	Salt Lake Arts Academy	Version 1
	Policy Title: Professional Standards and Training for Non-licensed Employees and Volunteers policy	Effective Date: 11.18.2024

Salt Lake Arts Academy (SLArts) follows the guidelines set forth in R277-316.

Non-licensed Public Education Employee, Volunteer, and Charter School Board Member Background Check, Reporting, and Investigation

SLArts shall provide appropriate training to non-licensed public education employees, volunteers, and charter school board members about the provisions of SLArts policy for self-reporting and the ethical behavior of non-licensed public education employees, volunteers, and charter school board members.

SLArts requires background checks for any non-licensed public education employee or volunteer (including Board Members).

As a condition of employment or appointment, the individual shall submit an initial background check through the registration with the systems described in Section 53G-11-404 prior to engaging in employment or volunteer activities. SLArts will conduct ongoing monitoring of non-licensed employees or volunteers through the systems described in Section 53G-11-404. SLArts will employ an appropriate privacy risk mitigation strategy that will be used to ensure that SLArts only receives notifications for individuals with whom SLArts maintains an authorizing relationship.

Individuals are required to report past offenses obtained through background checks prior to engaging in SLArts employment or volunteer activities and must immediately report any offenses that occur during tenure as a non-licensed employee or volunteer. Reportable offenses include:

1) convictions, including pleas in abeyance and diversion agreements;
2) any matters involving arrests for alleged sex offenses;
3) any matters involving arrests for alleged drug-related offenses;
4) any matters involving arrests for alleged alcohol-related offenses; and

5) any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses Against the Person.

Upon notification, SLArts is responsible for conducting an investigation and providing adequate due process for the volunteer / employee consistent with Section 53G-11-405.

SLArts will immediately suspend the individual from:

- Student supervision responsibilities for alleged sex offenses and other alleged offenses during the period of the investigation.
- Transporting students for alleged offenses involving alcohol or drugs during the period of the investigation.

SLArts will review arrest / offense information and:

a) Assess the individual's employment or appointment status:
   i) considering the individual's assignment and duties; and
   ii) consistent with other SLArts policies/charters related to ethical behavior of non-licensed employees, volunteers, and charter school board members
b) Make employment or appointment decisions that protect both the safety of students as well as the confidentiality and due process rights of employees and Board members.

The investigation shall be completed promptly following initial notification to or awareness by SLArts.

SLArts shall maintain documentation to include final administrative determinations and actions following investigation and the documents must be maintained and stored only as long as necessary to protect the safety of students and protect any confidential employment information.

SLArts will maintain the records of arrests / convictions and investigations of

non-licensed employees and volunteers in accordance with the SLArts Records Management policy.