



BSV-BUSD Volunteer Contract, 2020-21

This Volunteer Contract will be considered valid under 'distance learning,' 'hybrid' (distanced learning + in-person support), and 'in-person' model conditions, as determined by BUSD.

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 passing a Department of Justice National Sex Offender Registry check and an FBI/DOJ Live Scan background check/fingerprinting (for those working with students online)
- Provide proof of medical vaccinations (where required by the California Education Code) (In-person only)
- Be at least 16 years of age by the first day of volunteering (or submit a signed Minor Permission Form if under age 18)
- Be able to commit to 1-2 hours of volunteering weekly for the entire school year (unless otherwise arranged with BSV staff).

Section II: Code of Conduct

Volunteers should:

- Identify themselves to BUSD students and families as a Berkeley Schools Volunteer.
- 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.
- Respect the school dress code, even in digital spaces, 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 supervision of their assigned BUSD Host Teacher.
- Be punctual and consistent for all 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 feedback on the program.
- Update their contact information annually with BSV, as well as notify BSV of their intent to return for the following year.
- (If in-person only) Wear their current year BSV Name Badge at all times on BUSD campuses.

Volunteers should *not*:

- Engage in any political or religious instruction, activities, or conduct
- Engage in non-BUSD supervised contact with students, including texting, phoning, emailing, social media connecting, or meeting off-campus (unless approved/supervised by parents and Host Teacher as non-school related contact, such as private tutoring).
- Photograph or post pictures/video of students without written parent and school staff permission.
- Make any suggestive or inappropriate comments, jokes
- (In-person only) Volunteer while ill, or with knowledge of positive testing for contagious diseases (i.e. COVID-19 or Tuberculosis, etc.).
- (In-person only) Be under the influence of (or smell like) alcohol, marijuana, or other illegal substances.
- (In-person only) Use electronic devices (including cell phones and music players) while working with students.
- (In-person only) Remove students from the direct supervision of the BUSD Host Teacher or from the school campus.
- (In-person only) Physically discipline students or use hands to redirect a student.
- (In-person only) Transport students in a vehicle (unless BUSD approved and supervised, as on a school field trip).

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 if 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 2020-21 school year.

Electronic Signature _____

Date _____