



# Athlos Jefferson Parish

## AAJP Governance Committee Meeting

Amended on April 1, 2020 at 4:19 PM CDT

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### Date and Time

Wednesday April 1, 2020 at 6:00 PM CDT

### Location

[979 Behrman Hwy. Terrytown, LA 70056](https://www.google.com/maps/place/979+Behrman+Hwy,+Terrytown,+LA+70056)

Join via Zoom: <https://athlosacademies.zoom.us/j/584085067>

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Record Attendance		Ruben Johnson	1 m
B. Call the Meeting to Order		Ruben Johnson	
C. Approve Minutes	Approve Minutes	Ruben Johnson	1 m
<b>II. Discussion Items</b>			<b>6:02 PM</b>
A. Policy 4001 Fieldwork Review policy changes and propose to move to the board for approval.	Vote	Jill Turgeon	15 m
B. Policy 4003- Child Abuse and Neglect Reporting Review policy changes and propose to move to the board for approval.	Vote	Jill Turgeon	15 m
C. Policy 7201- Student Transportation Review proposed policy changes and propose to move to the board for consideration.	Discuss	Keisha Rogers	15 m
D. Internal Policy Review Presentation of policies being reviewed internally.	Discuss	Jill Turgeon	15 m
<b>III. Closing Items</b>			<b>7:02 PM</b>
A. Adjourn Meeting	Vote		

# Cover Sheet

## Policy 4001 Fieldwork

**Section:** II. Discussion Items  
**Item:** A. Policy 4001 Fieldwork  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 4001 - Approval for Fieldwork\_04\_01\_2020.pdf



## Approval for Fieldwork (Field Trip)

Personnel Policy 4001

Approved: 1/4/2017

Revised: 1/8/2020

### I. PURPOSE

The purpose of this policy is to establish the protocol that must be observed prior to granting approval for fieldwork that requires transportation.

### II. POLICY

A. All proposed fieldwork must be pre-approved by the Lead School Administrator. Consideration for approval shall include:

1. The trip's alignment to academic standards;
2. The trip's intent to supplement, not supplant, curriculum;
3. Any competing risk or liability issues associated with travel, destination, or activity; and
4. The trip's cost.

B. All approved fieldwork shall assure:

1. ~~The form of transportation contracted, whether it be publicly or privately owned and operated, be properly insured and adheres to all state transportation requirements. Athlos Academy of Jefferson Parish has determined that the use of a publicly owned school bus is the most appropriate form of transportation.~~
2. Communication with parent/guardians ~~must~~ take place with at least one week's notice.
3. Off-site trips ~~must~~ include a 1:8 chaperone to student ratio unless otherwise approved by school administration.
4. Any child who is unable to attend the fieldwork ~~shall~~ be provided an alternate but academically equivalent assignment.

C. Athlos Academy of Jefferson Parish shall consult with State Risk Management:

1. In any case in which a field trip presents a potential risk or liability unique to the proposed type of travel, destination, or activity; and
2. As otherwise required by State Risk Management.

#### Legal References:

[LA. R.S. 17:176.1](#) (*Field trips and extracurricular activities*)

#### Related Documents:

Field Trip Request Form

# Cover Sheet

## Policy 4003- Child Abuse and Neglect Reporting

**Section:** II. Discussion Items  
**Item:** B. Policy 4003- Child Abuse and Neglect Reporting  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 4003 - Child Abuse and Neglect Reporting\_Rev\_4\_01\_20.pdf



## Child Abuse and Neglect Reporting

Personnel Policy 4003

Approved: 1/4/2017

Revised: \_\_\_\_\_

### I. PURPOSE

Athlos Academy of Jefferson Parish believes that the daily contact of school personnel with children places them in a unique position to identify and refer suspected cases of child abuse or neglect to law enforcement. This policy outlines the early protective measures towards allegations of child abuse.

### II. DEFINITIONS

- A. **Mandatory Reporting:** Athlos Academy of Jefferson Parish employees are required to report instances of child abuse or neglect when the employee has a “reasonable suspicion” that child neglect, dependency, physical or sexual abuse has occurred.
- B. **Reasonable Suspicion:** Arises when the facts surrounding the incident or suspicion could cause another reasonable person in the same situation to suspect child abuse or neglect.

### III. POLICY

- A. All school employees are mandated reporters of child abuse or neglect and are obligated to take immediate action.
- B. Any employee who knows or reasonably suspects a child has been the victim of child abuse, neglect, or dependency, shall immediately report the instance to the Lead School Administrator or the school counselor.
- C. The Lead School Administrator or school counselor and the reporter shall relay the report to child protective services or law enforcement.
  - 1. Reporting to the Lead School Administrator or school counselor does not fulfill an employee’s duty to report.
- D. The report shall be made as follows:
  - 1. If the suspected abuser is believed to be the child’s parent/guardian or caretaker, a person who maintains a relationship with the child’s parent/guardian or caretaker, or a person living in the same residence as the parent/guardian or caretaker, the report must be made to the Department of Children and Family Services using the designated state child protection

## Child Abuse and Neglect Reporting

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- reporting hotline, or in person at any child welfare office, and may additionally be made to law enforcement.
2. If the suspected abuser is believed to be caused by someone other than those listed above, the report must be made to local or state law enforcement.
- E. A written report, by the mandated reporter, shall be submitted to either the Lead School Administrator or the school counselor within thirty-six (36) hours of the initial oral report, identifying:
1. The child;
  2. Any person believed to be responsible for the abuse or neglect of the child if the person is known;
  3. The nature and extent of the abuse or neglect;
  4. The name and address of the reporter;
  5. An account of how this child came to the reporter's attention;
  6. The number of times the reporter has filed a report on the child or the child's siblings;
  7. The person or person's thought to have caused or contributed to the child's condition, if known;
  8. Any additional information required under Louisiana Children's Code Article 610(B); and
  9. Any other information that the reporter believes may be important or relevant.
- F. The Lead School Administrator or school counselor shall provide a written report to the agency within five days ~~to the agency~~ the abuse was reported, ~~to~~ if the original report was made orally.
- G. In cases where the suspected abuser is the child's parent/guardian or caretaker, the parent/guardian or caretaker may **not** be contacted.
1. If a child is released to a law enforcement officer or a child protective services agent, school administration and the child protective services shall **not** notify the parent/guardian or caretaker.
- H. At the beginning of each school year, the Lead School Administrator shall provide for mandated training for school personnel on how to recognize and report suspected child neglect or child abuse.

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- I. At the time of hire, every employee at Athlos Academy of Jefferson Parish must sign the *Duty to Report Known or Reasonably Suspected Child Abuse Form* which shall remain in effect for the duration of employment.
  1. The Louisiana Children's Code and LA. R.S. 14:403 provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse/neglect has occurred.
  2. Additionally, Athlos Academy of Jefferson Parish school personnel who fail to report suspected child abuse/neglect may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

### Legal References:

[LA. R.S. 14:403](#) (*Abuse of children; reports*)

[Louisiana Children's Code Article 609](#) (*Mandated and permitted reporting*)

[Louisiana Children's Code Article 610](#) (*Reporting Procedure*)

### Related Documents:

Duty to Report Known or Reasonably Suspected Child Abuse Form

# Cover Sheet

## Policy 7201- Student Transportation

**Section:** II. Discussion Items  
**Item:** C. Policy 7201- Student Transportation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 7201 - Student Transportation Safety\_Rev\_4\_1\_20.pdf





## 7201 Student Transportation Safety Policy

Business Operations ~~Policy 7201~~

Approved: 11/2/2016

Revised: \_\_\_\_\_

### I. PURPOSE

The purpose of this policy is to establish the protocol for safe transportation of Athlos Academy of Jefferson Parish students and to educate students on safety issues and the responsibilities of taking school transportation.

### II. POLICY

#### A. School Bus Safety Rules:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

#### B. Methods of Transportation for Fieldwork and Extracurricular Activities:

1. A school bus is the preferred method of transportation for fieldwork.
  - a. Bus transportation is required for trips over 65 miles in distance.
  - b. There must be at least two chaperones per bus in transit.
2. In instances of transportation other than a school bus, the following safety rules must be observed:
  - a. Student placement in chaperoned vehicles is at the discretion of the teacher.
  - b. One seat belt must be provided for and used by each vehicle occupant and only one person will use each seatbelt.
  - c. No more than 9 people, including the driver, will be transported in any private vehicle.
  - d. No private (non-chartered) vehicle, including vans, with more than nine seats should be used (regardless of the number of passengers).

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- e. Parent/guardian chaperones will not make non-essential, unscheduled stops while transporting students during fieldwork (i.e. stopping at a restaurant or a drive-thru)
- f. Only G-rated movies or music may be played.
- g. No electronics or video games are permissible during fieldwork.

C. Parents of Kindergarten students shall arrange for their children to be met by a responsible adult at their bus stop after school. Should a responsible adult fail to arrive, the child shall be placed in an after school care program and the parent(s) shall be charged the appropriate cost of the program.

D. Students who violate this policy are subject to disciplinary actions as outlined in Athlos Academy of Jefferson Parish Policy 5502- Discipline

E. \_\_\_\_\_

### **Legal References:**

*School Transportation Handbook*, [Bulletin 1191](#)

*Minimum Standards for School Buses*, [Bulletin 1213](#)

### **Related Documents:**

~~Fieldwork Policy 5604~~ [Policy 5604- Fieldwork Policy 5502- Discipline](#)

# Cover Sheet

## Internal Policy Review

**Section:** II. Discussion Items  
**Item:** D. Internal Policy Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** AAJP Internal Review Calendar\_AprilMay2020.pdf



## AAJP Internal Review Calendar 2019-2020

Rev. 03-26-2020

### Internal Review Calendar

Policy	Month	Stakeholders
4007- Non School Employment	April	
4008- Employee Accident Report	April	
4009- Employee Communications	April	
4010- Employee Dress Code	April	
4011- Educator Evaluations	April	
4012- Employee Harassment	May	
4013- Employee Use of Keys	May	
4014- Employee Use of Social Media	May	
4016- Employment of Relatives	May	
4017- Employment Policies for Non-Licensed Employees	May	