

Building Access Procedures

Badges

- Employees and Direct Service Providers who require access to locked doors will be issued a BTSD badge. All visitors will be issued a one-day Visitor's badge via the Raptor System.

Volunteers, Department of Human Services Contractors, and all other Frequent Visitors

- Legislation in Pennsylvania requires community members and parents to obtain clearances to volunteer in our schools. If you have previously submitted your clearances to the Human Resources office, they are good for five (5) years from the date of the clearance.
- Once you have obtained the required clearances, please email them to the Human Resources office at personnel@bristoltwpsd.org
- Human Resources will send you a confirmation email once your clearances have been confirmed.
- Human Resources will provide a list of adults with active clearances to each building's main office.
- All Visitors must sign in at the main office and will receive a one-day Visitor's badge via the Raptor System.
- After the visit, all visitors will sign out and return the badge to the front desk.
- When visiting with students, all visitors will be accompanied by a BTSD Staff Member.

Direct Service Providers (not employed by Bristol Township School District)

- All Direct Service Providers must wear their BTSD badge at all times.
- All Direct Service Providers must “sign in” at the front office at the start of their day.
- All Direct Service Providers must “sign out” at the front office at the end of their day.
- Signing in or out for someone is strictly prohibited.

Employees

- All Employees must wear their BTSD badge at all times.
- All Employees must “tap in” at the start of their day.
- All Employees must “tap out” at the end of their day.
- Taping in or out for someone else is strictly prohibited.

Clearances: Directions for Obtaining and Submitting Clearances:

For Volunteers:

- Complete ACT 34—Pennsylvania State Police—Request for Criminal Record Check at <https://epatch.pa.gov/home>
 - Complete ACT 151—Pennsylvania Child Abuse History Clearance—Online Application at <https://www.compass.state.pa.us/CWIS>
 - Complete ACT 114—FBI—Fingerprinting at <https://uenroll.identogo.com>
- For volunteers, use the service code “1KG6ZJ”

- Once you have obtained the requisite clearances, please email them to the Human Resources office at personnel@bristoltwpsd.org
- Human Resources will send you a confirmation email once your clearances have been confirmed.
- Human Resources will provide a list of adults with active clearances to each building's main office.

Badge Requisition:

Act 93 Employees or their designees will complete the Bristol Township School District Badge Requisition. Once the requisition is received, HR will review the applicant's clearances, collect a picture from the applicant, and issue a badge.

Reminders:

- Badge Access for Direct Service Providers will automatically expire on the last day of school.
- Badges must be relinquished upon termination of service.

Please click on the following link for the Bristol Township School District Badge Requisition.

<https://forms.gle/63Boj5oQUyXK6jDu8>