

CHNM Background Policy & Procedure

POLICY

CHNM, in the interest of the safety of our families, shall take precautions to ensure all volunteers, teachers, helpers, board members, etc that come together in the calling of educating our children are screened pertaining to any potential criminal records.

CHNM will require all adult members that participate in **any** activities under the CHNM umbrella such as field trips, class day, security, etc to undergo criminal background checks which will include a Michigan State Police check, sex offender registry (state and federal) and out of state check as necessary. These checks will be conducted prior to new members being approved to join and yearly thereafter.

Any background screenings that reveal a conviction will be reviewed on a case-by-case basis with the CHNM Board appointed “background check committee”, via a closed meeting, as necessary. CHNM will not move forward with approval of membership for any convictions of adult/child abuse, neglect, mistreatment and sexual misconduct or violent crimes. All other misdemeanor convictions would require board review for approval. Felony convictions in the last 5 years will not be approved. Felonies over five years will be reviewed on a case-by-case basis and may require further documentation for board review such as character references.

If during annual background screenings, a current member is found to have a conviction of abuse, neglect, mistreatment, sexual misconduct, violence, etc., they may immediately be removed from active membership with CHNM. All other convictions will require automatic removal from CHNM activities until a board review may be conducted. It will be up to the discretion of the CHNM board to review and approve/disapprove continued membership for each case.

All background information will be kept secure and will not be shared with anyone. Only those records that reveal convictions will be reviewed with the Board as necessary. Records are kept on file per state law and destroyed after the retention period is reached per record.

All potential members and current members may request a copy of their background information at any time. Those backgrounds that reveal convictions will be provided to that person automatically. If there is any dispute regarding accuracy of the report, that person would need to follow the protocol with the Michigan State Police which is provided with the background check itself and should notify the board of the dispute. A new check would be re-ran as necessary or activity paused until the discrepancy is resolved through the Michigan State Police.

PROCEDURE

The CHNM Board will appoint a “Background Check Committee” to process background checks for CHMN potential and current members. One person from the Background Check Committee would be designated to run all background checks and keep them secure. Background check results will only be shared with other members of the Background Check Committee as needed to make an appropriate decision regarding granting or continuing membership status. Results will only be discussed during special closed meetings, and the applicant/member in question would be invited to attend if necessary. See Article VIII Section 5 regarding closed meetings.

New Member Applicants – All potential members will follow normal application procedure. There will be a Criminal File History Search form that they will need to complete and return with the Application and Statement of Faith. The background screening policy will also be provided for the applicant to review.

Once received, the background screen will be completed prior to the applicant meeting with the board for the first time. The applicant will be screened through the Michigan State Police criminal records, Michigan Sex Offender registry, and National Sex Offender registry. Those applicants that have lived outside the state of Michigan in the last 5 years may require out-of-state screening at their own cost.

If any convictions are found a board member will reach out to the applicant to discuss and provide a copy of the report. Depending on the conviction, the board may vote to meet with the applicant to review the conviction and request further documentation as necessary. As stated per policy, any convictions of abuse, neglect, mistreatment, sexual conduct, or violent crimes are automatically denied.

Current Members – All current members will be provided with the Background Policy and Procedure and must fill out a Criminal File History Search each year when renewing membership for the upcoming membership year.

Once received, a designated board member will conduct the screening and if any convictions are found will reach out to the member to review and provide a copy. At this time the member may contest the accuracy of the report as necessary with the Michigan State Police as indicated on the forms.

If the record is found to be accurate then the board will be made aware of the conviction and will meet with the member to review. Any convictions of abuse, neglect, mistreatment, or sexual misconduct or violent crimes of any nature shall result in the immediate revocation of the membership of that person. All other convictions are up to board review and discretion on approval or denial of future membership.

Christian Homeschoolers of Northern Michigan

Gaylord, MI

Criminal History File Search Authorization

As a prospective member/volunteer of Christian Homeschoolers of Northern Michigan (CHNM), I understand that it is CHNM policy to secure criminal history information as part of the screening process using the information provided below:

NAME (first, middle, last): _____

BIRTHDATE: _____

RACE: _____

SEX: _____

MAIDEN NAME/NAMES PREVIOUSLY USED: _____

HAVE YOU CONTINUOUSLY LIVED IN MICHIGAN FOR THE PAST FIVE YEARS? YES NO

IF NO, PLEASE LIST ADDRESSES OF STATES PREVIOUSLY LIVED IN PAST FIVE YEARS:

I authorize CHNM to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search.

Signature of Volunteer _____ Date _____

Printed Name _____