
I. PURPOSE

For the health and safety of all Athlos Academy of Jefferson Parish's students, this policy requires that Athlos Academy of Jefferson Parish require criminal background checks for all school employees, volunteers, and substitutes who interact with students and/or who could potentially be left unsupervised with a student.

II. POLICY

A. Anyone on Athlos Academy of Jefferson Parish's grounds or at one of its events with significant access to students, or unsupervised time spent with students, is required to submit to a criminal background check prior to engaging with students.

1. This includes all school employees, Governing Board members, volunteers, substitutes, or emergency replacements.
2. At the time of hire all employees shall complete a criminal background check.
 - a. No person who has been convicted of or has pled nolo contendere to a crime listed in LA. R.S. 15:587.1(C) shall be hired by Athlos Academy of Jefferson Parish as a teacher, substitute teacher, bus driver, substitute bus driver, or janitor, or as a temporary, part-time, or permanent school employee of any kind.

3. Volunteers shall acquire the necessary paperwork at the front office.

B. Substitute Teachers:

1. All substitute teachers are required to pass a background check for conditional employment.
2. No substitute shall be in contact with students other than to provide direct instruction or other services for which the substitute was hired, except as deemed appropriate by the Lead School Administrator.

C. Volunteers (guest speaker, chaperone, teacher's assistant etc.):

1. Athlos Academy of Jefferson Parish requires criminal background checks on any volunteer who accompanies students off campus (i.e., chaperones for field trips), and any volunteer who may have unsupervised time with students.

Background Checks

2. Guest speakers and teacher's assistants shall be subject to heightened supervision by the Lead School Administrator.

D. Emergency Replacement:

1. In the case that an emergency replacement is necessary (i.e. a teacher suffers a medical emergency or is involved in a severe accident), an emergency replacement will be provided immediately.
2. Emergency replacements shall be subject to heightened supervision by the Lead School Administrator.

E. Background Checks Procedures:

1. At the beginning of the school year, all parents will be notified that Athlos Academy of Jefferson Parish requires background checks on all school personnel including board members, volunteers, emergency replacements, and substitutes.
2. Athlos Academy of Jefferson Parish will request criminal background checks on all school personnel, including finger prints.
3. Unless a new employee has completed a background check through the Board of Elementary and Secondary Education within 12 months of the date of hire, he/she must complete a background check through Athlos Academy of Jefferson Parish.
4. The cost of the background check may be the responsibility of the corresponding applicant/employee.
5. If a person is denied employment or dismissed based on information in a background check, he/she will receive notice of the reason, and will have the opportunity to respond.

F. Supervision Policy:

1. The Lead School Administrator is responsible for supervising students to ensure their safety, and shall provide heightened supervision of substitutes, emergency replacements, volunteers and/or guest speakers.
2. Until a background check clears, the responsibility of supervision of lies with the Lead School Administrator or designee.

Legal References:

[LA. R.S. 17:15](#) (*Criminal History Review*)

[LA. R.S. 15:587.1](#) (*Provision of information to protect*)