

## Youth Leadership Academy Policies & Procedures

### GENERAL 1.1

- **Stipends**

- Youth Leaders will receive stipends for the time they spend participating in NYA programming
- Youth Leaders must complete a timesheet for each pay period in order to receive their stipend
- Youth Leaders will receive their stipends on or about the 15<sup>th</sup> of each month
- Youth Leaders must deposit or cash their stipend checks within 90 days of date on check
- See Service/Volunteer Hours for Community Service hour policy as it pertains to stipends
- Stipends can be withheld for the following reasons:
  - Uncompleted Community Service Projects (CSP)
  - Incomplete or incorrect timesheets
  - Incomplete or unreturned assignments
  - Being on Academic or Administrative Probation (see Probationary Contract Guidelines)
  - Other Administrative or Academic infractions resulting in disciplinary action, which includes not providing administrative information, forms, permissions, unreturned Probation Warning Notices, etc., when requested

- **Timesheets**

- Timesheets will be signed and **completed** and **correct** before the 1<sup>st</sup> of each month
- If the 1<sup>st</sup> of the month occurs on a weekend, timesheets are due the Friday before, or the latest program day of the week (ex. 31<sup>st</sup> of the month is Friday, but there is no program on Friday, timesheets are due on Thursday the 30<sup>th</sup>)
- A timesheet is incomplete if:
  - All fields are not filled (TIME IN, TIME OUT, TOTAL HRS, Assignment)
  - The timesheet is unsigned
- A timesheet is incorrect if:
  - The TOTAL HRS calculation is incorrect
- If a timesheet is **incomplete**, the stipend will be held until the next pay period
- If a timesheet is **incorrect**, the timesheet will be corrected before the stipend is released
- Timesheets must be completed in blue or black ink only

- **SAT & ACT Registration and Completion**

- Youth Leaders must have taken their SAT and ACT exams by October of their senior year
- Youth Leaders must have taken the PSAT & PACT by the end of their junior year (exempt for YLs entering the program as seniors)

- **Resources**

- NYAOnline.org
- Quia.com
- QuestBridge.com
- FastWeb.com
- HSF.net
- JSTOR
  - ID: bws
  - Password: 2bws4jstor

- **Child Abuse and Treatment Policy**
  - NYA students will not sit on the lap of any Youth Leader
  - NYA students will not stand between the legs of any Youth Leader
  - NYA students will not be picked up or given a piggy back ride by any Youth Leader, Staff Member, or Volunteer
  - Youth Leaders or Staff Members will not initiate hugging of students, but can hug a student if the student initiates the hug (this policy applies to FG1 and FG2 only); Youth Leaders will not hug any student from FG3 or FG4 for any reason
  - Youth Leaders will immediately notify a Staff Member when they suspect, or a student tells them he/she has been physically or emotionally hurt or violated in any way by another person, adult or child (this includes bullying)
  - All NYA Staff Members are required by law to notify the authorities if anyone is or has been physically or emotionally hurt or violated in any way
  
- **Letters of Recommendation (LOR)**
  - The following applies to LOR requests made to any superior or mentor (teacher, coach, counselor, etc.)
  - Youth Leader requests to any Staff Member for LOR must be made 2 weeks prior to the due date
  - Youth Leaders will provide the following along with their LOR request: brag sheet; the sponsoring organization offering the internship, scholarship, job, etc.; any postage and/or envelopes, email, contact info, etc., necessary to send the LOR
  - Always request two copies of the LOR just in case one is lost
  - Within 3 days of receiving the LOR from the professor, coach, mentor, etc., send a “thank you” to the person who wrote the LOR (hand deliver your note whenever possible)
  
- **College Readiness Timeline**
  - YLs will update and complete benchmarks for college preparation according to the College Readiness Worksheet and curriculum

**GENERAL 1.2**

- **Junior Youth Leaders**
  - If JYLs begin in the Summer Program, they are required to work during the following year’s Academic Program.
  - The minimum time commitment for JYLs is 2 times per week, which includes participation in Youth Leadership Academy workshops, journals, quizzes, etc.
  
- **Mentors**
  - New Youth Leaders and Youth Leader Candidates will be assigned an experienced Youth Leader (mentor), to shadow them and help them get familiar with the Youth Leadership Academy, prepare for their panel interview, and introduce them to the Staff Members and other Youth Leaders
  
- **NYA Sponsored Internships**
  - Internships are available to YLs 4 times per year (Summer, Fall, Winter, Spring)
  - Internships last from 1 to 3 months, and require a time commitment of 1 – 3 times per week
  - Youth Leaders can apply for NYA Internships with the YLA Supervisor
  - The 5 main career areas Youth Leaders can apply for internships are: Legal, Medical, Business, Media, Technology/Business
  
- **NYA Scholarships**

- The following scholarships are available to Youth Leaders
    - Youth Leader Award
    - Adel Martinez Award
    - Spirit of NYA Award
    - Academic Excellence Award
    - Character Counts Award
  - Youth Leaders can apply for NYA Scholarships with the YLA Supervisor
- **Intake Protocol**
    1. Youth Leader Candidate (YLC) inquiry to YLA Supervisor
    2. YLC completes a Volunteer Form and provides a copy of most recent report card
    3. YLC and YLA Supervisor set up a volunteer schedule that will last at least 2 to 6 weeks, at a minimum of 3 days per week (a total of 12 hours minimum)
    4. YLC given YLA Candidate Application, and once completed, Interview is scheduled
    5. Interview is conducted by Youth Leader Panel, with the YLA Supervisor facilitating the interview. If the YLC receives 2/3 vote in favor of becoming a Youth Leader, they will be offered entrance into the Youth Leadership Academy.
    6. The YLC will sign the Letter of Acceptance Into The Youth Leadership Academy, officially becoming a Youth Leader
    7. The new Youth Leader will then receive a log in and password for their journal assignments and quizzes
- **Youth Leadership Academy Candidates and High School Volunteers**
    - Youth Leader Candidates will have 2 months to complete their application package, whereupon they will move on to the panel interview portion of the application process; or be released from their responsibilities at NYA and will receive proof of completion of all volunteer hours completed during their service at NYA
    - High School Volunteers will serve 2 months to complete their community service hours at NYA, whereupon they will be released from their responsibilities, unless NYA has tutoring positions that need to be filled
- **Minimum Requirements of Participation**
    - 2.5 GPA with no Ds or Fs (verified by a copy of most recent report card)
    - Completed Youth Leader Academy Candidate Form
    - Transcripts (9<sup>th</sup> Grade – Present)
    - Youth Leader Panel interview (Candidate must be voted in by a 2/3 majority)
    - 3 Letters of Recommendation (by a teacher, coach, or mentor)
    - 3 days a week minimum work schedule (must include Tuesdays)
    - Personal Statement (both questions must be answered in 500 words each – 1000 words total):
      - Personal Statement format: double spaced; 12 point font; using Times New Roman type face; and 1 inch margins
      - Personal Statement Prompts:
        1. What is leadership?
        2. What accomplishments, strengths, and experiences do you possess that accurately reflect who you are that you will bring to the Youth Leadership Academy?

## **ATTENDANCE 2.0**

- **Tenure**

Tenure is measured by the Halfway Rule. If the Youth Leader has entered the program *before* the middle of the program year (Academic year only, not Summer Program); they will be counted as having participated in the program for 1 academic year.

- **Work Schedule and Time Off Guidelines**

- All absences and tardiness (except for medical emergencies), must be cleared by the YLA Supervisor 3 business days (no weekends) prior to the expected absence
- All Youth Leaders are allowed 12 scheduled absences per year (6 per semester)
- When a Youth Leader is absent more than 12 times in a semester, they will receive a Probation Warning Notice for each day they are absent (see Probation Warning Guidelines) for their shift

- **Leaves of Absence (LOA)**

- Leaves of Absence will last no longer than 3 months
- Youth Leaders may take a Leave Of Absence during their tenure as a Youth Leader according to what grade they are in when entering the program:
  - 9<sup>th</sup> grade – maximum of 3 Leaves of Absence (Junior Youth Leaders)
  - 10<sup>th</sup> grade – maximum of 3 Leaves of Absence
  - 11<sup>th</sup> grade – maximum of 2 Leaves of Absence
  - 12<sup>th</sup> grade – no Leaves of Absence
- Youth Leaders can take one Leave of Absence per semester according to the guidelines above
- Youth Leaders are responsible for making up any Community Service Projects that were held during their Leave of Absence on their own time.
- Youth Leaders can choose to come in and complete volunteer or paid hours during their LOA
- Youth Leaders cannot bank Leave of Absence time. For example, if an LOA lasts for 2 weeks, the Youth Leader has used one LOA
- Youth Leaders can take the summer off without using their LOA

- **Youth Leader and Volunteer Summer Program Policies and Procedures**

- Beach Day Protocol
- Pool Day Protocol
- Field Trip Day Protocol
- In-House Program Protocol
  - Art
  - Cooking
  - Martial Arts
  - Music
  - Recreation

- **Service/Volunteer Hours**

- YL service/volunteer hour requests will be given to the YLA Supervisor by the YL, and will be taken out of their work hours over a period of months.
- Youth Leadership Academy Candidates or Students wishing to complete community service hours must meet the following minimum requirements and provide the following information:
  - 2.0 GPA with no Ds or Fs (verified by a copy of most recent report card)
  - 3 days a week volunteer schedule (Youth Leadership Academy Candidates)

- 1 day a week volunteer schedule (Student Volunteers)

### **PROFESSIONALISM 3.0**

- **Code of Conduct**

- Our intention is to create a safe and supportive environment for all participants at NYA. The environment is created by everyone, and must be maintained and supported by everyone. This ensures an atmosphere of acceptance, creativity, learning, and fun. The following is a code of conduct that will ensure that the Youth Leadership Academy remains a positive and productive experience for all of its participants.
  - I will participate fully in the Youth Leader Program.
  - I will be responsible for my own behavior and conduct, uphold the highest standards for the Youth Leader Program, and accept the consequences for inappropriate behavior.
  - I will practice good citizenship, leadership and self-governance.
  - I will follow the direction and guidance of NYA Staff Members.
  - I will demonstrate positive sportsmanship and attitudes that are becoming of a leader.
  - I will practice the Golden Rule.
  - I will show respect for myself and others by being courteous and respectful.
  - I will ask for help and guidance when I need it.
  - I will respect NYA and its affiliate's property.
  - I will not bring alcohol, cigarettes, and drugs to NYA.
  - I will not bring weapons or dangerous items to NYA (i.e., guns, knives, etc.)

- **Uniform Dress Code**

- The following must be worn by Youth Leaders during their shifts: YLA shirt (not cut or modified in any way); pants, or shorts that reach mid-thigh; and closed toe shoes
- Youth Leaders will arrive at NYA in uniform
- If a YL needs to change into their uniform prior to starting their shift, they will change in the restroom before they enter the front desk area to sign in
- If the Youth Leader is not in proper uniform during their shift, the hours worked that day will be counted towards community service hours

- **Events & Announcements**

- Youth Leaders will often be informed of schedule changes, events, scholarship opportunities, etc., via phone, email, or text
- Youth Leaders are responsible for receiving all phone, email, and text messages
- Youth Leaders will always confirm phone, email, and text messages as soon as they receive them

### **PERFORMANCE EVALUATION 4.0**

- **Plus/Delta Evaluations**

- Plus/Delta evaluations are used by Staff Members to assist Youth Leaders in developing their leadership skills
- Youth Leaders will receive Plus/Delta evaluations periodically, and will be expected to read and return evaluations to the YLA Supervisor
- Youth Leaders will return Plus/Delta evaluations to the YLA Supervisor once they have read the evaluation
- The evaluation will have 2 sections, listed as "Plus" and "Delta", respectively

- Plus – this section refers to something the Youth Leader did well or correctly, and should to continue to do so
  - Delta – this section refers to actions that the Youth Leader needs to change or improve
- **Team Project Evaluations**
  - Youth Leaders are given an opportunity to evaluate their performance as a team after Community Service Projects (CSPs), and other team projects
  - There are 5 performance fields each worth 5 points, for a maximum of 25 points
  - Incentivize high scores.....
- **Quarterly Evaluations**
  - Each quarter, Youth Leaders will receive a comprehensive evaluation of their job performance and development as a Youth Leader
  - Youth Leaders will be evaluated according to 8 separate performance fields, and given a raw score for each (maximum of 5 points), which makes up your total score (maximum of 40)
    - Excellent 40 – 36
    - Good 35 – 30
    - Fair 29 – 25
    - Poor 24 – 20
  - This is an opportunity for the Youth Leader to ask any questions or make written comments regarding their evaluations
  - Youth Leaders who score “Excellent” or “Good” are eligible for prizes
- **Quarterly Reports**
  - Each quarter, the Youth Leadership Academy compiles information for its quarterly review, made by its funders, the Los Angeles County Probation Department
  - When requests are made by the YLA Supervisor for information from Youth Leaders, they must provide this information immediately, as the funding of the program depends upon it
  - In order to complete this report, YLA needs the following information from Youth Leaders
    - Complete record of **all** report cards (a copy of report cards must be provided within 1 week of receipt of original)
    - Current contact information including home and cell phone, email, and mailing address

## **CURRICULUM 5.0**

- **Library**
  - Youth Leaders may take books from the YLA office any time they wish, and must leave a \$10 deposit with the YLA Supervisor, which will be returned when the book is returned
  - One book at a time may be taken out per Youth Leader
- **Journal Assignments and Quizzes**
  - Youth Leaders are assigned weekly journal topics that are to be completed online
  - Youth Leaders will have 60 minutes to complete each journal assignment
  - Journals will be read, corrected, and returned on a weekly basis by the YLA Supervisor
  - Journals will be given a **quality** grade and a **completion** grade
    - Journals are evaluated by **quality** using the following 3 criteria, adding up to a maximum of 15 points
      - Grammar and Spelling – 5 points maximum

- Proper spelling, capitalization, conjugation, etc.
    - Substance and Organization – 5 points maximum
      - Thesis, paragraphs, topic sentences, intro, body, conclusion, address the prompt only etc.
    - Coherence and Clarity – 5 points maximum
      - Critically thought out, clearly written, cogent argument, absent of fallacies, *non-sequiturs*, fallacies, etc.
    - Youth Leaders that receive a **quality** grade of 10 or higher will receive 60 minutes of work hours added to their timesheet
  - Journals are evaluated by their **completeness** using the following criteria
    - 1 – journal is short and/or truncated, containing less than a full page of writing
      - Youth Leaders that receive a **completeness** grade of 1 will receive 30 minutes of work hours added to their timesheet
    - 2 – journal is robust and/or complete, containing a full page of writing
      - Youth Leaders that receive a **completeness** grade of 2 will receive 60 minutes of work hours added to their timesheet
  - Youth Leaders can receive a maximum of 120 minutes of work hours added to their timesheet for each journal assignment
  - Journal assignments that have been plagiarized will not be accepted
  - Journals are due by 10pm Sunday
  - Quizzes are assigned after a workshop has been completed and are completed online
  - Quizzes are open note
- **Workshops**
    - Youth Leaders are required to attend weekly workshops, held from 5 – 6:30pm every Tuesday
    - Youth Leaders are responsible for the set up and break down of chairs and tables prior to, and following all workshops
    - Youth Leaders will be prepared to participate fully in workshop activities, including group discussions, online surveys, quizzes, etc.
    - For each workshop, a Leader, Recorder, and Time Keeper are assigned, with the following responsibilities:
      - Leader – leads the discussion or activity for the workshop
      - Recorder – writes down all information presented in the workshop; gives a copy of the notes for the workshop to the YLA Supervisor and any Youth Leaders who were absent
      - Time Keeper – keeps track of the time and lets the Leader know how much time they have left (inform Leader at the 1 hour, and 1.25 hour mark)
    - Youth Leaders are responsible for all information presented during workshops
    - In the event of an absence, Youth Leaders must ask the Recorder for the information covered during the missed workshop
    - Youth Leaders will come prepared for workshops with a pen and paper
  - **Community Service Projects (CSP)**
    - Youth Leaders are required to complete 4 CSPs per year
    - Youth Leaders will have at least 4 opportunities per year to complete NYA sponsored CSPs
    - If Youth Leaders fall behind in completing their CSPs, they must complete non-sponsored CSPs on their own time, and may be subject to a withholding of their stipend (see below)

- If Youth Leaders miss an NYA sponsored CSP, they have 1 month (after the date of the NYA sponsored CSP) to complete their own CSP
- If a Youth Leader does complete the CSP within 1 month, their stipend will be held until they complete the CSP
- Youth Leaders must submit a proposal for a non-sponsored CSP, and must receive permission from the YLA Supervisor to complete the project (see YLA Supervisor for details)

## **DISCIPLINARY ACTION 6.0**

- **Electronic Devices**

- Youth Leaders will leave their electronic devices (cell phone, iPod, etc.), in their box prior to their shift and will not use ear buds or headphones while working
- Youth Leaders will confiscate and give to a Staff Member all electronic devices used by students during program hours

- **Probation Warning Notice Guidelines (PWN)**

YLA can be given a Probation Warning Notice for the following reasons:

- Not informing FG Supervisor and YLA Supervisor 1 week PRIOR to being late or absent
- Exceeding 12 absences in 1 academic school year (1 Probation Warning Notice per day absent)
- Not attending Youth Leader Academy workshops for **any** reason (except in the case of medical emergencies)
- If a Youth Leader receives four (4) **Probation Warning Notices in any one semester**, they will be put on mandatory **Probation** (see Youth Leader Manual) for a period of three (3) months. If a Youth Leader fails to adhere to the stipulations in the **Probation Contract**, they will be **Suspended** from the Youth Leader Program for a period of three (3) months. Once the Youth Leader returns to the program from Suspension, they will be put on **Probation** for a period of three (3) months. If the Youth Leader fails to adhere to the stipulations in this **Probation Contract**, they will be **Expelled** from the Youth Leader Program. The Youth Leader may reapply to the Youth Leader Program under the rules of **Dismissal** (see Youth Leader Manual).
  - If a Youth Leader receives 3 PWNs, the YLA Supervisor will hold a conference with the parent/guardian of the Youth Leader, in order to avoid a Probationary Contract being issued (see below)
- Removal of Probation Warning Notices (PWN) can be achieved by adhering to the following guidelines:
  - Completing work shifts and YLA workshops for 2 weeks with no tardiness or absences
  - After 2 weeks, 1 PWN will be removed from the Youth Leader's record
  - Each year, all PWNs will be removed from the Youth Leader's record

- **Probationary Contract Guidelines**

- Probationary Contracts are a permanent part of a Youth Leader's record of service in the Youth Leadership Academy

YLA can be placed on contract for following reasons:

- Contract Type:
  - Academic Probation  
Reason for being on contract:
    - a. Including but not limited to: earning a "D" in any class at the 10 week semester mark, or dropping below a 2.5 GPA at ANY point during the semester.
    - b. Lack of progress towards minimum unit requirements of the YL Program.



- Contract Guidelines: TBD by YLA Supervisor and Youth Leader
- Administrative Probation  
Reason for being on contract:  
Including but not limited to: receiving 4 Probation Warning Notices, missing deadlines, tardiness, absent without notice, etc.  
Contract Guidelines: TBD by YLA Supervisor and Youth Leader
- Note that a Youth Leader can be placed on Probationary Contract without receiving any Probation Warning Notices, and can be placed on Probationary Contract for reasons not explicitly described above.

### **Confidentiality Agreement**

It is the responsibility of all Neighborhood Youth Association (NYA) Staff, members of the Youth Leadership Academy, Affiliates, and Volunteers, to preserve and protect the confidentiality and the exchange and dissemination of information of participants, their parents, and families.

Accordingly, I understand and acknowledge that:

**It is my moral and ethical obligation and responsibility to respect, maintain, and protect the privacy, confidentiality, and security of all discussions, deliberations, records, personal information, and any other information generated in connection with all NYA participants, their parents, and families.**

**Further, if while acting in my professional capacity and within the scope of my duties, responsibilities, and assignments at NYA, I become aware or otherwise attain knowledge of, or reasonably suspect that a child has been the victim of child abuse or neglect, or has otherwise been put at risk, I shall report such suspected incident of abuse to an NYA Staff member immediately.**

**LAST UPDATED: January 2012**

**\*\*\* The Youth Leadership Academy reserves the right to change the policies and procedures as needed at any time. \*\*\***