



2009

FRESHMAN CONNECTION

Youth Leader Employment Manual



FRESHMAN CONNECTION

A MANUAL FOR YOUTH LEADERS

WHAT IS FRESHMAN CONNECTION?

Freshman Connection is an 8th to 9th grade transition program designed to help rising 9th graders make the successful transition to high school. It consists of morning academic classes and afternoon enrichment activities that are scheduled on Tuesdays, Thursdays and some Fridays from June 22 to July 23, 2009.

(The scheduled Fridays are June 26, July 10 and July 17).

Freshman Connection Youth Leaders will play a key role in providing direct support to the District's rising 9th graders. Youth Leaders will tutor during the academic sessions four days per week from 8:30 a.m. – 12:30 p.m. and lead interactive teambuilding, cultural enrichment and sports activities on Tuesdays, Thursdays and some Fridays. The afternoon enrichment sessions run from 1:00 p.m. to 3:30 p.m., and the Enrichment Coordinator or Supervisor will provide the Friday schedule.

The academic and enrichment sections of Freshman Connection are critical moments for teachers, counselors, and upperclassmen to engage all rising 9th graders in highly engaging interactive activities. Upperclassmen from throughout the Chicago Public School system have been recruited by their local high schools to serve as Youth Leaders to mentor and get all of our 9th graders off on the right track!

HOW TO USE THIS MANUAL

This manual outlines job expectations for Youth Leaders. Your presence, timeliness and overall positive attitude will help create a great experience for all incoming freshmen.

Thank you for your commitment to provide our rising 9th graders with a quality experience that will support a successful transition to high school. For more information or if you have any questions, please contact your Assistant Principal, Enrichment Coordinator or Youth Leader Supervisor.

YOUTH LEADERS AT-A-GLANCE

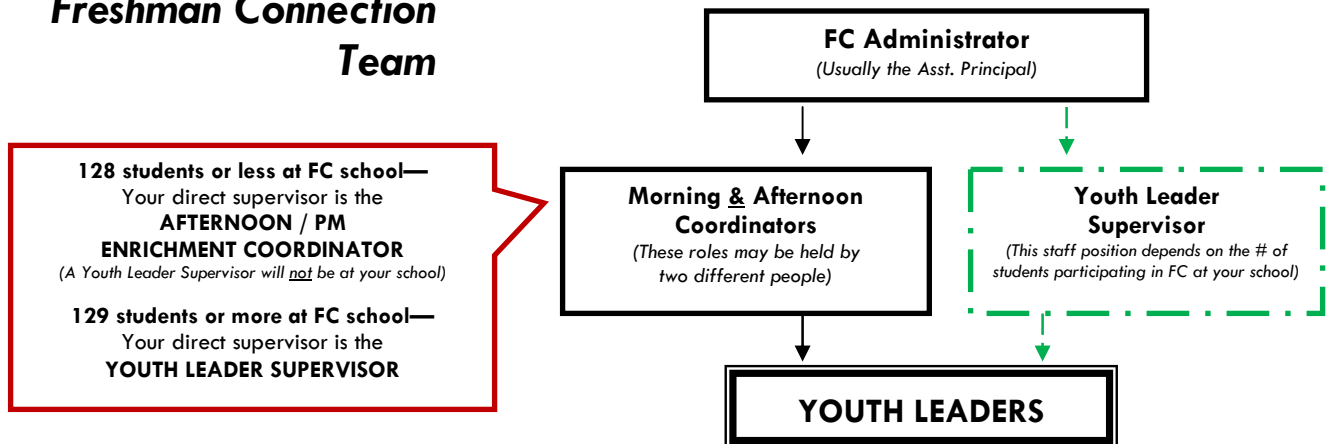
- Work Monday through Thursday and some Fridays
- Mentor Freshman Connection participants
- Attend all field trips
- Tutor during morning academic sessions
- Serve as Team Leader during teambuilding exercises
- Manage or assist with the management of Youth Leaders

(If more than 10 Youth Leaders are hired for your school's Freshman Connection program, they will be assigned a Youth Leader Coordinator who will act as their direct supervisor)



YOUTH LEADER ROLE

Freshman Connection Team



Freshman Connection hires bright, energetic rising juniors and seniors to work as **Youth Leaders** for the 9th-grade summer orientation program. This is an opportunity to help your 9th-grade peers get ready for high school by participating in five days of academic tutoring and two days of interactive teambuilding, cultural enrichment, sports, and college and career activities.

Youth Leaders work from Monday, June 22 to Thursday, July 23, 2009, at their assigned high school from 8:30 a.m. – 12:30 p.m. and from 12:30 p.m. – 3:30 p.m. on Tuesdays and Thursdays.

Youth Leaders will also work some Fridays — June 26, July 10, and July 17 — in either the morning or afternoon depending on your school’s scheduled Friday activities. Youth Leaders must report to a school Administrator, Youth Leader Supervisor or Afternoon Enrichment Coordinator during the program.

Youth Leader Responsibilities

Visit 8th Grade Bridge to promote Freshman Connection
Mentor all Freshman Connection participants
Tutor during morning academic sessions

Serve as Team Leader during teambuilding exercises
Monitor lunchtime
Attend field trips

FRESHMAN CONNECTION SESSIONS

Morning—Academic

Freshman Connection Academic Sessions

8:30 a.m. – 12:30 p.m.

Two (2) Youth Leaders will be assigned to a teacher to tutor 9th-grade students four days per week from 8:30 a.m. – 12:30 p.m. All Youth Leaders will be trained on Advancement Via Individual Determination (AVID) strategies during the Youth Leader training dates. Teachers will instruct Youth Leaders during morning classroom sessions.

Afternoon—Enrichment

Freshman Connection Enrichment Activities

1:00 p.m. – 3:30 p.m.

All Youth Leaders work the enrichment sessions from 1:00 p.m. – 3:30 p.m. two to three days per week. Youth Leaders must report to their Youth Leader Supervisor or Afternoon Enrichment Coordinator to help plan and engage all 9th-grade students in a series of teambuilding activities. These activities can take place at the local school or at other sites scheduled by the Afternoon Enrichment Coordinator.



SCHEDULE & BREAKS

The following grid outlines the Youth Leader Schedule for the morning (academic session) and the afternoon (enrichment session) of Freshman Connection:

YOUTH LEADER SCHEDULE Monday, June 22 – Thursday, July 23, 2009			
Day & Session	Morning (Academic)	Break / Lunch*	Afternoon (Lunch & Enrichment)
Monday	8:30 a.m. – 12:30 p.m.	10:00 a.m. – 10:15 a.m.	OFF
Tuesday	8:30 a.m. – 12:30 p.m.	12:30 p.m. – 1:00 p.m.	1:00 p.m. – 3:30 p.m.
Wednesday	8:30 a.m. – 12:30 p.m.	10:00 a.m. – 10:15 a.m.	OFF
Thursday	8:30 a.m. – 12:30 p.m.	12:30 p.m. – 1:00 p.m.	1:00 p.m. – 3:30 p.m.
Friday	Optional field trip days	Set by Coordinator/Supervisor	OFF <u>except</u> for these Fridays 6/26, 7/10 & 7/17

*Generally, Youth Leaders take their lunch breaks from 12:30 p.m. – 1:30 p.m. (Tuesdays, Thursdays and certain Fridays only). However, on some days Youth Leaders may have to take a shorter 15-minute lunch in order to monitor Freshman Connection participants during their lunch periods. Either the Youth Leader Supervisor or the Afternoon Enrichment Coordinator will schedule Youth Leader lunch monitors on a rotating basis.

ATTENDANCE & TARDINESS

Youth Leaders **must** arrive on time each day and sign in on the Youth Leader attendance sheet in the main office.

Absences ☞ *Two days of missed work may result in termination.*

- ☞ Absences are **not** acceptable. Your position was determined based on the number of rising 9th graders at your school site; therefore, your attendance is critical!
- ☞ You are expected to be in attendance each day of the five (5) weeks of Freshman Connection. Freshman Connection is a short program so each day will have a full schedule of content-rich activities. Scheduled activities depend on your presence and leadership so it's important that you plan to be at your assigned school on time every day and ready to participate.
- ☞ You **must** contact the school Administrator, Youth Leader Supervisor or Afternoon Enrichment Coordinator if you are going to be absent.

Tardiness ☞ *If you arrive late to work, your pay will be docked!*

- ☞ You will receive a verbal and written warning if you arrive late on more than two occasions.
- ☞ Verbal and written warnings will be issued if you are late on two occasions. If you are late a third times, **you will be terminated!**



PAYROLL

Youth Leaders ages 14-17 will be paid \$7.50 an hour. Youth Leaders 18 and over will be paid \$800 an hour. If you 18th birthday occurs during Freshman Connection your hourly rate will automatically adjust. You will be paid every two weeks on a regular pay schedule. Pay dates and timesheet collection dates will be provided prior to the start of Freshman Connection.

Pay Period Ranges

June 14 – July 3
 July 6 – July 18
 July 19*– August 1

Pay Dates

July 10
 July 24
 August 7

*Last day of work is Thursday, July 23

In addition to completing a timesheet, all Youth Leaders must sign in and out every day. Freshman Connection Coordinators or Supervisors are responsible for monitoring and faxing Youth Leader timesheets weekly to (773) 553-2162. Youth Leaders please make sure that your timesheets are properly completed and submitted on time. **Falsifying a timesheet is grounds for dismissal.**

It is your responsibility to ensure that your Social Security Number (SSN) is accurately reflected in the system. **There could be a delay in pay if your SSN is inaccurately recorded in the school's data system.**

SUMMER JOB PAYROLL FORM FRESHMAN CONNECTION								
School					Region			
FC Supervisor								
PP# 13	6/22/09-6/26/09							
(Enter dates worked and number of hours for each day)								
Last Name	First Name	Student I.D. #	6/22	6/23	6/24	6/25	6/26	Total
Doe	Jane	12345678	4.0	7.0	4.0	7.0	0	22.0
Doe	John	87654321	4.0	7.0	4.0	7.0	0	22.0
								44.0
FC Supervisor Signature								
Date								
Below for Payroll Processor Use Only								
Date processed								
Initials								

DRESS CODE

Youth Leaders are expected to maintain an appearance that best represents Freshman Connection. Each Youth Leader will receive two (2) t-shirts to wear during the Freshman Connection program. These t-shirts help identify you as Freshman Connection employees, so it is important that you wear them every day. Refrain from altering them in any major way (e.g., cutting off shirt sleeves, creating tank tops, etc.). Clean comfortable clothing and gym shoes are suitable for work. **Open-toed shoes, cut-off shorts or excessively baggy jeans, midriff or halter tops, or mini-skirts are not acceptable.**



POSITIVE ATTITUDES

Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it.
— Raymond Thorton Chandler, Writer

Positive attitudes invite positive results; negative attitudes invite negative results. The following are some important points to remember as a Youth Leader for the Freshman Connection program:

- ☞ Your attitude is the way you think
- ☞ Your attitude and behavior can be a reflection of who you are
- ☞ Your attitude can be a magnet in a positive way or a negative way
- ☞ Enthusiasm is a GREAT attitude
- ☞ Your attitude can determine the direction in which you go!

BEHAVIOR

It is essential that Youth Leaders maintain appropriate behavior throughout the Freshman Connection program. This includes but is not limited to the following:

- ☞ Youth Leaders **must** respect all Freshman Connection staff and program participants at all times.
- ☞ Disrespectful behavior, including verbal/ physical abuse, harassment of any kind, threats, or vandalism will lead to dismissal. **No Exceptions!**
- ☞ Appropriate language (both verbal and non-verbal) must be maintained at all times. **Youth Leaders that use profane and offensive language will be terminated.**
- ☞ Maintaining both a positive attitude and a willingness to listen ensures the success of the program.

SAFETY

Follow all safety and security rules at the established at the school. **Do not** attempt at address safety and security matters without an adult present. If there is an immediate safety or security concern, contact the Youth Leader Supervisor or the Afternoon Enrichment Coordinator.

- ☞ All Youth Leaders should remain with their assigned groups at all times. You must get permission from the supervisor to leave the program area.
- ☞ Become familiar with the location of first aid kit at the school. Make sure your supervisor provides you with a list of emergency contact numbers.

DISABILITY AWARENESS

All programs, services, and activities offered as part of Freshman Connection's afternoon enrichment program must be accessible to students with disabilities regardless of disability. Please keep this in mind as you plan activities and ensure that you provide appropriate accommodations and modifications. The Afternoon Enrichment Coordinators should include all students in proposed activities. Most students with disabilities will be able to participate with minimal accommodations or modifications. However, students with physical, medical, cognitive disabilities may require additional support and creativity from the planning team to insure participation.



Here are a few things to keep in mind –

- ☞ If your school is going on a field trip ask, “Is our destination accessible to everyone—for example, is there a ramp in case someone has trouble taking the stairs? Will there be a sign language interpreter? Does this college have resources for people with disabilities?”
- ☞ Try not to single a person out just because he or she has a disability. Work to make sure that your activities provide a role for each participant.
- ☞ Treat everyone the same! Don’t act differently toward a person with a disability—respect each student as you would like to be respected. Likewise, don’t assume that a person lacks the ability to do something just because he or she has a disability.

SEXUAL HARASSMENT POLICY

It is important that all staff and students feel safe as part of the Freshman Connection program. Sexual harassment—defined as any unwelcome advances or any physical or verbal conduct of a sexual nature—is prohibited within Chicago Public Schools. Under no circumstance will improper and unwelcome sexual conduct be tolerated whether against another staff member or a Freshman Connection participant. If it is determined that you have sexually harassed any person connected with Freshman Connection, you will be terminated.

If you are subjected to this form of harassment, contact your direct supervisor immediately.

DRUG-FREE WORKPLACE

Chicago Public Schools strictly enforces a Drug-Free Workplace. Alcohol, tobacco products or drugs of any kind are strictly prohibited. Therefore, smoking, alcohol consumption or any illegal or abusive use of drugs are grounds for dismissal.

