



Dr. Edythe B. Austermuhl
Superintendent

BERLIN TOWNSHIP SCHOOL DISTRICT

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August, 2018

Dear Parents and Guardians:

Several years ago, the Berlin Township Board of Education created a procedure (Regulation #1200) to certify persons who wish to participate in classroom activities/programs, volunteer in classrooms, at co-curricular events and accompany our students when they are traveling to locations inside or outside of the School District as “chaperones” through the ADVANCE program. The Superintendent of Schools is required to train these individuals and then present the names to the Board of Education for their approval. **Any person who is not ADVANCE approved by the date of the trip or event will not be permitted to accompany or work with our students.**

Training consists of an overview of regulations that school officials must follow and how these relate to your position as a volunteer and chaperone. This training is in the form of a discussion and is designed to acquaint volunteers with do’s and don’ts so that volunteers/chaperones are better equipped to handle situations as they arise. Volunteers and chaperones enhance the learning process and improve student safety when off campus. After you attend training, fill out an application, and are screened for Megan’s Law violations, you will be provisionally approved by the Superintendent and may participate in one classroom event. Your name will then be placed on the agenda of the next Board meeting for Board of Education approval. After final Board approval, you are placed on the District ADVANCE Approved List and do not need to be trained or re-apply for 5 school years.

ADVANCE approval is required for participation in school events that take place in the classroom or those where parents/volunteers directly interact with students, in addition to field trips and those events that are chaperoned by PEACE volunteers. Some of the events that parents/guardians will need to be ADVANCE approved are:

- ♦ Dances
- ♦ Author Teas
- ♦ Kindergarten-How We Grow
- ♦ Field Day
- ♦ Field Trips
- ♦ Class Guest Readers and Assistants
- ♦ Pre-School Carnival
- ♦ DDE American Education Week Activities

Training will take place at the **Huster Administration Building at 10:00 am** on the dates listed below, unless otherwise specified.

September 4, 2018 (Pre-School Tea, 6:00 p.m. at JFK)	January 15, 2019
September 18, 2018	February 12, 2019
October 16, 2018	March 26, 2019
November 19, 2018	April 15, 2019
December 18, 2018	May 7 & 21, 2019

Additional training sessions may take place at PEACE meetings and 8th Grade Parent Meetings. Please check the district website and Twitter for updates.

Thank you for helping to improve the educational experience for your child.

Very truly yours,

Edythe B. Austermuhl, Ed. D.
Superintendent

“Educating Today For Tomorrow’s Success”