

HIGH POINT VILLAGE POLICIES AND PROCEDURES

Abundant Life Weekends Code of Conduct

High Point Village is a faith-based 501(c)3 non-profit organization that provides a variety of vocational, educational, social, and enrichment activities to individuals with developmental/intellectual disabilities.

At High Point Village, we strive to provide an environment where Villagers are not only safe, healthy, and happy, but are also celebrated for their individual gifts and talents.

This Policies and Procedures Manual reflects the mission statement and goals of the organization. *It ensures that all individuals who attend any activity sponsored by High Point Village will be served in a positive, safe environment.*

The purpose of the Abundant Life Weekends Code of Conduct is to establish the rules and parameters that keep High Point Village a place where individuals with intellectual and developmental disabilities can belong, thrive, and grow.

High Point Mission Statement: Our mission is to create a village where individuals with intellectual disabilities can live, learn, work, worship, and achieve their full potential.

Abundant Life Weekends Vision Statement

Abundant Life Weekends is a respite service through High Point Village designed for individuals with intellectual and developmental disabilities.

The goal of the service is to provide respite for parents and to create enriching community experiences for Villagers.

Program Eligibility

- Be over 18 years of age
- Have a documented intellectual/developmental disability
- Be able to care for his/her own basic daily needs
- Must be independent in most activities
- Be able to follow verbal directives with minimal prompting
- Free from aggressive or disruptive behaviors (biting, hitting, pinching, kicking, running, self-injurious)
- Be currently admitted into a High Point service

Financial Responsibilities

Payment is due with the application in order to finalize your spot.

Participation Policy

Villagers are encouraged and expected to participate in all activities in the community. If the group leaves the AirBnB for any period of time, it is expected that all Villagers will be in attendance.

Villagers are encouraged but not required to participate in any activities inside the AirBnB.

Weekend Commitment

Villagers will be dropped off at the AirBnB at 5:00 PM on Friday and picked up at 11:00 AM on Sunday.

When **inclement weather** occurs, the organization will follow the Lubbock Independent School District schedule or surrounding school districts. (Shallowater, Frenship, etc.) High Point Village may also cancel at their discretion. Parents will be notified by phone, email, or social media accounts. In the event of cancellation, a full refund will be given to parents.

Abundant Life Weekends Code of Conduct

The Code of Conduct was developed to ensure that all Villagers have a safe, positive, meaningful experience during Abundant Life Weekends.

Villagers are expected to:

- Demonstrate courtesy and respect toward other Villagers and staff
- Act in a responsible manner at the AirBnB and in the community.
- Respect the requests made by High Point Staff and volunteers
- Meet the standards of grooming and dress as set by High Point Village (*see dress code section*)
- Comply with all Rules and Regulations
- Use kind and appropriate language to communicate with Villagers, volunteers, and staff
- Respect the rights and privileges of other Villagers, staff, and volunteers
- Respect the property of others, as well as other Villagers' belongings
- Cooperate with and assist High Point Village staff and volunteers in maintaining safety and order
- Represent High Point Village in community outings in a favorable manner

Rules and Regulations:

- Profanity (cussing) will not be permitted or tolerated for any reason
- Improper, unkind, or hurtful comments will not be tolerated toward other Villagers, staff, or volunteers
- High Point Village does not allow romantic relationships
- Obvious displays of affection will not be tolerated
- Inappropriate physical contact with other Villagers, staff or volunteers is **not** allowed; a "hands to self" policy is enforced at all times.
- Aggressive behaviors will not be tolerated; if such incidents occur, an incident report will be written and a conference with parents will be held (*The safety of all Villagers is of the utmost importance.*)
- Parents will be contacted on an individual basis for the failure of the Villager to follow the Villager Code of Conduct

Dress Code

Villagers shall be dressed and groomed appropriately at all times.

All Villagers are encouraged to wear appropriate clothing; we discourage apparel with revealing necklines, short shorts, lewd graphics, and tightly-fitting garments.

Swim and fitness attire should follow these same guidelines.

Cell Phone and other Electronic Devices

Villagers are expected to use their devices with discretion during activities.

Parent/Guardian Partnership

- Please drop off and pick up as closely to the schedule as possible, out of respect for staff members. Guardians will drop off and pick up Villagers at the AirBnB. Arrival: no earlier than 4:30PM. Staff will not be onsite to supervise before this point.
Pick up: No later than 11:00AM.
- Please call or text staff if your Villager is going to be late, is sick, or will not be attending.
- Keep staff aware of any physical/medical/emotional changes that could affect the Villager's behavior during the retreat.

These policies and Abundant Life Weekends Code of Conduct exist to ensure that all Villagers have a positive experience at High Point Village in programs and at events.

High Point Village strives to provide excellent care and services to our Villagers and their families. These policies and procedures help us maintain high standards for our organization and ensure that Villages are safe, healthy, and happy.

I, _____, have read and agree to the Abundant Life Weekends Code of Conduct. I understand that these rules are in place to keep me and my friends safe, healthy, and happy!

I understand and will follow the rules that High Point has put in place.

X _____