



500.1AP Agent of the Board

ESTABLISHED: 2013.06.19 (2010.05.19)

UPDATED: 2023.08.22

REVIEWED: 2023.08.14

CROSSING REFERENCE:

- [500.1AP Exhibit 1 Volunteer Declaration Form](#)
 - [500.2AP Exhibit 2 Volunteer Criminal Record Check with Vulnerable Sector Check Letter](#)
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PROCEDURES:

All employees of Buffalo Trail Public Schools are subject to the expectations set out in jurisdictional policy. There are occasions where non-employees will be placed in a role where they will be asked to carry out duties on behalf of the jurisdiction. In a majority of the cases, this would involve the coaching of a school team. The Board of Trustees expects that the principal will make every attempt to identify an employee of BTPS to act as an Agent of the Board in these circumstances. When an employee cannot provide this service, a non-employee may be identified by the Principal as an Agent of the Board. For a non-employee to be designated as an Agent of the Board, the following must be provided:

- A written letter of support from the principal of the school involved;
- A recent Criminal Record Check and Vulnerable Sector Check (no more than 6 months old prior to the start of the school year);
- A completed volunteer declaration form;
- A copy of a letter from the principal of the school to parents of the students involved in the activity clearly explaining the role of the non-employee with respect to the school activity;
- Verification that the non-employee has been made aware of all Board policy pertaining to his/her role as a volunteer/coach.
- If a non-employee meets the criteria to act as an Agent of the Board, the principal of the school involved will provide a letter to the Superintendent of Schools identifying the non-employee as an Agent of the Board. Copies of the supporting documentation listed above will be attached. Designation as an Agent of the Board will be required annually.

Note: ASAA and CASAA coaching qualifications will be adhered to with respect to the qualification of coaches at this level.