

## NOTICE to Parents/Guardians of Volunteer Support for Distance Learning

Berkeley Schools Volunteers in BUSD

2020-21 School Year



Berkeley Schools Volunteers (BSV), a program of the Berkeley Public Schools Fund, has for 30 years connected community volunteers to BUSD classrooms to offer additional and much needed support to students and teachers alike. During this most unusual chapter of distance learning, BSV is committed to continuing this support in a distanced capacity in ways that are both safe and productive for students, families and BUSD staff.

Your child's classroom teacher (the 'Host Teacher') has formally partnered with a Berkeley Schools Volunteer (the 'Classroom Volunteer') for the 2020-21 school year. Classroom Volunteers are not employees of BSV or BUSD and serve only in a volunteer capacity. In 2020-21, the Classroom Volunteer-Host Teacher partnership may exist either under *distance learning* conditions, or if changes are made district-wide, under *hybrid* (in-person & distance learning) conditions.

### **Classroom Volunteers are required to:**

- provide a government issued photo ID
- be at least 16 years of age (with those under 18 submitting parental permission)
- pass a sex offender registry check
- clear a DOJ/FBI background check (where working with students in online capacity)
- sign a BSV Volunteer Agreement
- participate in BSV orientation & training (BSV training this year has been expanded to include technical training in the BUSD instructional platforms, online etiquette appropriate for school settings, and safety protocols specific to the distance learning context with youth.)
- provide proof of medical vaccinations (where required by the CA Ed Code)

Classroom Volunteers design a weekly/hourly schedule in concert with their Host Teacher. The work of the Classroom Volunteer is supervised by the Host Teacher.

### **For distance learning, Classroom Volunteers' student interactions will be limited to BUSD-approved instructional platforms including:**

- Google Classroom and/or SeeSaw– officially outfitted with a [@volunteers.berkeley.net](mailto:@volunteers.berkeley.net) email address, a Classroom Volunteer has access to the whole class Google Classroom space as well as to students' assignments, student work, and student-teacher communications
- Zoom or Google Meet – a Classroom Volunteer, using their recognizable [@volunteers.berkeley.net](mailto:@volunteers.berkeley.net) email address will be able to enter and work within live class sessions.

### **Classroom Volunteers may engage in any of the following student support activities:**

- Support whole class, small group, and one-on-one student learning, as directed by the Host Teacher, during live class sessions on the Zoom or Google Meet platforms.
  - When Zoom launches its cloud-recorded breakout sessions feature, BSV will use this to record breakout rooms. (Expected late fall 2020).
- Read and provide feedback on student assignments in Google Classroom (or other approved platform), as directed by the Host Teacher

- Communicate with Host Teacher and/or student(s) within the messaging functions inside the Google Classroom “class” space (or other approved platform).

**Additionally, Classroom Volunteers will:**

- Regard any information obtained as a Classroom Volunteer as confidential, sharing only with school staff as appropriate

**Classroom Volunteers will NOT at any time be permitted to:**

- Engage in any communications (email, text, phone or video) or social media interactions with students *outside of* BUSD-approved instructional platforms or outside of designated volunteer hours (as determined by the Host Teacher)
- Photograph or post pictures of students without written parent and school staff permission
- Meet with students in person outside of any teacher-supervised, BUSD-sanctioned learning context

**If you have any questions or concerns regarding your child’s Classroom Volunteer arrangement, please let your child’s Teacher know.**