BSV-BUSD Volunteer Contract, 2019 - 2020

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 a government-issued photo ID.
- Be cleared to serve, including a Department of Justice National Sex Offender Registry check and, for specific placements, an FBI/DOJ Live Scan background check or proof of vaccinations.
- Be at least 16 years of age by the first day of volunteering, and submit a signed Minor Permission Form if under age 18.
- Be able to commit to 1-2 hours of volunteering weekly for an entire school year (unless otherwise arranged with BSV staff).

Section II: Code of Conduct

Volunteers should:

- Respect the diversity of Berkeley's students and staff, including one's race, ethnicity, national origin, gender, sexual orientation, age, physical condition/disability status, religious beliefs, political afflictions, veteran or marital status.
- Wear their current year BSV Name Badge at all times on BUSD campuses.
- Respect the school dress code, including but not limited to no clothing with logos depicting drugs, tobacco, alcohol, anything sexually suggestive, or anything involving a racial/ethnic slur.
- Volunteer only under the direct supervision of their assigned BUSD Host Teacher at all times.
- Be on time for their volunteer commitments.
- Discuss any planned absences in advance with their Host Teacher.
- Immediately refer discipline issues to their Host Teacher.
- Regard any information learned as a volunteer as confidential and share only with school staff as appropriate.
- Confidentially pass on knowledge or suspicion of child abuse and/or any challenges or concerns for students' success or welfare to their Host Teacher, or designated staff.
- Let BSV know immediately if they are unable to continue with their volunteer commitment, or if they change Host Teachers/placements.
- Complete BSV's annual spring volunteer survey to give BSV constructive feedback on their experience.
- Update their contact information annually with BSV, as well as notify BSV of their intent to return for the following year.

Volunteers should not:

- Volunteer while ill, or with knowledge of positive testing for contagious diseases (i.e. Tuberculosis, etc.).
- Be under the influence of (or smell like) alcohol, marijuana, or other illegal substances.
- Use electronic devices (including cell phones and music players) while working with students.
- Transport students in a vehicle (unless BUSD approved and supervised, as on a school field trip).
- Photograph or post pictures of students without written parent and school staff permission.
- Engage in any political or religious instruction, activities, or conduct (i.e. flyering or redirecting discussions).
- Remove students from the direct supervision of the BUSD Host Teacher or from the school campus.
- Physically discipline students or use hands to redirect a student.
- Initiate physical contact with students that is not required or approved by the Host Teacher.
- Engage in 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).
- Make any suggestive or inappropriate comments, jokes, or physical or remote contact with a student, staff, campus visitor, or parent.

Section III: BSV Policies

I understand and agree…

- 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.
- Any breach of the above commitments may result in my dismissal from any and all BUSD schools.

I meet the listed qualifications, understand the above expectations and restrictions, and will contact BSV is anything changes with my volunteer placement, my health in relation to communicable diseases, or my legal status related to felony convictions. I accept the appointment of School Volunteer in a BUSD school for the 2019-20 school year.

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