



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.08.PRC.1 Background Check Procedures

Effective/Revision Date: 12/12/2016

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These procedures are established pursuant to the Background Check Policy established by the School's Board of Directors.

Definitions

Visitor: A parent or community member who comes to the school intermittently, less than 10 hours per year. A visitor shall not be given supervisory assignments nor shall they be alone with children.

Volunteer: A parent or community member who volunteers at the school or school related activities at regular intervals or for hours exceeding 10/year. Any parent who transports students without a school employee in the vehicle is considered a volunteer. Chaperones are considered volunteers.

Substitute Teacher: A parent or community member who is replacing an employee on an as needed basis. Substitute teachers are considered employees for the purpose of this procedure.

Individuals Subject to Background Checks

The School requires a criminal background check on each new employee who is licensed by the Utah State Board of Education (USBE) as required in connection with USBE's licensure requirements.

Additionally, the School requires a criminal background check on each new non-USBE-licensed employee and each volunteer.

Volunteers must submit to a new background check at least every year. Where reasonable cause exists, the School may require background checks more frequently.

Each individual must obtain their own background check regardless of relation to someone with an approved background check.

Conducting the Background Check

At the front office Kiosk, Volunteers shall complete a background check application at least 2 business days prior to their volunteer assignment. The application must be completed in its entirety in order to be processed. Volunteers will receive an email confirmation of their background check status. If an email is not received after 48 hours, volunteers should contact the

volunteer coordinator. After approval, the volunteer must provide a State issued ID when volunteering. Volunteers with current background checks from other government entities can submit credentials for review.

Employees must obtain a background check through the Department of Criminal

Payment for Background Check

Applicants for employment, including substitutes, shall be required to pay the designated costs of background checks subject to the provisions of Utah Code Ann. §53A-3-410(6)(b).

The School shall pay the cost of the background check(s) for volunteers.

Opportunity to Respond to Background Check

School administration shall review background checks that return with convictions to determine employment or volunteer eligibility.

If a person is denied employment or is dismissed from employment because of information obtained through a criminal background check, the person shall receive written notice of the reasons for denial or dismissal and shall have an opportunity to respond to the reasons.

Confidentiality

Information about background check results is confidential and may only be disclosed as provided in applicable law. Only employees and administrators on the Background Check Committee shall have access to the background check results.

Document History

Board Approved: 12/12/2012
Administration revision and approval: 12/12/2016

Legal References

Utah Code Ann. §53A-3-410(6)(b)

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