12:00a.m. An atmosphere of quiet and respect is expected following lights out. Violators will be subject to appropriate discipline and/or fines. Please follow the instruction of the Housing Host for any exceptions.

Infants and Young Children

With the best care of the Youth in mind, **children and infants are not allowed.** The Group Leader and all Adult Chaperones must be made aware of this policy. Although we strongly support Catholic family life, our staffing, facility constraints, and insurance regulations do not allow us to provide for infants and children on campus. Meeting rooms and residence halls are not designed for the care of young children. In addition, the focus of the Adult Chaperones/Group Leader needs to be on the Youth participants. If these adults bring their own children, their focus will be split.

SECTION 3 – General Guidelines for Adults and Youth

Appropriate Dress and Speech

All participants (Youth and Adults) are expected to dress in a fashion that represents modesty and good taste, respecting other participants and our Lord. Clothing must cover all undergarments and midriffs. Bikini tops, low cut tops, mini skirts, short shorts, or other inappropriate attire are not to be worn at any time during the conference. Gentlemen are required to wear shirts at all times. Shoes are also to be worn at all times. Clothing that displays profane or offensive messages or images is not allowed. Group Leaders and Adult Chaperones are expected to communicate these expectations to the Youth beforehand and to enforce the dress code at the conference. Violators will be asked to change clothing at the discretion of conference staff. Since participants are not allowed back in the dorms/sleeping areas throughout the day, the conference staff will have extra clothing on hand for special circumstances.

Participants are expected to use positive and up-building speech during the conference. Foul and abusive language will not be permitted.

First Aid

For any medical or health issue, all participants will be directed to First Aid. This includes migraines, asthma, and exhaustion. Note: First Aid will not dispense medication (Tylenol, Advil, Aspirin, etc.) to participants. If needed, these medications can be purchased at the campus bookstore. All Youth visiting First Aid must be accompanied by the Group Leader or an Adult Chaperone.

Saving Seats in Finnegan Fieldhouse

Signs or items cannot be used to reserve seats. To reserve one row, there must be a person at each end of the row.

Alcohol, Drugs, and Tobacco

All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol and drugs is not permitted on campus during the conference. During conference sessions, we ask that all participants refrain from smoking. All buildings and tents are smoke-free facilities. Outdoor smoking is allowed only on blacktop areas. Please be aware that Ohio State law prohibits vendors from selling tobacco products to anyone under the age of 18.

Insubordination

All Youth and Adult Chaperones are expected to follow the direction of security and conference staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline and/or fines. Disciplinary action will be directed primarily through interaction with the Group Leader. Strikes, as detailed below, will be issued as necessary.

Three Strike Violation System

We have implemented the following **Three Strikes Violation System** for groups or individuals that violate any regulation or policy of Franciscan University of Steubenville's High School Youth Conferences. Please discuss all rules and the Three Strike Violation System with Youth before arriving. At the discretion of the Group Leader, the violation fine(s) can be paid by the group or by the person(s) responsible for the violation.

- **First violation:** A \$25 fine is assessed to the group.
- **Second violation:** An additional \$25 fine is assessed to the group.
- **Third violation:** A final \$25 fine is assessed to the group, and the loss of conference attendance for one year is applied to the entire group.

There are other serious items that should be discussed with your group. Specifically, the following are misconduct issues that will not be tolerated at High School Youth Conferences as quoted from the Franciscan University of Steubenville Student Handbook, Article III: Proscribed Conduct:

“3:10 Use, possession, or distribution of narcotic or other controlled substances or drug paraphernalia except as expressly permitted by law.

3:11 Use, possession, sale, consumption, or distribution of alcoholic beverages except as expressly permitted by the law and by University regulations, or public intoxication.

3:12 Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers or dangerous chemicals on University premises.”

For security reasons, Franciscan University of Steubenville reserves the right to check all bags/luggage/containers and confiscate any of the above mentioned items that are brought to our High School Youth Conferences.

Reporting of Incidence

If you witness any youth or chaperone violating any policy in regard to Child Protection or Franciscan University's guidelines, you are required to report it immediately to a member of the conference staff.

The Franciscan University Christian Outreach Office reserves the right to deny entrance to, or request the ejection of, any group or individual who does not comply with the regulations and policies of Franciscan University of Steubenville's High School Youth Conferences. In the event that an individual/group is denied entrance or is ejected for violating any rule or policy, NO REFUND will be made.

GUIDELINES FOR ADULT CHAPERONE/YOUTH PARTICIPANT RELATIONSHIPS WHILE ATTENDING A SUMMER YOUTH CONFERENCE

Franciscan University would be unable to proclaim the Good News to over 34,000 teens each summer without dedicated and faithful disciples like you. We appreciate all you sacrifice and all you do to be a part of the Summer High School Youth Conferences. In today's state of heightened awareness, we not only want to protect young people, we want to protect the generous, caring adults, like yourself, who are willing to lay down part of your life so that a young person might come to know the love of Christ.

Here are simple guidelines for you to follow that will assist us in providing a safe environment for ALL participants at our youth conferences. Thanks again for your service and know you are in our prayers.

DO:

1. Act as a role model reflecting the values of the Catholic Church and the love of Jesus Christ.
2. Speak and act with respect and regard for the value, person-hood, and uniqueness of each Youth in your group.
3. Maintain clear communication throughout the weekend with your Group Leader especially in regard to the interactions you have with different Youth.
4. Immediately report to your Group Leader any strange, embarrassing, or possibly compromising interactions you have with any Youth in your care.
5. Listen carefully to the Youth in your care. Be aware of and report to your Group Leader any conversations that reveal any abuse, self-destructive, suicidal, or harmful thoughts or behaviors. Do not promise a Youth complete confidentiality as there are some circumstances that must be reported by law.
6. Do not be alone with a Youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one with a teen, stay in a public place.
7. Use discretion with physical displays of emotion and care. This includes everything from hugging to simply touching someone on his or her arm or shoulder. We communicate more from non-verbal cues than through words. Hugs carry many different connotations for different Youth.
8. Ask permission if you wish to hug a youth. It may seem awkward but more than likely they will appreciate the fact that you respect their space enough not to intrude without asking. It also gives them the chance to say no if they are not comfortable (some Youth are uncomfortable being touched because of past abuse). Be sure that when offering a hug it is the Youth that needs the hug – not you! Use common sense in regard to the length, strength, posture, etc. of the hugs you give and receive.
9. Make it a point to receive the Sacrament of Reconciliation before you arrive for the conference. We want to ensure that the Youth have first access to the Priests during the conference.
10. Have fun, and encourage the Youth to get into all of the events of the weekend.

DO NOT:

1. Try to be a buddy or pal to the Youth. You are there to help them grow, not to develop a social life around or with them. This is especially important if you are involved with long-term ministry after the conference.
2. Use suggestive jokes, stories, or language with Youth. What they hear from their peers and laugh off could be devastating if it comes from your mouth.
3. Threaten, humiliate, or degrade a teen as a form of discipline.
4. Discipline with physical contact.
5. Let your Youth roam free without supervision.
6. Share inappropriate information about yourself with the Youth.
7. Allow your teens to engage in sexually suggestive, vulgar, or abusive speech.
8. Stand apart from the group.
9. Talk only to other Adults.
10. Be afraid to engage the Youth. This is a great opportunity to be a light to the youth in an often dark and confusing world.