



BACKGROUND CHECK POLICY

Bonneville Academy is committed to maintaining a safe and secure environment for students, staff, and visitors. To that end, this policy outlines the background check requirements for all employees, volunteers, and contract service providers, in compliance with Utah Code §53G-11-402 and USBE Rule R277-516.

Background Check Requirements

All prospective employees of Bonneville Academy are required to successfully complete a fingerprint-based background check through the Utah Bureau of Criminal Identification (BCI) and the FBI prior to beginning employment. Offers of employment are contingent upon satisfactory results. Background checks are repeated every six years in accordance with state law.

Licensed educators must maintain an active Utah educator license in good standing. The background check required for licensure satisfies employment requirements unless otherwise directed by USBE or legal counsel.

Volunteers and Contractors

Volunteers who will have unsupervised access to students or work in one-on-one settings must undergo a fingerprint-based background check. Volunteers serving under supervision in low-risk roles must check in through the school's visitor management system (e.g., Raptor).

Contract service providers with direct student access must complete a fingerprint-based background check as a condition of service.

Authorization and Use of Results

All applicants subject to a background check must complete a signed authorization form prior to submission. Bonneville Academy will review background check results to determine employment or service eligibility. The School Director may consult with legal counsel, USBE, or UPPAC if there is uncertainty regarding the interpretation of background check results.





BONNEVILLE ACADEMY

K-8 STEM School

Approved: 07/22/2025

Adverse Action

If an individual is disqualified due to the background check, the school will provide notice and an opportunity to respond prior to final employment decision, in accordance with applicable federal and state law, including the Fair Credit Reporting Act (FCRA).

Confidentiality and Record Retention

All background check documentation will be securely stored and accessible only to authorized personnel. Records will be retained in compliance with federal and state recordkeeping requirements.

Approved by the Board of Directors on: _____

Signature: _____

Chair, Bonneville Academy Board of Directors



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