



## **400.12**

□ POLICY

■ GUIDELINE

### **ADMINISTRATION**

#### **COMMUNICATING PROGRAM RULES AND POLICIES**

Each youth ministry program should regularly publish and distribute materials (e.g. handbooks, letters, brochures, handouts, etc.) to assist both the parents and youth in becoming knowledgeable about program rules and policies. The materials should address, but are not limited to, the following items. The materials can cite or include the appropriate diocesan policy.

- child custody issues
- code of conduct
- crisis plan
- dispensing medication
- drug and substance abuse
- harassment
- mission and belief statements
- personally identifiable information release notice
- pregnancy policy
- publishing youth information
- violent acts
- safe environment standards