



Summer Youth Leader Rules to Serve By

The Dos:

- You must wear a mask. Bring extras!
- Bring yourself a large, filled water bottle and a snack. No water fountains are available.
- Work out a time to take a break with your classroom teachers.
 - As a volunteer, you can take a break anytime, but try to do so when it is convenient for your teacher.
 - Never eat in the classroom.
 - Take breaks outside in the shade away from students. Check with your teacher/other site staff where your site's break area is.
- Dress professionally but for comfort!
- You are considered site staff. Use staff restrooms, never student restrooms.
- Take photos of yourself and each other, with permission, but not of students. Please share your photos with me! Our whole staff loves to see what you are doing and we like to share on social media when possible.

The Don'ts:

- NEVER be alone with a student.
 - You are not allowed to take them to the restroom. Teachers and project aides must do this.
 - If a student needs to be excused from class to go to the restroom, a project aide can do this.
- If you feel sick, stay home.
 - Email me right away to let me know so I can make sure your school and teacher know. To return, you *may* be required to pass a COVID test.
- NO CELLPHONE USAGE in classrooms. (Feel free to use a phone on your break, but not while on duty.)
- NO photos of students.

The First Day:

- Go to the main office and pick up your name badge and apron. Wear both.
- Check In using Track It Kiosk.
 - [More about setting up Track It Kiosk.](#)
 - [Learn how to check in and out using Track It Kiosk](#)
 - If you don't have a cell phone, you can use Track it from a computer or Chromebook.
 - You can also log into Track It from a browser from our volunteer page. pased.org/volunteer. Just click on the "Log Your Hours" button on the right side of the webpage.
 - Checking in and out automatically tracks your service hours!
- Your name badge will have your classroom number/location on it.
- Go to your assigned classroom and introduce yourself.
- Take one blue apron. Keep your apron in your classroom.
 - If you are working in a Studio Art or Innovation Club class *only*, you get two aprons so you can rotate them - taking one home to wash, if needed.
 - At the end of the program, keep your apron!

- Please don't take it back and forth each day, you will forget it!
- Site specifics have been shared with you in a Google Folder named [Summer Youth Leader 2021 Info](#) on Google Drive.
 - Check your site folder. Read that info before you start. It gives detailed, site-specific information, including site maps.
 - Feel free to print out a map to keep in your pocket for reference.
- At the end of the day, assist with student dismissal.
 - Help your teacher clean up.
 - Set up for the next day.
- Check out using the Track It Kiosk.

Everyday:

- COVID safety protocols.
 - Same as PUSD.
 - Do not get in a student's face.
 - Do not "share air" with others.
 - Regularly use hand sanitizer and/or wash your hands.
 - Don't hug students.
 - Keep your distance.
- There are air purifiers in each classroom.
 - They have a red light when they are on. It means it's working!
 - The red light does not mean it's not working or that it is detecting something bad.
- Be aware specific areas are set aside for snack time and recess.
- Follow the lead of your teacher and/or project aides. Don't be afraid to ask questions of teachers/staff.
- If ever you have a concern about a student, discuss it with your teacher.
- Be proactive.
 - Ask the teacher how you can help.
 - Be professional.
 - When you don't have anything to do... actively "stand by". Be attentive. Look for ways to help.
- Log your hours daily by checking in to the Track It Kiosk.

Moving Forward:

Weekly Reflections - Will be delivered to your personal email each Thursday. These are questions about your experience. Reflections will help you think about what you've learned and how you can improve. *Answering these is a required part of your service!*

College Access Plan - A special College Access Plan Summer Youth Leaders Only Zoom Meeting will be held on Wednesday, July 14 at 3 PM to help you formulate ideas about best utilizing your volunteer experience on college applications. Mark your calendars!

Summer Youth Leader Party - We hope to hold a celebration at the end of the program, but not sure what is possible given safety protocols. We'll see what's possible as California opens.

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