

Procedure Manual for the Iowa Lyceum: Operating a Program with Minors

This document must be distributed to all program staff/volunteers. These policies have been developed by the Lyceum organizers, in coordination with the Philosophy Department, and should be checked and updated every year.

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I. Iowa Lyceum History and Purpose

Illinois Lyceum was founded in 2010 by Alexis Dyschkant and James Jeffries with the mission of providing a unique kind of education to Champaign-Urbana's youth – philosophical evaluation and critical thinking. In 2011, Illinois Lyceum debuted as a summer philosophy academic program for local high school students and grew into the Lyceum Organization which oversees summer philosophy programs in the Midwest, provides education to students ages 12-18, and conducts IRB-approved research on the benefits of philosophical training for youth. Some things have not changed; our program remains free to participants, targets under-represented youth, and relies on local support for a successful term.

The Iowa Lyceum is a sister program to the Illinois Lyceum. Our mission is to encourage students to learn to reflectively engage with educational material and make reasoned life decisions. In the 1970s, philosophers of education began researching the impact of philosophical education, including logic, perspective taking, projective problem-solving and ethics, on youth.¹ Not surprisingly, studies concluded that students who received even minimal philosophical education excelled in a broad range of classes and standardized testing as a whole. Despite this, philosophical education is almost non-existent in youth education.

Our aim is to introduce philosophy and logic to Iowa youth. The idea is to serve both the greater Iowa City and University of Iowa communities by providing interested area youth with an exposure to formal critical reasoning skills and a philosophical education. The summer camp is free to any interested local students (age 13 and up) and will take place for five days in June. We hope to enroll about 20 students.

¹ See the work of Linda Annis and David Annis including "The Impact of Philosophy on Students' Critical Thinking Ability" (1979).

II. Faculty and Staff Contact Information

Lyceum Personnel

Name	Role	Phone Number	Email Address
Iowa Lyceum Email	General Contact	--	philosophy-lyceum@uiowa.edu
Danielle Colburn	Program Director	610-209-1040	danielle-colburn@uiowa.edu
Joseph Glover	Program Director	669-255-3118	joseph-glover@uiowa.edu

University Personnel

Name	Role	Phone Number	Email Address
Paul Bellus	Summer Camps Director	319-353-1969	paul-bellus@uiowa.edu
David Cuning	Chair, Department of Philosophy	319-335-0026	david-cuning@uiowa.edu
University of Iowa Public Safety		(non-emergency) 319-335-5022	
Technical Support	ITS Help Desk		Its-helpdesk@uiowa.edu

Administrative Personnel

Name	Role	Phone Number	Email Address
Abby Rush	General Help/ Financial		abby-rush@uiowa.edu
Kris Bevelacqua	General Help/ Financial		kristine-bevelacqua@uiowa.edu
Dianne Jones	Website & Adobe Creative Cloud Help		dianne-jones@uiowa.edu
Mandy	Financial		uss-philosophy@uiowa.edu
Anna Rietvald	Background Checks		anna-rietveld@uiowa.edu
Nancy McCallister	<i>back-up:</i> Background Checks		nancy-mccallister@uiowa.edu
Christina Berthel	Senior HR Leadership Representative		christina-berthel@uiowa.edu

III. University-Required Policies

(A) Cash Handling Policy

The Lyceum is free to all participants. The University of Iowa oversees program finances. There will be no handling of cash for any purpose by any individual associated with the Iowa Lyceum for any Lyceum-related activity. Department administrators have access to program funds using University P-Cards, so program organizers should be working hand-and-hand with administrators in order to pay for program materials.

(B) Criminal Background Checks

No staff or volunteer shall participate materially in any University Youth Program or any University Online Youth Program without successfully completing a criminal background check. The Philosophy Department's policy is that staff and volunteers must have passed a background check in the last 48 months in order to work directly with minors during the Iowa Lyceum.

(C) Self-Disclosure Requirement

Anyone in direct contact with minors must complete a self-disclosure form prior to a criminal background check. Anyone whose duties place them in direct contact with minors must notify the department's senior HR leadership representative of any arrest or conviction of a serious misdemeanor or felony, and/or any arrest or conviction that has or may have a nexus to their university activities involving minors within 72 hours of such arrest or conviction.

Your senior HR leadership representative can be found on your "HRIS Employee Self Service" page: <https://hris.uiowa.edu/portal18/> Location your "personal page" and then "administrative contacts".

(D) Working with Minors Course

All program organizers/volunteers interacting with minors through the Iowa Lyceum must complete the "Working with Minors on Campus" course. When all organizers/participants have completed the course, their names and dates of training completion must be reported to the **Minors on Campus committee**: <https://workflow.uiowa.edu/entry/new/6586/>.

Attached below is a list of Dos and Don'ts when interacting with minors. All program organizers/volunteers who will be interacting with minors should understand this list.

(E) Electronic & Written Communication

No one-on-one electronic communication is permissible. Electronic communication between applicants/participants/their families and program organizers will be conducted exclusively through

the official University of Iowa Philosophy Lyceum email: philosophy-lyceum@uiowa.edu. The only exception is incident reports, which should be sent to the program director's @uiowa.edu email or to the chair of the philosophy department's @uiowa.edu email. Every year, all Lyceum organizers must be given access to and asked to regularly check the Lyceum email account, so that communication through this medium will never be one-on-one.

All written communication with participants shall only occur within the **public chat window** of the online platform or through official University of Iowa email account. Private chat communication through the online platform is not permitted. The chat window messages are submitted to the program director, at the end of each program day. The program director will review these, date them, and save them to the Lyceum flash drive. These will be saved for a minimum of three years.

(F) Regulation of One-on-One Interaction

One-on-one interaction between one program employee and one program participant will be minimized; to the extent possible, a program participant will not receive one-on-one instruction. Directors are responsible for creating protocols to prevent any one-on-one instruction or communication between a staff or volunteer and a minor participant.

If it is not preventable, all one-on-one interaction must be recorded from start to end with no communication between the staff or volunteer and the minor participant to occur at any level without being recorded. Any recordings of one-on-one instruction shall be submitted to the program director for review and to be retained by the program director for a minimum of three years.

(G) Staff to Participant Ratio

The appropriate counselor to participant ratio for **ages 15-18** is **1:10** and for **ages 9-14** is **1:8**.

(H) Incident and Accident Policies (for in-person Lyceums)

The Lyceum seeks to minimize the possibility of any unfortunate incident by taking place during the day for a short period of time (approximately 5 and 1/2 hours). Participants and their families are responsible for participant arrival at the designated location no more than 30 minutes before the day's session starts and departure from the same location no more than 30 minutes after the day's session ends. Parents/guardians must provide a notice of consent that students will handle transportation on their own. If students do not appear within this timeframe, parents/guardians will be notified. Participants who are minors will not be allowed to leave for the day without being picked up by a pre-designated ride with valid identification.

Families are instructed to drop participants off and pick them up at the English and Philosophy Building entrance by the EPB parking lot which is free to use for 30 minutes at a time (see **Appendix B** for a map). The drop-off location is located on the South side of the building, in the parking lot accessible from the access road, Front Street, which runs perpendicular to Burlington

Avenue between Riverside Avenue, to the West, and Madison Street, to the East. The only way into the parking lot is to enter from Front Street. Front Street is only accessible from Burlington Avenue or from Madison Street, in front of the library. A program organizer supervises these locations before and after the program begins each day. For more building information, visit:

http://itsnt774.iowa.uiowa.edu/campus_maps/building_details.cfm?abbr=epb

The English-Philosophy building address is:

251 W. Iowa Ave.

Iowa City, IA 52245.

The program takes place entirely in EPB or online, which keeps participants in one location throughout the program. In addition, if the program is in person, breakfast and lunch will be served to students in the room where the Lyceum takes place. Finally, there will be no free time and participants do not leave the sight of organizers, with the exception of using the restroom. For these reasons, the Lyceum is very secure and minimizes the possibility of unfortunate situations. Nevertheless, unfortunate situations may arise and for that purpose we have the following specific policies in place:

1. Sexual Misconduct

In the event of sexual misconduct by a participant, the offending participant's parents will be notified, and the student will no longer be allowed to participate in the Lyceum's remaining activities. The incident will also be reported as specified by the University of Iowa Policy on Sexual Misconduct.

In the event of sexual misconduct by a program organizer, the authorities will be contacted, and the offending organizer will no longer be allowed to participate in the Lyceum. The incident will also be reported as specified by the University of Iowa Policy on Sexual Misconduct.

2. Injuries

In the event of a serious injury, the injured student's parents will be notified, and the student will be sent home to receive care for his/her/their injury. The student will be allowed to return to the Lyceum only after being treated for his/her/their injury.

If a participant has signed and submitted a Consent to Treat form, then minor first aid may be administered by a certified program organizer. The parent of the injured participant should still be notified, and an incident report should be submitted to the program director before the end of the day.

3. Illnesses

In the event of an illness, the participant's parents will be notified, and the student will be sent home to receive care for his/her/their illness. The student will be allowed to return to the Lyceum only after being treated for his/her/their illness and is no longer considered a health risk for other participants and program affiliates.

4. Law Violations

In the event of a violation of law, Lyceum organizers will call the University Department of Public Safety non-emergency telephone number to inform them of the law violation. The Program will then heed the directions of the UIDPS.

In the event of a law violation that is perceived to be an emergency, Lyceum organizers will dial the emergency telephone number (911) and await instruction, except as indicated by the other emergency incident policies below.

5. First Aid/CPR/Medicine Policy

Students will only be allowed to take medications as specified in the student's signed medical authorization form. The Lyceum adheres to the University Youth Programs policy on first aid and CPR training requirements. In non-emergency situations, a student who is in need of first aid or CPR will first have his/her parents contacted by Lyceum organizers. Wherever possible without risk of harm, Lyceum organizers will not administer first aid or CPR. In an emergency situation, Lyceum organizers will administer CPR/first aid to a student by a person certified in CPR/first aid.

6. Emergency Policies

(i) Fire Policy

1. Upon detecting a fire, leave the building using the nearest exit and pull a fire alarm on your way out the door. When you are out of the building, call the fire department **immediately** at **911**. Proceed to the designated meeting place.
2. Upon hearing a fire alarm, leave the building immediately and meet at the designated location. **Do not use the elevators during a fire!**
3. All Program participants will be walked to the train overpass adjacent to the EPB parking lot. A head count will be performed to assure that all students are accounted for.
4. In the event that individuals will not be allowed back into the building (as would be the case if, for instance, there really were a fire), students' parents will be contacted to pick them up.

(ii) Tornado Policy

The sirens of the Iowa City Severe Weather Warning System will sound continuously for three minutes following issuance of a tornado. In the event of a tornado warning, seek shelter and tune into a local radio station for weather updates (if possible).

1. Remain calm. When a tornado warning is sounded, all participants must proceed to the EPB basement hallway. This is the safest place near the Program because it is (1) windowless and (2) underground. It is safer in the hallway than in any classroom.

2. Program staff will perform a headcount to assure that all students are present.
3. Students will not be allowed to leave the hallway.
4. Program staff will notify students' parents/guardians that they are safe.
5. Program staff and students will remain in the tornado safety area until the tornado threat has subsided.
6. Remain calm. When a tornado warning is sounded, all participants must proceed to the EPB basement hallway. This is the safest place near the Program because it is (1) windowless and (2) underground. It is safer in the hallway than in any classroom.
7. Program staff will perform a headcount to assure that all students are present.
8. Students will not be allowed to leave the hallway.
9. Program staff will notify students' parents/guardians that they are safe.
10. Program staff and students will remain in the tornado safety area until the tornado threat has subsided.

(iii) Heat Advisory

The Lyceum takes place entirely in an air-conditioned building or online. If a heat advisory warning is issued for Johnson County, program organizers will make sure to keep participants inside.

(iv) Missing Student

Nonattendance: If a participant appears early in the Lyceum week but does not appear at the start of the program one day, the student's family will be notified in an effort to locate participant. If the family confirms that the participant is with them, or that the participant will not be attending that day, then the participant will not be considered missing.

Missing student: A participant is considered missing when he/she/they was present at the start of a program day but is not present later in the day. Due to the Lyceum's small size, if a student is missing, program organizers will contact UIDPS immediately to inform them of the missing student. The situation will be documented in the Program Incident Log.

(v) Hawk Alert

1. The Program will notify all participants and Program affiliates of the content of the Alert.
2. If extreme measures for safety are required, staff will lead participants in complying with all University Public Safety orders.
3. The Program will inform all participants and Program affiliates when the Alert is no longer a concern.

(vi) Safety/Security Concern

In the event of a safety or security concern, program organizers will contact the UIDPS and note the incident in the Program Incident Log. In the event of a security issue which threatens participants' immediate safety, participants and program affiliates will move into one of the EPB offices and lock the door, and will then call 911 and wait until help arrives.

(I) Incident and Accident Reporting (for in-person and online Lyceums)

Incidents covered by the policies include:

- (a) Violations of program rules
- (b) Sexual misconduct
- (c) Discrimination
- (d) Harassment
- (e) Computer software/hardware problems.

Every staff member/volunteer in direct contact with minors must keep a daily log of any incidents that shall be submitted at the end of each day to the program director. A blank log does not need to be submitted.

A daily log should include:

- (1) Names of everyone involved in the incident: minors and adults
- (2) Date of the incident
- (3) Time of the incident
- (4) Type of incident: (a) - (e) above
- (5) Detailed description of what occurred: someone reading the report should have a clear sense of what occurred and why it is being reported
- (6) Name of reporter (your name)

The moment an incident occurs, if it is not possible to write a full report, make a note of the first four features required for the daily log. Program organizers/volunteers should pause at the end of each day, before moving onto life outside of the Philosophy Lyceum, and **double check** if they have any reports to complete. If an organizer/volunteer forgets, they should complete the report A.S.A.P. Email these to the program director's @uiowa.edu email address and make sure to Cc the Chair of the Philosophy Department – David Cuning, david-cuning@uiowa.edu (updated May, 2020). The subject of the email should be: Lyceum Incident Report Log.

***IMPORTANT*:** If a program coordinator or volunteer is filing a report involving the Program Director, and they do not feel comfortable sending the report to the program director, they should email the report to the Chair of the Philosophy Department – David Cuning, david-cuning@uiowa.edu (updated May, 2020).

At the end of each day, the program director (1) assesses/evaluates each incident log and follows up as directed by University of Iowa reporting policies, and (2) logs all incident reports in the current year's sheet of the 'Iowa Lyceum_Incident Reports Log' excel document, which is located on the Iowa Lyceum flash drive. These reports will be saved for a minimum of three years.

IMPORTANT: The 'Iowa Lyceum_Incident Reports Log' excel document contains confidential information and should never be saved to a private computer. The document should be opened from and saved to the flash drive every time.

(J) Reporting Structure

An outline of the reporting structure for Lyceum program must be sent to all staff/volunteers and participating families. An updated version of this structure can be found below.

An emergency contact will be collected for each participant. In the event of a crisis, **9-1-1 will always be contacted first** and then participant emergency contacts. Ideally, both can be contacted at the same time, but this may not always be possible.

For in-person Lyceums, emergency contacts should be kept in a binder, along with any medical information (including allergies). This binder should be easily accessible, especially during the program. **These documents will be shredded at the end of every Lyceum.**

For online Lyceums, emergency contacts should be kept on the desktop of each program organizer. **These will be deleted at the end of every Lyceum.**

All external crisis communication or request from the media shall be coordinated with the Office of Strategic Communication: <https://osc.uiowa.edu/contact-us>.

(K) Liability Waivers & Agreement Forms

All waivers used by the program will be approved by Risk Management. Every participant must sign and submit (a) a waiver and release form, (b) a participant agreement form, and (c) an emergency contacts & medical information form prior to the start of the program. A participant cannot participate without signing and submitting these documents. These documents can be found at the end of this document, in the Appendices:

1. Iowa Lyceum Waiver & Release Form: In-Person Youth Programs (p.17)
2. Iowa Lyceum Participant Agreement Form: In-Person Youth Programs (p.18 & 19)
3. Iowa Lyceum Emergency Contacts & Medical Information Form: In-Person Youth Programs (p.20)

Or:

1. Iowa Lyceum Waiver & Release Form: Online Youth Programs (p.21)
2. Iowa Lyceum Participant Agreement Form: Online Youth Programs (p.22 & 23)
3. Iowa Lyceum Emergency Contacts & Medical Information Form: Online Youth Programs (p.24)

Directors must maintain copies of all three documents of each participant for a minimum of three years.

(L) Protocols to Address Hacking of Virtual Classroom (for online Lyceums)

The online Philosophy Lyceum will be hosted on Zoom. In order to prevent “zoombombing”, a password will be required to join the zoom classroom. If it becomes clear that the password has been compromised, the password will be changed and the new password will be distributed to participants. In addition, participants will first enter a waiting room each day. This allows the Zoom host to admit to the classroom only those individuals who are participating in the Philosophy Lyceum.

If “zoombombing” occurs during the program (*i.e.*, in the middle of a Lyceum session), then the classroom will be closed and the password will be changed immediately. An email will be sent from the Lyceum email with the updated password and participants will be asked to rejoin the waiting room. Coordinators should double check who they are admitting to the classroom if this occurs.

(M) Provide Technical Instructions (for online Lyceums)

Participants will be provided with written instructions on how to download, setup, and operate all software programs utilized for instructional purposes, including troubleshooting solutions and access to technical support, if available.

(N) Student Orientation

1. Direct participants to always communicate through the official program email.
2. Discuss Participant Agreement form.
3. Inform participants about the rules governing discussion and delivery of course content.
4. Discipline procedures.
5. Program harassment policy (hazing, harassment, sexual misconduct).
6. Facility areas that are off-limits and activities that are not permitted.
7. Policy on alcohol and illicit drug-consumption.
8. Which staff members are first-aid/CPR and Bloodborne Pathogens certified.
9. How to report a concern to the director or a program organizer.
10. Emergency procedures
11. Inclement weather procedures.
12. How to report an injury, illness, hazard, or other worrisome fact

IV. Appendices

Appendix A: Guidelines for Interacting with Minors

“Dos”

- Minors are a vulnerable population, as they are still developing their social skills and thinking processes, they can be impressionable and we need to take the utmost care when working with them.
 - Immediately report any instance or suspected instance of abuse or neglect involving a minor in accordance with the University of Iowa Physical and Sexual Abuse of Children policy: <https://opsmanual.uiowa.edu/community-policies/physical-and-sexual-abuse-children>.
 - Maintain the highest standards of personal behavior at all times when interacting with minors.
 - Have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
 - Treat all minors in a group consistently and fairly, and with respect and dignity.
 - Be friendly with minors within the context of the formal program while maintaining appropriate boundaries.
 - Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
 - Be aware of how your actions and intention might be perceived and could be misinterpreted.
 - Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
-

“Don’ts”

- Don’t spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don’t use inappropriate language, tell inappropriate jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don’t give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don’t share information with minors about your private life or have informal or purely social contact with minor program participants outside of University Youth Program activities.
- Don’t strike or hit a minor or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to minors as if they were your peers, conduct private correspondence, or take on the role of “confidant” (outside of a professional counseling relationship).
- Don’t date or become romantically or sexually involved with a minor. Don’t show pornography to minors or involve minors in pornographic activities.
- Don’t provide alcohol or drugs to minors or use them in the presence of minors.
- Don’t use or interact with a minor on any kind of social media for the purpose of intimidating, harassing, taunting, bullying, or otherwise bringing harm to a minor.

Appendix B: Pickup/Drop Off Location



- A: English-Philosophy Building
- 1: Program Drop-Off/Pick-Up Location
- 2: Entrance to EPB Parking Lot from Front Street

Appendix C: **Reporting Structure**

Concerns involving any of the following should be reported a Iowa Lyceum program coordinator:

- (a) Violations of program rules
- (b) Sexual misconduct
- (c) Discrimination
- (d) Harassment
- (e) Computer software/hardware problems.

Current Iowa Lyceum program coordinators include:

Danielle Colburn
Joseph Glover
Cassidy Finley

Reporting Structure

1.) If your concern is safe for any program coordinator to read, please send it to the following email address – philosophy-lyceum@uiowa.edu. Please include as much of the following information as possible:

- (1) Names of everyone involved in the incident: minors and adults
- (2) Date of the incident
- (3) Time of the incident
- (4) Type of incident: (a) - (e) above
- (5) Detailed description of what occurred
- (6) Name of reporter

2.) If you do not feel comfortable sending your concern to the Lyceum email, you may send it to the Program Director. Please make sure to Cc the Chair of the Philosophy Department.

Program Directors: Danielle Colburn, danielle-colburn@uiowa.edu
& Joe Glover, joseph-glover@uiowa.edu

Chair of the Philosophy Department: David Cuning, david-cunning@uiowa.edu

3.) If you do not feel comfortable sending your concern to the Program Director, you may send it to the Chair of the Philosophy Department directly – David Cuning, david-cunning@uiowa.edu.