
I. PURPOSE

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

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

B. 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. Unless a volunteer 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.
3. The cost of the background check may be the responsibility of the corresponding volunteer.
4. If a person is denied a volunteer opportunity based on information in a background check, he/she will receive notice of the reason, and will have the opportunity to respond.

C. Supervision Policy:

1. The Lead School Administrator is responsible for supervising students to ensure their safety, and shall provide heightened supervision of volunteers and/or guest speakers.

Background Checks

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*)