Baylor University

Center for Community Learning and Enrichment:
University for Young People

Standard Operating Procedures

Baylor’s University for Young People (UYP) is a summer enrichment program for gifted and talented students in grades first through twelfth grade. UYP instructors, staff, and students participating in UYP are expected to follow Baylor policies and the program protocols as listed below:

A. Signed Permission Slips- Before attending UYP each summer, staff will have on file in the UYP Office, the following signed forms by a parent or legal guardian:

Form D: Parent/Legal Guardian Release: These signed forms give permission for UYP students to be on the Baylor Campus. They will be copied and sent to Risk Management on the last day of UYP.

Photography Release Form: These forms give permission for Baylor University to use the UYP students’ photographs/audio recording/video footage.

Computer Use Permission Form: These forms give permission for UYP students to access Baylor University computers.

UYP Student Responsibilities and Agreement: These forms outline the expectations of students attending UYP. These forms are signed by parents/legal guardians and the UYP students.

B. Contact Information for Reporting Suspected Abuse or Concerns: The following contact information for staff and community resources will be provided to parents/legal guardians within the registration packet.

Center for Community Learning and Enrichment
Baylor University
One Bear Place #97282
Waco, TX  76798
Phone: 254-741-2171
Fax: 254-710-4909
Email: CenterSupport@baylor.edu
Director: Dr. Susan Johnsen
C. Discipline Procedures for UYP: UYP Staff and Instructors will abide by the following disciplinary procedures. UYP students who choose not to follow the UYP Student Responsibilities and Agreement will be subject to the following actions:

1. Warning from a UYP staff member, instructor, and/or mentor.
2. Meeting with the UYP Director and call to parent/legal guardian.
3. Dismissed from UYP.

*Please note:* Serious violations will immediately be addressed by the UYP Director and parent/legal guardian.

D. Reporting Procedure for Suspected Abuse and/or Molestation of Minors: Any UYP student, staff member, or instructor who has been sexually abused or is a witness to sexual abuse during UYP will immediately report to the UYP Director, Baylor Police (254-710-2222), and Reggie Miller (254-214-0442). This information will be included within the registration packet for parents/legal guardians and UYP students to review. UYP Staff and Instructors will be properly trained in procedures for reporting suspected abuse and/or molestation of minors.

E. Required Sexual Abuse Awareness Training: Training for UYP Staff and Instructors will be conducted a minimum of every two years. The UYP Director will provide and confirm with the Baylor Child Protection Coordinator a list of UYP Staff and Instructors who have met the training requirements and are cleared to work.

F. Criminal Background Checks and Proper Screening: All UYP Staff and Instructors will submit to a criminal background check every two years. The UYP Director will submit a list to Baylor Human Resources (HR) and confirm with HR who has met the requirement and are cleared to work.

G. Security and Distribution of Medication: No UYP Staff or Instructors may dispense medication to a UYP student. Parents/legal guardians are welcome to come to the UYP office and meet their student for disbursement of medications. Students who become ill may be picked up by a parent/legal guardian at any time in the UYP office.

H. Minors with Special Needs: The UYP Staff and Instructors will do all possible actions to insure that students with special needs are accommodated.
I. Emergency Action Plan: Baylor University has a published Emergency Action Plan which will be distributed to all UYP Staff and Instructors. UYP students are to follow the UYP staff and instructor directions. The plan includes:

- Emergency Phone Numbers
- Evacuation/Shelter in Place Procedures
- Specific Types of Emergency Situations such as fire, sever weather, or seeking shelter
- Baylor Faculty and Staff Duties during Emergencies

J. Notification to Parents/Legal Guardians for Medical Emergencies, Weather Emergencies, and Changes in Locations or Sites: In such emergencies, the UYP Staff will be in contact with UYP Instructors to be sure emergency procedures are followed. UYP Students who have phones will be allowed to call parents/legal guardians to assure them of their location. A message will be posted on the CCLE website: Baylor.edu/soe/ccle Parents/Legal Guardians are welcome to call the UYP Office at 254-710-2171, as well. Any change in location will be communicated by phone and/or email. Any UYP Instructor who takes a class on an on-campus field trip will begin and end the trip at the original classroom location.

K. Drop-Off and Pick-Up Procedures of Minors by Parents/Legal Guardians: Only parents/legal guardians are allowed to pick-up UYP students unless the UYP Director has received written permission. Any UYP students who are taking only one class on the Baylor Campus may be dropped-off and picked-up at the location of the classroom. All-day UYP students must be dropped-off between 9:15AM - 9:30AM, and picked-up between (3:00PM-3:15PM) on the west side of Marrs McLean Science Building.

L. Electronic Media Communication (photos, social media, internet, and email): UYP is not responsible for the loss of any electronics brought on the Baylor Campus. It is the expectation that all electronics will be off and put away during camp sessions.

M. Transporting Minors: No UYP Staff or Instructors will be allowed to transport UYP students at any time. Parents/Legal Guardians may not transport UYP students to on-campus field trips. There will be no field trips off-campus.

N. Supervisory Ratio of Mentors to UYP Students: UYP Mentors will have groups of 10-12 students. All-day UYP students are to remain with their UYP Mentor at all times unless they are in class. Otherwise, UYP students remain with their UYP Instructor during class.

O. Retention of Program Records: UYP Staff will maintain database records of all UYP students who have been accepted to UYP until they have graduated from high school. UYP Students who have not attended UYP in the last two years will be considered inactive. New UYP applications of students who have been accepted to UYP will be shredded at the end of UYP. If there are any products wanted, the UYP student or parents/legal guardians may pick them up before that time.

P. Management of an On-Site Binder: The UYP Director will maintain an On-Site Binder of any and all documentation required by the Baylor University Office of Minors on Campus.