



FIRST MEETING CHECKLIST, 2020-21

Berkeley Schools Volunteer & BUSD Host Teacher

Please schedule the First Meeting before volunteering begins. To ensure a great partnership, BSV strongly encourages you to cover the following:

INTRODUCTIONS

- Share your respective goals for the volunteering experience, as well as any special skills and interests you bring to the table

COMMUNICATIONS

- Exchange contact information and emergency numbers.
- Discuss general communication preferences (Email best? Text best? Time of day? etc.) and communication protocols during live online instructional time (ie Text each other?)
- Discuss protocol for if you're late, if you're going to be absent, and/or if you need to discontinue volunteering.
- Discuss how the Host Teacher will keep BSV volunteer abreast of events (holidays, etc.) that may impact the volunteer schedule.

LOGISTICS

- Discuss how the volunteer would like to be named by students and whether personal pronouns are used in class/Zoom
- Give volunteer digital access (via their new *@volunteers.berkeley.net* email address) to Google Classroom/SeeSaw "classrooms"
- Provide the volunteer with an orientation to any tech platforms to be used beyond BUSD's instructional core (Google Classroom/SeeSaw and Zoom/Meet)

RULES & EXPECTATIONS

- Share the class' daily/weekly schedule
- Discuss "classroom"/online "netiquette"/protocols
- Discuss common student tech issues and solutions

- Review the BSV-BUSD Volunteer Contract for safety/security expectations for volunteers and teachers (This can always be found on the BSV website: www.berkeleypublicschoolsfund.org/volunteer, under BSV Resources)

WORKING WITH STUDENTS

- Explore how, when, and where the volunteer can best support the learning.
- Discuss specific strategies for positive behavioral & learning support.
- Discuss possible student challenges and solutions/strategies.
- Discuss accommodations for specific students with learning challenges.

SCHEDULING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY