



Training for Licensed, Non-Licensed Employees, Volunteers and Board Member Policy

Policy Number: 4205

I. Purpose

The Summit Academy Board of Trustees is committed to providing a safe and secure environment in which students can learn. The Board recognizes the need to ensure students are instructed and served by employees who have not violated laws that would endanger students. As part of this effort, Summit Academy and Summit Academy High School will require FBI background checks of employees and arrest reporting of designated offenses by employees in accordance with this policy and applicable law.

The Summit Academy Board of Trustees authorize the LEA staff to establish administrative regulations consistent with this policy.

II. Definitions

- i. “LEA” or “location education agency”
- ii. “Licensed educator” means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.
- iii. “Public Education Employee” means any staff member employed by Summit Academy and Summit Academy High School
- iv. “Volunteer” means a volunteer who may be given significant unsupervised access to children in connection with a specific task or assignment
- v. “CACTUS” means “Comprehensive Administration of Credentials for Teachers in Utah Schools” and reflects the personal directory information, employment history, and other sensitive personal information for educators.

III. Licensed and Non-licensed Public Education Employee, Volunteer, and Charter School Board Member Background Check Requirements

- a. All public education employees, volunteers, and charter school board members shall:
 - i. Submit to a background check and ongoing monitoring through registration with the systems described in **Section 53G-11-404** as a condition of employment or appointment.
- b. Summit Academy and Summit Academy High School will maintain appropriate privacy risk mitigation to ensure that the LEA only receives notifications for individuals with whom the LEA maintains an authoring relationship.
 - i. CACTUS records will be updated in a timely manner to reflect changes in employment for Licensed Educators.
- c. Volunteers and Visitors must complete background checks aligned to the purpose of campus visit.



IV. Association Professional Standard Setting, Training, and Monitoring

- a. Summit Academy and Summit Academy High School requires all coaches and individuals who oversee interscholastic activities or work with students as a part of an interscholastic activity to meet a set of professional standards that are consistent with the Utah Educator Professional Standards described in **Rule R277-217**. The LEAs will
 - i. Oversee coaches and individuals who oversee interscholastic activities or work with students as part of an interscholastic activity to meet a set of professional standards that are consistent with the Utah Educator Professional Standards,
 - ii. Provide annual training for each coach or individual who oversees or works with students as part of an interscholastic activity on the following:
 - 1. Child sexual abuse prevention and human trafficking
 - 2. The prevention of bullying, cyber-bullying, hazing, harassment, and retaliation, and
 - 3. Utah Educator Professional Standards
 - a. Including monitoring compliance with the schools' training and tracking the employment history of certification

V. Licensed and Non-licensed Public Education Employee, Volunteer, or Charter School Board Member Arrest Reporting Policy Required from LEAs.

- a. Any Summit Academy and Summit Academy High School non-licensed employee, volunteer, and board member shall report offenses related to the following:
 - i. Convictions, including pleas in abeyance and diversion agreements;
 - ii. Any matters involving arrests for alleged sex offenses;
 - iii. Any matters involving arrests for alleged drug-related offenses;
 - iv. Any matters involving arrests for alleged alcohol-related offenses; and
 - v. Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses Against the Person
- b. Reporting of offenses shall
 - i. be made to the Human Resources Director within 24 hours;
 - ii. result in immediate suspension from student supervision responsibilities for alleged sex offenses and other alleged offences which may endanger students during the period of investigation;
 - iii. result in immediate suspension from transporting students or public education vehicle operation or maintenance for alleged offenses involving alcohol or drugs during the period of investigation;
- c. The Human Resources Director will investigate reports consistent with **Section 53G-11-405**, including:
 - i. reviewing of arrest information,
 - ii. making employment or appointment decisions that protect both the safety of students and the confidentiality and due process rights of employees and board members,
 - iii. maintain records of arrests and convictions of non-licensed public education employees and board members as established by USBE.
- d. Records of investigations will:
 - i. Include final administrative determinations and actions,
 - ii. Be maintained,
 - iii. Include only information necessary to protect the safety of students, and Prioritizing strict requirements for the protection of confidential



employee information.

VI. Responsibilities Upon Receipt of Arrest Information

- a. Summit Academy and Summit Academy High School shall review all arrest information and assess the employment status of the employee for all arrest information it receives consistent with **Section 53E-6-604, Rule R277-217**, and LEA policy.
- b. Summit Academy and Summit Academy High School shall review all arrest information and assess the individual’s employment or appointment status for non-licensed public education employees, volunteers, and board members. The LEA review will:
 - i. include consideration of the individual’s assignments and duties, and
 - ii. be consistent with the Summit Academy policy for ethical behavior of non-licensed employees, volunteers, and board members
- c. Summit Academy and Summit Academy High School shall provide appropriate training to non-licensed public education employees, volunteers, and charter school board members about the policy regarding self-reporting and unethical behavior.
Summit Academy and Summit Academy High School

VII. References

Utah Admin Code R277-217
Utah Admin Code R277-316.
Section 53E-6-604
Section 53G-11-404
Section 53G-11-405

VIII. Attachments

N/A

IX. Revision History and Approval Date

Version 1: February 16, 2023: Original date of approval