



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 6. Human Resources

#### 6.08.POL Background Check Policy

Effective/Revision Date: 2/23/2017

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### PURPOSE

The purpose of this policy is to protect the safety, health and security of Ogden Preparatory Academy (the School) students, employees and property.

### POLICY

The School will comply with the provisions of Utah Administrative Code R277-516 regarding employee background checks. In order to protect the health and safety of all students and protect the property of the School, the School requires **all of the following individuals to submit to a background check as a condition for employment or appointment.**

1. All potential employees,
2. All Board members,
3. Chaperones of all field trips, and
4. Any volunteers, who will be given significant, unsupervised access to a student in connection with the volunteer's assignment.

~~to submit to a background check as a condition for employment or appointment. In addition, where reasonable cause exists, the School may require an existing employee or volunteer to submit to a criminal background check.~~

Board members must submit to a background check when initially appointed to the Board. The School will pay the cost of the background check and the fingerprinting fee. The Board will consider whether any convictions revealed on the background check should disqualify the Board member.

The ~~Administrative Team~~ **Principal** will establish administrative procedures consistent with this policy and applicable law for employees and volunteers.

### Document History

Approved: 12/12/2012

Revised: 2/23/2017

*Changes made to reflect continual background checks; obsolete need of renewals and allowance for the school to pay all fees.*

### Legal References

Utah Administrative Code R277-516

