

Dear Bethany Parents,

The safety of Bethany's students is very important to us. Please read and take note of our Risk Management Policy regarding volunteers at our school (the full policy follows this letter):

Volunteers

1. All volunteers for Bethany Lutheran School will complete a Volunteer Application Form. This form will be submitted one time and permanently kept in a locked file in the Principal's office.
2. References may be checked and Criminal Background checks may be conducted for Bethany Lutheran School volunteers. Information obtained from these sources will be accessible only to the Principal.
3. All volunteers will be checked via the Megan's Law website.
4. Any prospective paid or volunteer worker who has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with Bethany Lutheran School students.

What does this mean for you?

- It means that every parent, grandma, aunt, uncle or friend who would like to volunteer at Bethany Lutheran School will need to complete an application.
- This application will only need to be completed once, not every year.
- The information collected on this form is not significantly different from the information collected on your child's application, but you are giving the school permission to conduct a background check if necessary.
- Most importantly, it means that Bethany Lutheran School is adding another layer of protection around your children.

I hope you will not feel threatened in any way by this process, but will understand its importance and support us in our efforts to protect your children. We respect your right to privacy, so please turn in your application(s) in an envelope with your name, and your child's name on the front. If you have any questions or concerns, please don't hesitate to contact me.

Serving the Savior,

Mary Fink, Principal

Risk Management Policy
Adopted by the Bethany Lutheran Board of Schools
August 2, 2007

Bethany Lutheran School will engage in risk management strategies in the selection of church workers, both paid and volunteer, who work with students.

Proposed procedures for said policy:

Paid Employees

5. All paid employees of Bethany Lutheran School will complete an employment application form.
6. All paid employees of Bethany Lutheran School will sign an Authorization/Waiver/Indemnity Form, releasing the church and the references used from liability.
7. References will be checked for each paid employee of Bethany Lutheran School.
8. All paid employees of Bethany Lutheran School will be fingerprinted and submit to background checks through the FBI and the California Department of Justice.
9. All paid employees of Bethany Lutheran School will receive risk management training.

Volunteers

10. All volunteers for Bethany Lutheran School will complete a Volunteer Application Form. This form will be submitted one time and permanently kept in a locked file in the Principal's office.
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13. Any prospective paid or volunteer worker who has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with Bethany Lutheran School students.