



Background Check Policy

Policy Number: 4004

I. Purpose

The Summit Academy Board of Trustees has established general guidelines to conduct periodic background checks of employees per Code 53G-11-402

II. Policy

Every employee of Summit Academy must pass a background check as a condition of employment. This process shall be facilitated by the Human Resource Coordinator. Prospective employees will be instructed to visit the Utah Bureau of Criminal Identification to obtain a background check.

The results of a background check will be sent directly to the school per Code: B-1211.

Certified teachers must submit a copy of their official Teaching License to Human Resources and are not required to do an additional background check.

Summit Academy School Board Members are subject to a background check.

Any volunteer or coach who regularly helps at the school is subject to a background check.

III. References

Utah Code 53G-11-402

Utah Code B-1211

IV. Attachments

N/A

V. Revision History and Approval Dates

Version 1: January 2018: Original Date of Approval

Version 2: 17FEB2022: Updated for formatting and to include Board Members