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**I. PURPOSE**

This policy establishes the procedures at Athlos Academy of Jefferson Parish intended to protect employees who have concerns for occupational safety or health, or concerns regarding school financial matters, to the Lead School Administrator or designee without fear, discrimination, or retaliation.

**II. POLICY**

- A. Athlos Academy requires their employees and volunteers to practice honesty and integrity in their job duties and comply with all applicable laws and regulations.
- B. Athlos Academy encourages the appropriate reporting of improper governmental actions by any school personnel and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with LA. R.S. 42:1169.
- C. Whistleblower concerns include a violation of any law or of any order, rule, or regulation issued in accordance with law or any other alleged acts of impropriety related to the scope or duties of public employment or public office.
- D. Reporting Procedures for Whistleblowers:
  - 1. A written report shall be made directly to the Lead School Administrator or designee.
    - a. Concerns regarding the Lead School Administrator shall be made to the Governing Board Chair.
  - 2. The Lead School Administrator or Board Chair shall notify the Governing Board and may delegate responsibility for investigation to an appropriate committee.
  - 3. The Lead School Administrator or Board Chair will notify the reporter and acknowledge receipt of the concern within ten (10) business days, if possible.
  - 4. The investigation, corrective action, and conclusion shall be documented in a written summary and preserved indefinitely.



5. The Lead School Administrator and/or the Governing Board has the authority to retain legal counsel, accountants, private investigators, or any resource deemed necessary to conduct a complete investigation of the concerns.

**E. Confidentiality:**

1. Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible;
2. However, the reporter's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to assure accused individuals their legal rights to defend.
3. Disclosure of reports of Whistleblower Complaints to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

**F. Retaliation Policy:**

1. This policy is intended to encourage and enable employees and volunteers to raise concerns within Athlos Academy for investigation and appropriate action.
  - a. With this goal in mind, no employee or volunteer who, in good faith, reports a concern shall be subject to a threat of or actual retaliation or adverse employment action.
  - b. In the case of wrongful retaliation, an employee or volunteer is entitled to the restitution outlined in LA. R.S. 42:1169(B).
  - c. Any person who so retaliates will be subject to disciplinary action, including termination of employment, in addition to penalties outlined in LA. R.S. 42:1169(D).
2. The Lead School Administrator shall ensure that a notice describing the rights of employees under this section is posted in a conspicuous location.

**Legal References:**

[LA. R.S. 42:1169](#) (*Freedom from reprisal for disclosure of improper acts*)