



## ***Summer Youth Leader Rules to Serve By***

### **The Dos:**

- Bring yourself a large, filled water bottle and a snack.
- 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 for a school environment but for comfort! Remember you are mentors.
- 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. (Blurry students in the background is okay.) Upload them to TrackIt. Each week we use your photos in our communications and share them on social media. Have fun with them!

### **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 go to the restroom, a project aide can and should do this.
- If you feel sick, stay home.
  - Email me and call your school's office right away to let me know. To return, a COVID test may be required.
- 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:**

- Please arrive at 7:30 - 7:45 AM. If you need to, go to the main office and pick up your name badge and apron (wear both) or drop off your stuff in your classroom.
- Report to your school's student arrival area to help staff.
- Check In using Track It Kiosk. (The app is the Track It Forward VOLUNTEER TIME TRACKING app in your cell phone's App Store.)
  - [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.
- You can also log into Track It from a browser from the [Youth Leader Center](#).
- Checking in and out automatically tracks your service hours!
- Your name badge will have your classroom number/location on it.
- When you go to your assigned classroom and introduce yourself to the teacher.
- Take one apron. It is yours to keep. We suggest you keep your apron in your classroom.
  - Please don't take it back and forth each day, you will forget it! However, if you need to wash it, do so. But don't forget to bring it back with you. This is your uniform! *Note: Those volunteering in sports classes do not need an apron.*
- 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:

- Safety protocols - things COVID taught us:
  - Same protocols as PUSD.
  - Do not get in a student's face.
  - Try not to "share air" with others.
  - Regularly use hand sanitizer and/or wash your hands.
  - Don't hug students.
- 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! It gives us constructive feedback and helps improve the program each year.*

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