**2014**

College of Education + Human Development

University of Minnesota

TRIO UB Summer Staff Manual



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# A note from your program director:

**Welcome!** to the TRIO Upward Bound program (TRIO UB) at the University of Minnesota’s College of Education & Human Development. We here at TRIO UB strive to equip our urban Minneapolis youth with the skills necessary to gain access to college and earn a post-secondary degree within six years of graduating high school. It is the responsibility of the student to accept this opportunity and to take full advantage of the many services offered by Upward Bound. It is the responsibility of the staff to offer endless amounts of encouragement, reinforcement, innovation, information and dedication.

As your director, I believe it is important for you to understand my grounding beliefs around this work:

* I see formal education as a primary means to cultivate both upward mobility and opportunity. Individuals born in poverty and students living in urban, stigmatized environments must learn to be fighters (early); their achievements deserve to be lauded as social justice.
* Our role is to prepare students for success in predominantly middle to upper class institutions of higher learning; as practitioners, we must develop holistic and intentional programming towards this end.
* Cultural and social capital building must be incorporated into our learning environments.
* We must seek to understand the communities we serve and build the community while we build the individuals; parents and community members who “get it” are much more likely to hold youth accountable to achieve.
* Our students are worthy of investment, and exposure to information and skills to ease their transition into foreign lands is paramount.

The following handbook will help you to navigate your work in TRIO UB and serve as a guideline for expectations and responsibilities. If you have any questions, address them with your supervisor or the Human Resources contact in the department.

Minerva S. Muñoz,

Program Director

# TRIO UB Contact Information

|  |  |  |
| --- | --- | --- |
| Main Office  40 Ed. Sci. Bldg.  56 East River Rd.  Minneapolis, MN 55455  Phone: 612.625.3021  Fax: 612.625.0704 | Academic Services  Appleby Hall  128 Pleasant Street SE  Room 27  Minneapolis, MN 55455 | Residential Living  Middlebrook Hall  412 22nd Ave S,  Minneapolis, MN 55455  612.625.0536 |
| Minerva S. Muñoz  Program Director  Phone: 612.625.3099  Email: [munoz008@umn.edu](mailto:munoz008@umn.edu) | Tricia Wilkinson  Academic Services Coordinator  Summer Phone: 612.414.9216  Email: [wilk0151@umn.edu](mailto:wilk0151@umn.edu) | Danelle Sebastian  Residential Coordinator & Advisor  Summer Phone: 612.382.2110  Email: sebastda@umn.edu |
| Elizabeth Nelson  Office Manager  Phone: 612.624.0865  Email: echa0001@umn.edu | Lisa Dornacker  Project Coordinator, Teacher & Advisor  Phone: 612.625.3031  Email: [ldornack@umn.edu](mailto:ldornack@umn.edu) |  |

Program email: ubtrio@umn.edu

Program website: [www.cehd.umn.edu/trio/upward-bound](http://www.cehd.umn.edu/trio/upward-bound)

Facebook: [www.facebook.come/upwardboundumntc](http://www.facebook.come/upwardboundumntc)

Twitter: @UBTRIO

## Summer Staff Roster

## 

**Academic Team**

Jason Acosta, Teacher

Zack Easty, Teacher

Megan Sutton, Teacher

Jesse Kuhn, Teacher

Shannon Hutcheson, Teacher

Joshua Hackett, Teacher

Bao Hanson, Teacher

Brady Van Kley, Teacher

Tim Salzer, Classroom Assistant

Amelia Feest, Classroom Assistant

Tai Trinh, Classroom Assistant

Kanong Lee, Classroom Assistant

Sigin Ojulu, Classroom Assistant

Benhamin Spokely, Classroom Assistant

Daniel Froehling, Classroom Assistant

Farah Abuqalbeen, Classroom Assistant

**Residential Team**

Redwan Hassen, Residential Youth Counselor

Honorine Kadima, Residential Youth Counselor

Hannah Stradler, Residential Youth Counselor

Carolyn Vue, Assistant Residential Coordinator

Badru Wako, Residential Youth Counselor

Brittany Williams, Residential Youth Counselor

Bee Xiong, Residential Youth Counselor

**Office Support Team**

Lucia Mendez, Office Assistant – Events

Dev Timaul, Office Assistant - Data

# About TRIO Upward Bound @ the U of M

TRIO Upward Bound (TRIO UB) is an academic and college preparatory program funded by the US Department of Education. The purpose of TRIO UB is to develop the skills and motivation necessary for students to successfully complete high school and to enter and succeed in college. Upward Bound was created by the1965 Higher Education Act, and is one of eight programs collectively referred to as “Federal TRIO Programs.” While there are hundreds of Upward Bound programs across the nation, this specific TRIO program is housed at University of Minnesota’s College of Education and Human Development (CEHD). We are currently funded to serve 118 Minneapolis 9-12th graders from North Senior Academy, Edison Sr. High School, South High School and Patrick Henry High School. TRIO UB at the University of Minnesota has served Minneapolis high school youth and families since 1966.

## Program Goals

## Mission Statement (TRIO Programs at University of Minnesota)

Grounded in the civil rights movement, University of Minnesota TRIO programs in the College of Education and Human Development strive to ensure equal opportunity and equitable access to higher education along the educational continuum for underrepresented students, specifically those who are low income, first generation, and have disabilities. We promote retention and graduation through advising, academic support, mentoring, and advocacy, thereby cultivating a space for collegiate success and local and global community engagement.

## Federal Program Objectives

Per federal regulations, each TRIO Upward Bound project is required to report and funding is dependent on achieving success in meeting the following participant objectives:

|  |  |
| --- | --- |
| Secondary Education Objectives: “The Prep” | * Graduate HS w/in four years * Graduate HS w/ a 2.5 GPA or higher * Graduate HS having passed the state mandated standardized tests * Graduate HS completing a rigorous set of courses |
| Post-Secondary Education  Objectives: “The Proof” | * Enter a post-secondary institution in the fall immediately after HS graduation * Earn a post secondary degree in 6 years |

## Objectives in Perspective

The TRIO UB target population consists students from the most economically disadvantaged communities in the Twin Cities Metro Area and their corresponding high schools within Minneapolis Public Schools (MPS). The national perception of Minnesota is as a leader in progressive education, charter schools, school choice and high statewide graduation rates. Yet, of the 42 states participating in the USED National Assessment of Educational Progress (NAEP) 2009 eighth grade reading and math assessments (MinnCan 2011):

* On the achievement gap between poor students and non-poor students on both reading and math, Minnesota ranks second from the BOTTOM
* On the achievement gap between Black students and white students, Minnesota ranks third from the BOTTOM in reading and second from the BOTTOM on math
* Comparing the 2007 and 2009 NAEP, only the District of Columbia has consistently had a larger racial and economic achievement gap.
* Graduation rates of students of color lag well behind white students: Black students 47%; Latino students 49%; American Indian students 45%; Asian American 70%; white students 83% (Minnesota Department of Education (MDE) 2010).

In Minneapolis’ urban core, students attend highly segregated schools in areas of concentrated poverty where (MPS REA Schools 10/11/2011 & MPS REA Schools 2010):

* 66 % of Minneapolis public school students are eligible for free or reduced-price lunch.
* 68 % of Minneapolis public school students are students of color.
* Percent of MPS students proficient on 11th Grade Minnesota State Graduation Exams in Math
* MPS Black students 15%; Latino students 24%; American Indian students 27%; Asian American 46%; white students 74%

## Program Authorities (To Whom We Report)

This program is governed by a number of authorities from federal law and mandates to institutional policies and procedures. Below is a summary of the authorities and descriptions of what areas they govern.

|  |  |
| --- | --- |
| Authority | Description of Governance Intersection w/ UB |
| United States Congress | TRIO Programs are legislated by the US Federal Congress. They create federal law and decide on our funding annually and set forth the rules of allowable spending regulations.  Legislation   * Higher Education Act of 1965, as amended; Title IV, Part A, Subpart 2, Chapter 1, Sec. 402C   Regulations   * Official Final Regulations Amending TRIO Regulations, as published in the Federal Register on October 26, 2010. These final regulations amend the Upward Bound program regulations. * Title 34 Code of Federal Regulations, Part 645 * Education Department General Administrative Regulations in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99   Guidance   * Office of Management and Budget (OMB) - Grants Management Circulars |
| Unites States Department of Education | Grant awarded through this department, they set forth performance objectives, annual reporting report (APR) and grant funding. |
| Program Guidelines, Grant Application, APR | The director and essential staff execute the program as outlined by the grant. The director is responsible for implementing in compliance with federal law. |
| University of Minnesota | The program must comply with internal grant management procedures, human resources policies and procedures and Sponsored Projects Administration. Additionally the University's *Safety to Minors* policy governs safety protocols and policies. |
| College of Education and Human Development | This is our home within the expansive University of Minnesota campus. TRIO UB complies with internal policies, procedures and woks to uphold CEHD mission. |
| Student Services Unit | The Assistant Dean with the assistance of the Leadership Team sets and oversees unit policies, procedures, sets the tone for culture. See *Student Services Employee Handbook* (appendix) |
| Minneapolis Public Schools | The district is a partner of the program and we must comply with policies and regulations they set for Community Partners. Advisors will be provided with more detail about this and expected to renew certification and comply with rules annually. In addition, each target school has unique policies and procedures we must comply with as engaged partners |

# Organizational Chart

## Positions and Basic Responsibilities

### Professional Positions

*Reports to Assistant Dean*

|  |  |
| --- | --- |
| Program Director | Oversees, evaluates and develops program services, manages and supervises full-time staff, manages program budget and fiscal transactions, provides training to auxiliary and professional staff, develops annual reports, serves on the CEHD Student Services leadership team |

*Reports to Program Director*

|  |  |
| --- | --- |
| Academic Services Coordinator (ASC) | Hires, trains, oversee and supervisees all academic staff including instructors, teaching assistants and tutors; develops, implements and evaluates curriculum, tutoring strategies, and performance outcomes; monitors student in-house and secondary school academic performance; collaborates with advisors to refer and place students in appropriate developmental |
| College Access Advisors | The two advisors will have dual responsibilities in addition to advising and recruitment in their target schools, one supervises, hires and trains residential staff and coordinates the summer residential program, and one coordinates various program initiatives and events including the Step UP Explore employment program, Regional College Tour and the Wilderness trip. Additionally both advisors instruct components of the post- secondary education (planning) curriculum. |
| Office Manager | Manage the TRIO UB main office, hires, trains, supervises office assistants, develops and manage program initiatives; coordinates scholarship distributions and award notices, develop and manage the TRIO UB student database assist Director with preparation of reports |

### Academic Summer Positions

*Reports to Academic Services Coordinator*

|  |  |
| --- | --- |
| Instructors | Design, implement and manage curriculum; teach study skills; monitor and track student performance; train and supervise teaching assistants; prepare required reports |
| Teaching Assistants | Assist in revising and/or creating curriculum in high school level English Composition/Literature, College Planning, ACT Prep and Career Exploration. Assist the instructor including behavior management, record keeping, copying, curriculum assistance and any other classroom needs of the instructor |

### Residential Positions

*Reports to Residential Coordinator*

|  |  |
| --- | --- |
| Assistant Residential Coordinator | Assists residential coordinator with program coordination, monitors student attendance, attends academic meetings, fills in for student disciplinary meetings as needed, chaperones field trips, leads one small group |
| Residential Youth Counselor(s) | Mentors group of 9-10 high school students, plan and lead small group cultural and team building activities, monitor attendance, ensure participant compliance with program policies, reside in dormitories with students, assist students learn independent living skills |

### Office Positions

*Reports to the Office Manager*

|  |  |
| --- | --- |
| Office Assistant(s) | Provide administrative assistance to TRIO UB Staff, coordinating and organizing key program initiatives. Duties include, but not limited to: accurate student record keeping, general clerical assignments, proofreading & editing documents, incoming & outgoing phone calls, filing, archive documentation, mailings, faxing, photocopying, special projects. |

Please see the most updates *TRIO UB Staff Contact List* for current information the current TRIO UB staff.

# Summer Program Services & Student Expectations

## Overview

TRIO UB provides intensive, intentionally designed program services and activities that improve the educational, social and financial skills necessary for low-income and first-generation students to complete high school and succeed in post-secondary educational institutions. TRIO UB annually provides services as follows:

### 

### Classes (Non-Bridge)

All TRIO UB courses are intentionally designed to better prepare participants for college-level academics. TRIO UB courses work toward two major goals: teach content of high school courses in which subject is inadequately covered; and/or teach content areas in which TRIO UB students traditionally under-perform. Instructors monitor student progress daily and/or weekly, providing each student with immediate feedback

Summer session courses meet daily for 80 minutes over five weeks Monday through Friday. Students take 4 courses daily. Classes include:

**Summer Class Schedule**

|  |  |  |
| --- | --- | --- |
| Grade | Timeframe | Course |
| All | Morning | English Courses   * College Writing * English Grammar * Reading, Writing & Critical Thinking * Short Stories & Poetry |
| All | Morning | Math (varies) |
| Rising 10th | Afternoon | Period 3: Forensic Science  Period 4: Computer Literacy |
| Rising 11th | Afternoon | Period 3: Student Leadership  Period 4: Government & Citizenship |
| Rising 12th | Afternoon | Period 3: College Exploration  Period 4: Latin |

### Bridge Program

The TRIO UB Bridge Program is designed for students who have recently graduated from high school and will enroll in post-secondary education in the fall immediately after high school graduation. The purpose of this program is to help “bridge” the gap from high school to college. The TRIO UB Program consists of the following components:

* 3-credit course transferable to most higher education institutions
* Supplemental instruction
* University of Minnesota residential experience
* Cultural, social, educational and community building evening activities
* Free printing & computer lab access

Each summer TRIO UB students live in a University of Minnesota residence hall. Under the leadership of the TRIO UB Residential Director, TRIO UB hires and trains annually a team of Residential Youth Counselors comprised of current and recently graduated college students to guide participants to holistic college-readiness. Living on campus with college students provides TRIO UB students with appropriate role models and their experience on campus simulates the actual daily life of a college student.

### Residential living experience

The purpose of the residential experience is to expose students to campus living and to positively impact their social development via engagement in a variety of legitimate leisure-time activities. This year TRIO UB offers this experience for three weeks for rising 10th- 12th grade students; “bridge” students will get five weeks of this opportunity. More information regarding the day-to-day aspects of this experience is located at the Residential Services section of this handbook.

### Evening Activities

As part of the summer residential living experience, TRIO UB residential staff will coordinate, lead and chaperone evening activities. The summer program also offers daily experiential and physical activities. These events are fully supervised by qualified staff and may range from team sports to roller-skating to community service to rock-climbing. There are activities planned for each overnight evening between 6:00pm – 9:00pm.

|  |  |
| --- | --- |
| Types of Activities  Social  Academic  Cultural  Health & Wellness Educational Recreational Developmental  Craft/Hobbies | Ex. Activity Goals  Community/team building  Educating on something new; building cultural capital  Developing student leadership and social development goals |

### STEP-UP Explore Program

Each year, TRIO UB submits a grant proposal with the City of Minneapolis to host a work-readiness and development enclave site here at the University of Minnesota during the summer exclusively for non- Bridge TRIO UB students. Awards are dependent on the availability of funds. Students “work” as a classroom aide while attending TRIO UB summer classes and are placed in worksites around the U of M for 3-4 weeks after the summer program ends. This year, we have 20 students participating in this work-readiness program. STEP UP participants are paid by the City of Minneapolis but their work is monitored, tracked and evaluated through TRIO UB staff and University of Minnesota worksite supervisors. *Students sign a separate agreement to meet STEP-UP requirements.* Employment schedule is as follows:

|  |  |  |
| --- | --- | --- |
| Dates | Position | Approximate Hours |
| June 16-July 18 | Classroom Aide Positions | 15 hours per week |
| June 21 – Aug 19 | Jobs Vary – University Offices/Units as assigned | 30-40 hours per week |

### STEP-UP Explore Student Employees

### 

### Regional College Tour

Each year, TRIO UB hosts a 3-day regional and overnight college tour trip for rising 12th graders. This year our “final destination” is Final destination: Fargo, ND / Moorhead, MN. This is a 3 day/2night overnight trip from Monday, July 21-Wednesday, July 23, 2014 required for the class of 2015.

The college campuses we will tour this year include:

## 

### Apostle Islands - Youth Sea Kayaking Trip

This is in place of the previous Outward Bound Wilderness Trip. TRIO UB has engaged with a new partnership with a non-profit organization in Minneapolis called Wilderness Inquiry. This 4 day, 3 night camping, kayaking, leadership and teambuilding trip is required for all rising Juniors (class of 2016). Students must attend a pre-trip informational meeting prior to move in on Sunday, July 13th from 5:30 to 6:30 and complete medical and liability paperwork. Students depart on August 14 and return on August 17. TRIO UB incurs all expenses related to this trip. Students will receive more pre-trip information by the Orientation date listed. In order to stay in good standing and be maintain eligibility for their opportunity to earn $1000 towards their overall Dream Scholarship account, students will meet all trip related requirements.

### Summer Food Service Program

The Summer Food Service Program (SFSP) is a child nutrition program sponsored by the US Department of Agriculture, and administered by the Minnesota Department of Education. It provides healthy meal option for children ages 6-18, and offers the sponsoring agency partial reimbursement for costs associated with distributing meals to students. The SFSP is administered state-wide through the Minnesota Department of Education. They provide monitoring and oversight of federal regulations of governing the program. They also provide training to sponsoring site officials and a site for filing reimbursement claims.

TRIO is considered the sponsoring site because we distribute the food directly to the students. Our job is to provide students the opportunity to receive meals that meets the USDA guidelines. We must record all instances of students receiving meals and ensure that students take all components of the meal pattern. TRIO UB also must maintain accurate records of meal count, student enrollment, racial ethnic data, menu components, etc., and must also file timely claims for reimbursement.

Summer residential staff monitoring meals must have received the food service training provided by the professional staff who have attended the SFSP workshops.

### MN “I Have a Dream” Scholarship aka “The Dream Scholarship”

Through the generosity of Bill Lahr and Karen Sternal, and used as a retention tool, TRIO UB offers performance-based “Dream” scholarships to eligible students. Eligibility and individual student accounts are established in 9th grade and students have an opportunity to earn $1,000 per program year (for a total of $4,000 over four years) for completing all TRIO UB requirements in good standing. While in post secondary education, participants draw on their escrowed amounts at the rate of $1,000 per year. By demonstrating satisfactory progress toward a post-secondary degree, as monitored by TRIO UB, scholarships are doubled for students pursuing a PSE major in math or science related fields (must be verified).

The Dream Scholarship is available to TRIO UB students who graduate from high school on time and complete the entire program including the Bridge program (or Director approved alternative “bridging” plan) during the summer after their senior year. The Dream Scholarship program has specific income guidelines set by scholarship donors; these requirements must be met in order to qualify. TRIO UB does not set these income guidelines, but merely verifies student eligibility based on the income poverty guidelines determined annually by the federal government.

Every admitted student is a potential Dream Scholar. The director approves those eligible students. All admitted students are notified of their eligibility to tap into this opportunity at summer orientation.

# About Your Employment

You are a summer employee of the Student Services unit in the College of Education and Human Development at the University of Minnesota.

* Your employee class governs policies about your hiring, compensation and benefits, hours and other important aspects of your daily work. Information specific to your appointment can be found at: http://hrss.umn.edu/
* The governing contracts and policies for your classification can be found on-line at: http://www1.umn.edu/ohr/policies/governing/

The following section outlines program specific information as it relates to your daily duties, work culture and overall expectations.

## Our Offices

Education Sciences Building – Main Office

The TRIO Upward Bound main office is in the 40 Education Sciences suite. This is where TRIO UB professional staff maintains their University offices and where part-time office staff report for work. The 40 suite is where University TRIO programs (UB, SSS & McNair) are housed and boasts shared work-computer spaces, a working kitchen, storage space, a high-tech conference room and an open meeting space for students and staff.

Appleby Hall - Academic Services

Appleby Hall is the location of our academic program services for both summer and the academic year. Through collaboration with the Office of Student Affairs, the Multicultural Center for Academic Excellence and the department of Post Secondary Teaching and

Learning.

Middlebrook Hall - TRIO UB rents space from the University of Minnesota’s Office of Housing and Residential Life. Residence Hall assignments rotate each summer. This year we’re at Middlebrook Hall.

## Service Hours

* Summer academic programming (June – July) is open for service Monday - Friday from 8:00 AM to 4:00 PM. The TRIO UB “academic home-base” each summer is in Appleby Hall, room 27. Classes are scheduled in various rooms around Appleby Hall.
* Summer residential programming (June – July) is staffed 24 hours during the three weeks of residential experience.

## Non-Professional Staff Payroll and HR Information

The basics:

* Bi-weekly paychecks, every other Wednesday
* Temporary/Casual positions and/or student work-study\* positions
* Professional positions are either P & A class or Civil Service class
* Direct deposit is encouraged
* 4 hours work; 15 minute paid break
* Over 6 hours; an unpaid ½ hour break
* No overtime

The U of M has a great Human Resources website to guide you through your employment. Go to hrss.umn.edu for self-service actions including:

* Setting up DIRECT DEPOSIT
* View our Pay Statements (if you get direct deposit, you will not get a pay statement mailed to you; it will only be online at this website).
* Update your W4
* Update your personal Information: *When you first start working for the University of Minnesota, it is important to update your personal information. The University automatically makes your home address, University email address and phone number available online e for the public. If you don’t want your contact information made public, you will have to go into this link and “suppress” your information.*

Timesheets

Most TRIO support staff positions require bi-weekly timesheets (Green) submissions to track and account for their work time at TRIO UB and to process paychecks through the University payroll system. There are two sides to the TRIO UB timesheets. The first side is what we need to submit to the University of Minnesota to get you paid. The backside tracks work duties performed – this is to keep our federal stakeholders happy and accurately account for work directly related to grant services.

Timesheets are due every other Friday by noon to your supervisor, must be completed in pen, must contain your signature and have both the front and back parts complete.

To access a sample timesheet: http://policy.umn.edu/categories/hr/form/timesheet.pdf

## Shared Spaces for Non-Professional Staff

TRIO UB utilizes a conglomeration of classrooms, conference rooms and other meeting areas around campus for program services. That being said, most non-professional staff will not have a private space, office or individual phone number. These spaces are shared amongst your colleagues and usually a number of other University entities. When utilizing these shared spaces, remember to:

* Clean up after yourself
* Log-out of the computer you’re using
* Work with your supervisor to identify locked areas to store your personals while working
* Make sure to lock the door and turn off all lights if you are the last person out of the shared space

## TRIO UB Staff Dress Code

Because TRIO Upward Bound is a college and life preparatory program, we want to encourage students to adopt appropriate behaviors, particularly as it relates to appropriate dress and appearance. TRIO UB summer staff are expected to model appropriate work-attire and standards of grooming during office hours and at TRIO UB events. Even though the campus environment can be considered "casual" where dress is concerned, the TRIO UB office is still a professional environment and staff clothing should be appropriate for that environment. To assist with this goal, we have created a dress code that applies to ***all*** TRIO UB staff and serves to help promote an appropriate level of workplace professionalism, even in this casual environment. This dress code is similar to that described for the TRIO UB students, but given the role of TRIO UB staff, it has a few more requirements.

*The following rules always apply while on campus, in U of M vans, and at all TRIO UB events:*

**Personal Grooming**

Good personal grooming habits are considered part of the TRIO UB dress code. Please be aware that habits such as excessive use of perfume or cologne, offensive body odor, or an overall unkempt appearance are considered under this section of the code.

**Men's Wear**

**•** Pants and shorts must be worn no lower than waist high and may not sag in the seat or crotch. A belt is recommended to prevent sagging pants.

• Shorts are permitted but must be mid-thigh length or longer (such as walking shorts or golf shorts).

• No tank-tops or sleeveless undershirts may be worn as outer wear.

•No hats, bandanas or do-rags may be worn.

• No clothing containing profanity, sexually explicit language or images, or other offensive slogans.

**Women's Wear**

• Stomachs/midriffs must be covered when standing or sitting. Clothing that shows stomach, belly-button, or bra/underwear is not permitted.

• Shorts and skirts are permitted but must be mid-thigh length or longer (such as walking shorts or golf shorts). Biking shorts, athletic/gym shorts or micro mini-skirts are not permitted.

• No low-cut tops or shirts that display excessive cleavage.

• No tube tops, open-back shirts or spaghetti-strap tank tops.

• Extremely tight fitting clothing is not acceptable.

•No hand bandanas or do-rags may be worn.

• No clothing containing profanity, sexually explicit language or images, or other offensive slogans.

TRIO UB supervisors reserve the right to determine what dress is appropriate at all times.

## Rule/Policy Enforcement Process

All TRIO UB students are held to high behavioral and academic standards. During the summer program enforcement of TRIO UB polices and rules is important. All staff will are expected to work diligently to clearly communicate student expectations. Become familiar with the TRIO UB rules and policies and work diligently to consistently in enforcement them.

The rule enforcement process is:

Students must verbally and explicitly be warned before being penalized for behavior in violation of TRIO UB policies and behavior expectations.

Please be direct and clear when giving a warning to a student. A warning should sound something like “Tricia, please stop using Facebook during class time. This is your warning. If you do this again, you will be marked OFF TASK.”

Tracking student violations is imperative to being able to provide consistency. It is at the discretion of each individual to track the number of violations per student and to report them to their respective supervisor. Supervisors are responsible for tracking overall student violations daily and responding appropriately according to TRIO UB policies and procedures.

* **Immediate Crisis?** Staff should handle the situation with available staff and report the situation as soon as possible to their immediate supervisor.
* **Serious Program?** If there is a serious problem of any kind while working with students don't hesitate to refer it to your supervisor. You are not responsible for handling major disciplinary problems.

# Liability and Risk Management

## Background

It is our responsibility as staff to create a safe learning environment for all program participants, our colleagues and our selves. The educational environment is riddled with the potential for accidents and misconduct. As a result, potential liability of administrators, teachers, and youth leaders for student injury is an important issue. In our litigious society, educators and youth workers face an increasing risk of being sued by parents (or guardians) due to the working relationship between teacher and student, especially in high-risk settings, such as, science lab classes, parks and recreational activities, field trips, and residential settings.

The following section will guide your through the policies, rules and regulations governing your work with youth and equip you to protect yourself and students in the event of an incident.

## Communicating Formally to Participants

TRIO UB send home mailings, makes calls home, and even sometimes meets with families in their homes to conduct our advocacy and intervention. That being said, all Formal communication must have prior approval from the Program Director. Mailings cost money; money comes from the grant. Most communication (besides calls home) cost the program some kind of money (mailings = printing, postage, the use of program supplies, employee time; home visits = mileage reimbursement, liability issues and employee time). As the PI, the program Director is held accountable for the budget and every dollar spent. In addition, oversight avoids mixed messaging and helps everyone stay on the same page.

## En Loco Parentis

While employed with Upward Bound, as a youth worker and educator, the legal world would define you as *en loco parentis* which is the legal doctrine under which an individual assumes parental rights, duties, and obligations without going through the formalities of legal adoption. This literally means “in place of a parent;” in practice you serve as a surrogate parents with higher expectations because you’ve been trained to supervise, discipline and plan using are expected to use high levels of caution when planning events, supervising student and executing services. While en loco parentis, you have the legal authority to allow or prohibit certain conduct in the best interest of the child.

## Protecting the Privacy Rights of Student Education Records

The University of Minnesota has an online workshop through Ulearns.umn.edu focused specifically on FERPA. All professional staff will need to complete this workshop; other staff may be asked if their job duties require interaction with student personal academic records as part of their job functions.

For those who don’t have to do the training, here’s a basic summary. Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Sometimes throughout your work w/ TRIO UB you may come across some of these documents such as transcripts. TRIO Upward Bound has a *Permission to Release Information Form* signed for each participant.

### FERPA: Education Record Definition

* Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
* Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
* Special education records;
* Disciplinary records;
* Medical and health records that the school creates or collects and maintains;
* Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
* Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or

## Mandatory Reporting

Most states have laws that require individuals who work with children (under 18) to report issues maltreatment (abuse or neglect). By working with UB, you are also agreeing to be a MANDATORY REPORTER per MN statute 626.556.

Mandated reporters are required to report suspected child abuse or maltreatment. So, for instance, if you’re working with one of your TRiO Upward Bound students while on work time and have some reason to believe (either because a student told you something or because you observed something) that the student is in a situation where his or her parents/guardians are maltreating and/or abusing them. You have a legal responsibility to report your suspicion to the proper authorities.

### What Is Abuse?

Abuse encompasses the most serious injuries and/or risk of serious injuries to children by their caregivers. An abused child is one Abuse encompasses the most serious injuries and/or risk of serious injuries to children by their caregivers. An abused child is one whose parent or other person legally responsible for his or her care inflicts serious physical injury upon the child, creates a substantial

risk of serious physical injury, or commits a sex offense against the child. Abuse also includes situations where a parent or other person legally responsible knowingly allows someone else to inflict such harm on a child.

### What Is Maltreatment?

Maltreatment means that a child’s physical, mental or emotional condition has been impaired, or placed in imminent danger of impairment, by the failure of the child's parent or other person legally responsible to exercise a minimum degree of care by:

* failing to provide sufficient food, clothing, shelter, education; or
* failing to provide proper supervision, guardianship, or medical care (refers to all medical issues, including dental, optometric, or surgical care); or
* inflicting excessive corporal punishment, abandoning the child; or
* misusing alcohol or other drugs to the extent that the child was placed in imminent danger. Poverty or other financial inability to provide the above is not maltreatment.

### How to Report

* Immediate Danger? Call 911 without delay.
* Not immediate danger? Call 612-348-3552 (Henn Cty).
* Make your verbal report immediately--within 24 hours.
* File a written report within 72 hours of the verbal report.
* Your name is confidential (NOT anonymous).

### What if I Fail to Report?

If you are a mandated reporter and do not report suspected abuse or neglect, you could be prosecuted for committing a misdemeanor or felony depending on severity of abuse/neglect. If the child protection report results in a court hearing, you may be asked to testify.

### Still not sure?

This stuff is tricky; we don’t expect you to have all the answers. If you suspect something but you’re not sure if you should do something about it, contact your supervisor.

Also read the University of Minnesota’s Safety to Minors Policy http://policy.umn.edu/Policies/Operations/Outreach/MINORSAFETY.html

## Professional Boundaries

Maintaining professional boundaries is an important part of your responsibility as a UB summer staff member. This is clearly defined relationship. You are the (insert your title here) for the TRIO Upward Bound program at the University of Minnesota’s College of Education and Human Development. You are an authority figure. You are not the participant’s friend. In this role, you must be ethical and professional at all times when working with participants. As you’ve already learned, you are bound by legal requirements in your role and you must conform to statutes of the law (i.e. mandatory reporting).

As a professional, you work to be constantly rehearsed in your approach, response & action to, and care of TRIO UB participants.

Your employment contract dictates distinct parameters regarding your relationship with UB participants. In relations with UB participants, you maintain the power in the relationship; these youth look to you for leadership, guidance, support, safety and knowledge. The legal world defines you as liable and in charge and will hold you accountable if your failing to do so causes harm on participants. While a UB employee, the power is not balanced between you and participants. Most would say that it is NEVER balanced even when you are no longer a UB employee. Participants will know you to be their (insert your UB title here) even when they’re 30, married and with children. *Therefore, to keep in the best interest of the students, UB employees are not permitted to solicit personal references or favors from UB students or recently graduate alumni without the approval of the UB program director.*

## Online Professional Boundaries

Neither TRIO Upward Bound nor the University of Minnesota has direct policies regarding online social media usage (Facebook, Twittter, Snapchat, Instragram…) in relation to educator / student online relations. This area of the law if still being explored as technology is becoming more integrated into educational settings and the fabric of social and professional communication. Therefore, you should use prudence and reasonable judgment. Understand that there is potential risk. Risk of you finding out sensitive information about the student; the risk of the student finding out something private about you, or the risk of you being held liable for not acting on something you saw on line.

### Suggested Social Media Practices

* Consider setting up two accounts: private and professional.
* Another option is not adding at all, keeping it completely separate
* Do not use or disclose any identifiable participant information of *any kind*, including educational records or images, on any social media platform without written permission. *UB has a permission to release photos form for most students on file for University and program use, not for staff personal use.*
* Refrain from posting material that is profane, libelous, obscene, threatening, abusive, harassing, hateful, defamatory or embarrassing to another person or entity.
* Assume everyone can read your posts, no matter how obscure or secure the site to which you are posting may seem. Remember that someone within your social circle could easily share your content, on purpose or accidentally.
* Think before you post. Though you may be able to edit content after you post it, remember that once something is posted, it can never be fully removed from the Internet. Even if you don’t see it, it has been captured.
* Set your privacy settings as high as possible, and check your settings often. A change in privacy policies may change how your information is viewed.

## Transporting Participants

Before any field trips and or activities UB staff will utilize prudence and forethought in planning, preparation and implementation of said activities. If you are planning activities for UB participants, please try to make a checklist to ensure you are ensuring the safety of yourself and students. University Fleet Vehicles

The cars and vans used by Upward Bound are leased from the U of M as required by the U of M. The U of M is associated with the state of Minnesota. Therefore, the vehicles rented by UB through the U of M are state vehicles. The vehicles have state tax-exempt license plates and U of M decals on the side, which make them easily identifiable. It is important to remember that the vehicles and their occupants are a very visible sign to taxpayers of the use of tax dollars. Therefore, safe and proper conduct must be used at all times to insure the safety of the occupants and appropriate representation to the public.

### Planning & Supervision of Activities/Trips/Events

The concept here is that as TRIO UB staff, we are responsible for the safety of students at all times. This means that we have to be prudent, well planned, present and prepared.

* No substitutes - you are the authority
* Attendance sheet – a must for everything!
* Lists/Checklists – Event plans, flow agendas with clear staff assignments
* Waivers & permission slips on record – keep a binder for travel
* First AID kit – just in case
* Two-deep leadership/ adequate Ratios:
* Emergency phone numbers - also keep in the binder
* Medical releases/medication Information – keep in the binder
* Equipment – if needed
* Insurance – always!

### Safe and Proper Conduct Includes

While program is in session, we TRIO UB staff must act in accordance with conduct and safety guidelines including:

* Safe driving behavior--observance of al l traffic laws.
* Legal speed and observance of Minnesota's basic speed law; no faster than conditions allow for safe driving and maintaining control of vehicle.
* All doors closed when vehicle is in motion.
* Radio played at an appropriate volume.
* Absence of gross physical movements (such as fighting).
* Contents stowed in storage area or in a manner that will not cause injury in the event of a collision.
* Doors are to be accessible--unblocked.
* Driver and all passengers are to wear safety seat belts.

### Staff Responsibilities Include:

* Use of personal vehicles to transport students is not permitted.
* Personal use of University vehicles is not permitted.
* Only program participants may be passengers in University Vehicles.
* Drivers are responsible for parking and traffic tickets incurred.
* All drivers must be properly licensed and employed by the U of M.
* Before exiting University Vehicles, be sure that all trash is removed and properly disposed of by riders.
* Before exiting University Vehicles, check the gas gauge. If gas is needed (less than half a tank), note it so that the tank can be refilled before it is needed the next day for an activity.
* Check to insure all doors and windows are securely locked. (Students have been known to leave a window closed but not locked. The van is then used as a location for late night gatherings.)
* Never give a van key to a student. If a student says s/he forgot her/his room key or some other item in the van, a staff person must walk back with the student, open the van door with the key, and let the student get her/his possession.
* Make sure to remove any hanging parking tags and return them to the UB main office if appropriate.
* Bring copies of student emergency contact information.

### Rented School Buses

* Make sure students are following appropriate behaviors (sitting while the car/bus is in motion, for instance)
* Take attendance and make sure all students are adequately accounted for
* Bring copies of student emergency contact information.

### Public Transportation for Activities

On occasion, TRIO UB will transport students utilizing Metro Transit (bus or light rail). TRIO UB staff will need to secure transportation stipend for all students and ensure students all sign for their transportation usage. Additionally staff chaperones will need to:

* Make sure students are following appropriate behaviors (sitting while the car/bus is in motion, for instance)
* Take attendance and make sure all students are adequately accounted for
* Bring copies of student emergency contact information.

### Liability and Safety Related Participant Forms on File

For the protection and safety of our participants, the program, the program employees and the University of Minnesota, TRIO Upward Bound keeps several forms on file of all program participants. Forms include:

* Permission to Release Information Forms
* Program Contract(s)
* Emergency Contact Form
* Health History Form
* Media/Photo Release Form
* Official Student and Parent Applications (containing income, grades, and other personal information)
* Computer Lab Usage Agreement

These forms are kept securely in the TRIO UB main office and can be accessed by UB employees but must remain confidential and secure.

## Emergency Guidelines

All TRIO UB staff are required to investigate and become familiar with designated exits and evacuation plans for each building in which they conduct classes for UB students. Residential staff are required to investigate and become familiar with designated exits and evacuation plans for the residence hall. In both cases, staff should work together and under the direction of the appropriate supervisors to ensure the safety of program participants.

### Fire Procedure

If an alarm is sounding off, exit the building as quickly as possible by the designated exits. Once outside keep all students a safe distance from the building. Take an immediate head count. The primary responsibility of the staff is to ensure program participants’ safety, not to find the fire source.

If you smell smoke and choose to investigate, do not take students with you. If the fire is small, use an extinguisher. If unable to extinguish, call 911 and alert building occupants to exit

### Storm and Tornado Warnings

In the event of severe thunderstorms, keep students indoors and away from plumbing, phones, and any other devices that could conduct electricity from a lightning strike. If in a vehicle, stay in the vehicle and close all windows so that they are sealed—your vehicle will provide safety from a lightning strike only if all windows and doors are sealed shut. (An exception would be a Tornado within striking distance—see below.)

In the event of a Severe Thunderstorm Warning, refer to supervisors for appropriate directions. In a Thunderstorm Warning, go immediately to a basement area free of windows and stay against an interior support wall. Group students together and in the most sheltered area you can find. IF ON THE ROAD: Stop your vehicle, leave it, and take cover in a ditch. In both cases, keep students calm, orderly, and fully accounted for.

### Dealing with Participant Medical Concerns

Students will on rare occasions be genuinely sick. More frequently, they will try to convince you that they're sick. Here is an opportunity for you to evade responsibility, because the only staff authorized to excuse students for an illness are the professional staff.

* If a student tells you s/he is sick and cannot go to or continue in class/activity…
* Staff will almost always tell the student to go to the class/activity and try it first, rather than let the student lie around the residence hall.
* If a student becomes ill during class, try to verify the illness. If warranted, walk with the student to the UB Office (varies depending on session). The supervisor will decide if a student should stay or return to the residence hall (summer only) and will notify teachers of the student’s illness so that the student is not marked as skipping the class. If the student is to return to the residence hall, s/he will be escorted back to the residence hall by an on call Residential Youth Counselor, and report to the Residential Director (again, summer only).
* If the student becomes sick during an activity, event or field trip or while at the residence hall, TRIO UB professional staff should be contacted immediately.

In most cases if the student has a fever or seems very ill, professional staff will have the student sit-out for a while until they feel better. During the academic year, they will likely be sent home. If the illness is serious the supervisor will call the parent to arrange for the student to visit the family doctor and/or go home to recuperate. If an emergency injury occurs the supervisor on duty has parent authorization to take the student to Hennepin County Medical Center Emergency room: UB professional staff must make all such decision.

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### Medication Distribution

Over the Counter: Staff may give a student only on e dos e at a time of over the counter medication when requested: aspirin, Midol, Tylenol, Sudafed (antihistamine), etc. Keep track of which student you gave the medication to, what medication you gave, and when you gave it. Report it to your immediate supervisor.

Prescription: Students are required to report any prescribed medications they are taking. During the summer program, TRIO UB staff may be required to dispense medication to students taking narcotics or prescription pain medication. Your immediate supervisor will walk you through how to monitor and track this distribution.

### Serious Accident or Injury

* In the case of a serious accident or injury,
* Immediately respond with first aid (if you are first aid certified) and call for 911 (Keep in mind the ABC’s of First Aid: Airway, Bleeding, Circulation.)
* Notify your supervisor immediately
* If you are at the residence hall, notify the front desk.
* Keep the other students calm and well away from the injured party.

*TRIO UB professional staff will notify the parents*. When you call anyone for assistance be ready to describe the symptoms or the nature of the injury and your exact location. If possible, send a staff person to the front of the building to meet and escort medical assistance to the exact site.

**Calling 911 means that the situation is beyond your experience or expertise to handle.** If you are not sure of the seriousness of the injury or illness, you can call and describe the symptoms to the 911 operator. Follow the directions you are given by the 911 operator. The 911 operator will decide whether or not to dispatch an emergency vehicle (ambulance) or people with more medical experience (police/medics). Use good judgment. Do not immediately insist on an ambulance. The ambulance charge could easily be several hundred dollars, which is very costly, especially if it was not needed in the first place.

## Computer Lab & iPad Usage

All TRiO Upward Bound students and staff are responsible for good behavior when using University of Minnesota computer labs and Upward Bound provided technology (ipads, etc.) during program hours. Upward Bound staff will make rules and expectations clear and monitor use as reasonably appropriate.

Staff and students who utilize the computer lab and/or iPads must follow the rules and expectations for students/staff using computers on the University of Minnesota (Twin Cities) campus. Furthermore, you are tp use all technological equipment (computers, ipads, etc.) respectfully and report all equipment damage and problems to an Upward Bound staff person. As a user, you agree not to tamper with or hack into other user areas. You are required to respect and follow Upward Bound staff requests and rules while using computer labs and other technology devices provided through Upward Bound programming. You will be liable for any damage or loss that occurs to the iPad while in your care.

### Usage Expectations

* No eating or drinking allowed in computer labs
* Displaying offensive language, messages or inappropriate pictures is not allowed
* No harassing, attacking, insulting or bullying others via UB provided technology
* No damaging of computers or other technological devices
* Student printing is allowed ONLY for Upward Bound or school purposes with permission of staff
* Download of any program, app or software is not allowed
* No illegal copying of any materials allowed
* Logging off after each use is required
* Modifying the computer in any way is not allowed
* Save all work on flash drive or Google docs. Do not save anything on computers

# Academic Team Section

The Academic team works at an intense pace for the duration of the summer instructional service weeks to ensure that our students meet the rigorous performance standards TRIO Upward Bound sets for them. Hours for staff vary according to position(s) held; regardless, you are expected to complete the daily responsibilities of the classroom.

## Instruction

The Academic Team handles a variety of responsibilities at once:

* clearly communicating TRIO UB performance standards to the students,
* making sure that these standards are met,
* enforcing UB policies,
* instructing classes,
* correcting student work and giving frequent and timely feedback to students on academic progress and
* measuring student gains in their class through assessments at the start and finish of the summer program.

Academic team members may assign homework to students *for make-up only* but must be sure to inform the Academic Coordinator and Residential Director **in advance** so we can arrange to have staff assist students with their work. Staff also complete student academic evaluations that UB sends to parents two separate times (midpoint and end) during the summer program.

The academic team members should update the Academic Services Coordinator daily of student progress and any problems in the classroom and keep up-to-date records of student attendance and work completed.

TRIO UB has curriculum developed for most classes that we teach (languages are sometimes the exception); staff do not need to develop new curriculum and only in rare circumstances will UB resources and time permit new curriculum development. However, staff with expertise in their subject matter are encouraged to work with the Academic Services Coordinator to revise, update, and refocus curriculum as needed (please check with the AC before making any significant changes to the course.).

## Attendance

As Woody Allen says, “95% of success is showing up.” Therefore, classroom staff monitor attendance very closely and encourage perfect attendance. Perfect attendance entails being on-time and on task, start to finish, for each and every class. Behaviors such as sleeping, talking, leaving the classroom for unexcused periods of time, and refusal to do work are examples of off-task behaviors. If a student persists in such behaviors after being warned by staff, staff must take away their attendance for that period by marking as off-task on the attendance sheet.

## Record Keeping

The academic team is expected to consistently update student progress for their class to determine which students are up-to-date. Up-to-date means a student is successfully keeping up with the daily assignments in the class and meeting the overall goals of the course. Classroom staff are responsible for monitoring daily performance and updating the Academic Services Coordinator. Classroom staff keep records on paper in a course binder and in the assigned classroom database system. The Academic Services Coordinator will connect with you to inform you of this year’s tracking method.

## Meetings

Staff meetings are vitally important to ensure good communication. Classroom staff will meet as a group twice each week with the Academic Services Coordinator, Residential Coordinator, and Program Director attending. During these meetings, you have the opportunity to inform staff of your needs and share information about student performance and classroom behavior.

During each meeting, we discuss relevant issues relating to student performance, behavior, and attitude, both good and bad. Staff are expected to be able to effectively describe any problems they are experiencing with students and to contribute their ideas and experiences to find solutions for individual students. Because Instructional Meetings are brief, discussions will not be allowed to linger; as such, comments should be brief and to the point. The Academic Services Coordinator will chair each meeting and official notes will be taken and published afterward.

## Teamwork

It takes a team to get this multi-fasted and fast-paced work done. Staff may find that they are being asked to fill a role different from the one they were hired for; TRIO UB expects that all staff willingly assist each other and their supervisors to the best of their ability. Additionally, if you feel you have an idea or solution that could help the team function better, please share with your colleagues and the ASC. We are all here to help students succeed—the more we work together, the more successful our students become.

## Activities

Classroom staff are welcome to participate in evening activities organized and supervised by Residential Advisors and the Residential Director. Staff will be told of upcoming activities and will have the option to join; UB provides for all costs associated with the activity. Although classroom staff are not technically on duty during these activities, we expect that you will be able to assist residential staff if asked. Participation in activities is not required of classroom staff and is done on your own time.

## Teacher/Classroom Assistant Class Management Expectations

* Be in the classroom before the students arrive (15 minutes before class starts). Greet them by name and be positive; start and end class on time.
* Make sure that each student signs in. Remove the attendance sheet from student access when class begins. Mark LATES as appropriate. Fill out attendance sheet completely.
* Begin the focus activity as soon as possible after the sign-in period is over. Let the students know what the purpose of the focus activity is and help them stay focused during the activity.
* Role-model positive and productive classroom behavior; hold yourself to the same classroom expectations as students.
* Enforce TRIO UB rules and policies consistently and transparently. Follow protocol for discipline issues consistency.
* Ask students, even those who are working hard and whom you hesitate to "interrupt", some neutral question like "How's it going?" Try to pay students equal attention.
* When possible, correct sections of the work immediately after the student has finished, especially if you've helped that student with the work A little praise goes a long way.
* Provide positive reinforcement as much as possible. If you think, at the end of class, that the class has worked especially hard, tell them so!
* Correct student work after classes are over and to track/document it daily. Be fair and do your share.
* Communicate your concerns about students, their work, a problem in the classroom, or any aspect of your own work at the next Classroom Meeting or individually with the ASC.

## UMN’s Classroom Conduct Policy & TRIO UB Enforcement Procedure

*All students at the University have the right to a calm, productive and stimulating learning environment. In turn, instructors have a responsibility to nurture and maintain such an environment. Lively, even heated, discussion is not disruptive behavior. However, student behavior that is an obstacle to teaching and learning must be addressed.*

*The disruptive student should be confronted in a timely manner to reinforce learning environment expectations. The instructor and student should also discuss what could be done to improve the situation. If the disruption warrants, due to the seriousness or persistence, the instructor should consult with appropriate administrative personnel.*

Classroom disruptions should be managed like any other policy violations (see below).

## Field trip policies and procedures and staff expectation

Field trips are defined as any class or group of students leaving the designated class/tutor space for further learning experience. All field trips must be planned ahead of time and approved by the Academic Services Coordinator.

1. All field trips must be chaperoned by a Lead Teacher and other TRIO UB staff as needed. Ratio should be 1:10. Staff are responsible for the safety, accountability and liability of TRIO UB students away from designated class space.
2. TRIO UB chaperone is responsible for communicating field trip information such as; time of departure/return, location, cost, transportation, etc. ahead of time for approval.
3. Staff must provide a contact number in case of emergency to the Academic Services Coordinator.
4. Students should be reminded of behavior expectations when off site as well as TRIO UB policies and procedures are still enforced.

## Classroom Preparation & Tracking Requirements

Each class requires the following documents. By the end of staff training, each class will be required to submit for approval Lesson Plans for the first 2 weeks of class, a completed syllabus and a seating chart.

### Course Documents

Each instructional team is responsible for creating the following documents. These documents need to be *approved by the Academic Coordinator prior to the start of the summer program.*

**Course Syllabus**

The document that you will provide for each of your students on the first day of class, the syllabus should include the following: Plan, Schedule, Assignments.

* **Plan** has the following components:

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* **Schedule:**

Lists the dates, topic/activities, and assignments for each meeting of the course. It should be general and guide you and the students through to completion of the course.

* **Assignments**

Simple checklist of all assignments, and due dates, that a student will complete during the course. You will update this form regularly upon completion of assignments and students can use this to track their progress in the course.

**Lesson Plans**

Each meeting of the course must have a lesson plan that can be used both now and in the future. Lesson plans should provide the following:

* Date and title of the lesson
* Objective for the lesson
* Summary of lesson
* Schedule and approximate time spent on each activity

List of materials/resources needed (worksheets, videos, computers, guest presenters, etc.)

* Evaluation of class (What worked? What didn’t work? What improvements would you suggest for next year?)
* Also list names, agencies, costs, and phone numbers for outside resources and attach one copy of each worksheet or assignment used.

# Student Performance Evaluation:

Academic team members are responsible for monitoring, tracking and reporting the following:

* student attendance
* Student assignment performance
* behavior concerns.

The above information will be used to develop the Mid and End-of-Summer Student Performance Reports which will be mailed to parents.

For the End-of-Summer Progress Report, teachers will complete one ATTITUDES & BEHAVIORS form for each student. This will include a section for teachers to comment on the overall student performance.

Pre & Post Test

Each class must utilize a pre and post test to evaluating student progress in relation to course objectives and class goals.

## Plans for dealing w/ illness & over the counter medications

Academic staff are not allowed to distribute any kind of medication to students. If a student informs you they ill, send them to the ASC to assess the student. The ASC will communicate with staff regarding absence, actions taken, etc. See section of Medication in this handbook for more on this policy.

## Employee Evaluation

Academic staff evaluations or completed at the end of each summer. The AC will complete an evaluation on each Lead Teacher. It is the responsibility of the AC to go over the evaluation with each Lead Teacher and both shall sign recognizing the evaluation. The Lead Teacher is responsible for completing an evaluation on their Classroom assistant. It is the responsibility of each Lead Teacher to go over the evaluation with the Classroom assistant and both shall sign recognizing the evaluation

## Upward Bound Summer Program

## Classroom Report—Attitudes and Behaviors

Student Date Summer

Class Instructors

*Staff: Please circle the number on each continuum that best describes the frequency with which the student performs the described behavior. Respond only to those statements for which you have adequate observation of the student. Average each section and the total results and include where noted.*

almost rarely sometimes often almost

never always

### Attitude

1. Positive attitude about class 1 2 3 4 5

2. Positive attitude toward instructors 1 2 3 4 5

3. Positive attitude toward other students 1 2 3 4 5

4. Presence increases productivity of other 1 2 3 4 5

students

5. Serious about own education 1 2 3 4 5

6. Accepts help graciously 1 2 3 4 5

7. Challenges self to best efforts and 1 2 3 4 5

is self-motivated.

8. Responds well to praise/positive 1 2 3 4 5

instructor attention.

### Work Habits

9. Completes work ahead of deadlines. 1 2 3 4 5

10. Shows work - neatly presented 1 2 3 4 5

11. Work shows clear evidence of 1 2 3 4 5

forethought and planning.

12. Prioritizes effectively 1 2 3 4 5

13. Strives for excellence 1 2 3 4 5

14. Listens and follows directions well 1 2 3 4 5

15. Able to work independently 1 2 3 4 5

almost rarely sometimes often almost

never always

### Behavioral

16. Works well in small groups. 1 2 3 4 5

17. Socially responsive and responsible 1 2 3 4 5

18. Consistently on task 1 2 3 4 5

19. Participates during class discussions. 1 2 3 4 5

### Classroom Observations

19. Easily distracted by others 1 2 3 4 5

20. Distracts other students from work 1 2 3 4 5

21. Overestimates ability and achievement 1 2 3 4 5

22. Underestimates ability and achievement 1 2 3 4 5

23. Has trouble staying alert in class 1 2 3 4 5

24. Responds only to limit setting, 1 2 3 4 5

ultimatums, and punishment

### Comments