

Dear Parents,

As part of working through the Accreditation process and improving our school, we have implemented a Background Check policy for those who volunteer at Morning Star Lutheran School. This policy is attached for your reference. We appreciate your willingness to help serve and better our ministry. While this is different from past practices, please know that going through this procedure is for the safety and well-being of our students. Your information will be kept private and will not be kept or shared for any other purpose.

If you are receiving this form, it is because you have expressed an interest to a teacher, the Athletic Director or Principal to serve students at Morning Star Lutheran. Please fill out and return the Background Check Form to the school office in a sealed envelope to the Attention of Principal.

This information will only be used to conduct the background check. Once the information has been used, the Background Check Data Sheet and Release form and any other personal information from the results will be shredded. We will only keep on record a spreadsheet with the name, date of the background check, and whether or not the person was approved. This needs to be done on an annual basis.

As you consider serving, I would encourage you to go to the two Level 1 websites that will be used in your background check to see what information will be viewed when the Background check is conducted by the Principal, Pastor, or School Ministry Board Chair.

Thank you for your willingness and desire to serve.

In Christ,
James Brohn
Morning Star Lutheran

Background Checks of Called Workers/Hired Staff/Volunteers

(School Ministry Board M/S/P July 2014)

The following policy will be followed for all called workers, hired staff, and volunteers that interact with students at Morning Star Lutheran School:

1. **Level I** background checks via the Wisconsin Circuit Court Access web site (<http://wcca.wicourts.gov/index.xsl>) and the Wisconsin DOC Sex Offender Registry web site (<http://offender.doc.state.wi.us/public>) will be conducted by the Principal, Education Pastor, or School Ministry Board Chairman for volunteers (excluding lunch service personnel) the first time he/she volunteers in any school capacity involving Morning Star Lutheran students and at 5 year intervals thereafter.
2. **Level II** background checks that include fingerprinting (State of Wisconsin Department of Justice -Criminal History Background Check; <http://www.doj.state.wi.us/DLES/CIB/crimback.asp>) will be conducted by the Principal, Education Pastor, or School Ministry Board Chairman during the 2014-2015 school year or at the beginning of his/her employment and at 5 year intervals thereafter for all called workers and hired staff.
3. The tools used to conduct background checks will be the State of Wisconsin Department of Justice -Criminal History Background Check; the Wisconsin Circuit Court Access web site; and the Wisconsin DOC Sex Offender Registry Site or a third party employee screening service.
4. Funding for the necessary background checks will come from the school budget or school special funds.
5. A review committee consisting of the education pastor, principal, and School Ministry Board chairman will evaluate any "red flag" items or questionable background check results. The review committee may enlist the assistance others in the evaluation process for needed expertise (insurance, legal, etc.).
6. All background check results will be stored in a secure location and viewed only by the review committee or others as deemed necessary by the review committee (insurance, legal, etc.)
7. Any person who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, or emotional abuse) will not be allowed to interact with or work with children or youth in any school/church sponsored activity.

The Pastors, Principal, Teachers, Athletic Director, and others who enlist volunteers for the school that will interact with Morning Star Lutheran students will consult the list of volunteers who have been cleared to work in their desired capacity. If a person willing to work or volunteer is not on the cleared list, he/she should speak with the Principal or Pastor about their standing or ask for an appropriate background check and training.

Morning Star Lutheran Church and School

Background Check Data Sheet and Release Form

Complete Name: _____

Current Address: _____

Length of Time at Current Address: _____

Previous Address: _____

Date of Birth: _____ Gender: M _____ F _____

List All Convictions Including Traffic and Criminal

I hereby authorize and consent to the release to Morning Star Lutheran Church and School information regarding my record of convictions for violation of any Federal, State, and Local statutes or ordinances. I hereby release all persons including law enforcement and private agencies including Morning Star Lutheran Church and School from any liability for any damage whatsoever for obtaining this information. I hereby acknowledge Morning Star Lutheran Church and School cannot vouch for or guarantee accuracy of information provided by third parties.

Accordingly, I hereby release Morning Star Lutheran Church and School from any and all liability arising out of any errors or omissions regarding my background information.

Signature: _____

Date: _____