

## Youth on Campus Recommended Protocols

### Safety & Supervision Protocols

1. Residential Protocols
  - a. [Staff-to-youth ratio guidelines](#)
  - b. Check-in/check-out procedures
  - c. Off campus/overnight stays
  - d. Guest protocols
  - e. Room assignments
2. Supervision standards
  - a. No one-on-one unsupervised contact
  - b. Open-door or visible space rules
3. Transportation Protocols
  - a. Operation of motor vehicles (both staff and minor protocols)
  - b. Driver requirements (recommend that senior staff operate vehicles, if necessary)
  - c. Transporting minors (recommend using University vehicles and not rideshare services)

### Emergency & Crisis Protocols

1. Medical emergency response plan
  - a. Who administers first aid
  - b. When to call 911
  - c. Incident documentation
2. Fire, severe weather, and evacuation procedures
3. Active threat/lockdown protocol
  - a. Refer to [Safety & Security Active Violence page](#)
4. Missing child protocol
5. Communicable disease protocol
  - a. Isolation rooms
  - b. Communication with parents
  - c. Transportation to urgent care or hospital

- d. Refer to [Measles One-Pager](#)
- 6. Aggressive/Threatening Parent or Guardian

## Health & Wellness Protocols

- 1. Medication Management
  - a. Storage and administration rules
  - b. Parent/guardian consent forms
- 2. Allergy and chronic condition procedures
  - a. EpiPen or inhaler access
  - b. Staff training requirements

## Behavior & Conduct Procedures

- 1. Refer to:
  - a. [Policy on Discrimination, Harassment, & Sexual Misconduct](#)
  - b. [Policy on Title IX Sexual Harassment](#)
  - c. [Program Staff Conduct](#)
  - d. [Participant Conduct](#)
  - e. [Reasonable Accommodation Policy](#) – this applies to students, employees, and third parties (i.e. visitors and guests) who request an accommodation.
- 2. Violence, sexual abuse, and harassment are not tolerated
- 3. Hazing or bullying (both physical and verbal) are not tolerated
- 4. Theft & destruction of property are prohibited
- 5. Inappropriate use of technology (cell phones, laptops, cameras) in areas of privacy, including restrooms, showers, and locker rooms, is prohibited
- 6. Consequences of violating policy and codes of conduct
- 7. Protocol for staff to manage instances of discrimination, harassment, & sexual misconduct
  - a. Communication with Office of Civil Rights & Title IX Compliance
  - b. Communication with University Compliance
  - c. Communication with parents
  - d. Refer to [Reporting Guidelines and Expectations](#) and [Responsible Employee Reporting Obligations](#) for reporting

## Drugs & Alcohol Protocols

1. Use, possession, and distribution of alcohol, drugs (including tobacco, marijuana, vapes) are prohibited
2. Fake IDs are prohibited
3. Repercussions of violating drugs & alcohol protocols
4. Process for staff to manage violation of drugs and alcohol protocols
  - a. If alcohol is found on a minor, senior staff must dispose of it in the presence of witnesses
  - b. If other drugs are found, notify NUPD for proper disposal

## Program Staff Protocols

1. All program staff must have background checks on file and complete University mandated reporter training prior to the program start date
2. Staff training requirements to consider:
  - a. CPR/First Aid
  - b. Senior staff operate university vehicles
  - c. Protocols for finding drugs, alcohol, weapons on minors
3. Boundaries with youth
4. Social media & communication rules
5. Outline drug and alcohol protocols for program staff. Weapons are prohibited.

## Parent/Guardian Communication Protocols

1. Methods of communication
  - a. Email, text, phone, or portal
2. Incident notification rules
  - a. When parents must be notified (injury, conflict, behavior issue)
3. Program updates & schedules

## Data Privacy & Documentation Protocols

1. Confidential handling of youth records

2. Photo/video consent forms
3. Secure storage of medical forms & personal data