

BUSD VOLUNTEER CONTRACT 2018 – 2019
for *Berkeley Public Schools Volunteers (BSV)*

Section I: Qualifications and Screening

To be authorized to volunteer in BUSD, you must:

- Provide required documentation in the form of government-issued photo ID
- Be cleared, including a *Department of Justice National Sex Offender* background check and, for identified placements, an FBI/DOJ background check (i.e. Live Scan, fingerprinting)
- Be at least age 16 by first day of volunteering, and submit a signed Minor Permission Form, if under age 18.
- Able to volunteer 2 or more hours a week for one semester (or by previous arrangement with school staff)
- Have received a current BSV volunteer name badge

Section II: Code of Conduct

Prior to volunteering, please have an initial discussion with your **teacher/supervisor** to discuss applicable items from the **Volunteer & Teacher 1st Meeting Checklist** document provided to all supervising staff and volunteers before placement.

Volunteers should refrain from:

- Being late or absent without contacting the teacher in advance; walking around campus without BSV name badge.
- Volunteering while ill or with knowledge of positive testing for contagious disease (i.e. Tuberculosis, aka TB.)
- Being under the influence of alcohol, marijuana, or illegal substances, or smelling like tobacco, marijuana, or prohibited substances.
- Using electronic devices such as cell phones, music players, etc. while working with students.
- Transporting students in a vehicle (unless BUSD approved and supervised, as on a school field trip.)
- Photographing and/or posting pictures of students without written parent and school staff permission.
- Engaging in any political or religious instruction, activities or conduct, (i.e. flyering or redirecting discussions).
- Removing students from the direct supervision of your BUSD supervisor and/or from the school campus.
- Physically disciplining students; using hands to redirect a student. Immediately refer issues to BUSD staff.
- Initiating physical contact with students that is not required and approved by your supervising teacher.
- Non-BUSD supervised contact with students, including texting, phoning, emailing, social media contact or meeting off-campus (unless approved/supervised by parents as non-school related contact, such as private tutoring.)
- Sexual Harassment: any suggestive or inappropriate comment, joke, or physical or remote contact with a student, staff or campus visitor/parent. No warning or investigating period required for volunteers.

Section III: Policies and Commitments

I agree to notify BSV and my BUSD supervisor if I...

- cannot continue with my volunteer commitment—or change supervising teachers.
- continue volunteering into the next semester or wish to return the next school year.

I understand and agree...

- to volunteer only under the direct supervision of my assigned BUSD supervisor at all times.
- I am not an employee of the BSV or BUSD and I volunteer my services in an “at will” capacity.
- BUSD has the right to revoke my volunteer privileges at any time without prior notification or warning, in conformity with its liability and safety policies (i.e. safety/comfort of staff, students and parents is paramount in BUSD.)
- any breach of the above commitments may result in my dismissal from any and all BUSD schools.
- to regard information I learn as a volunteer as confidential and will only share with appropriate school staff.
- to confidentially pass on knowledge or suspicion of child abuse to my BUSD supervisor or designated staff.
- to confidentially communicate with school staff regarding challenges or concerns for student’s success or welfare, including referrals for mental, physical health, counseling, tutoring or testing (2020 Vision Mission)

I understand the above restrictions, meet the listed qualifications, and will contact BSV if anything changes with my volunteer placement, my health in relation to communicable diseases, or my legal status related to prior felony convictions. I accept the appointment of School Volunteer in a BUSD school for the 2018 - 2019 school year.

Signature of Volunteer: _____ **Date:** _____