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**I. PURPOSE**

This policy serves to ensure that the students of Athlos Academy are instructed and served by teachers and other school personnel who have not violated laws that would endanger students in any way.

**II. POLICY****A. Licensed Employees**

1. Appropriate training for licensed employees about the provisions of the school's policy for self-reporting of offenses shall be provided at the time of hire.
2. The designated school administrator at Athlos Academy shall report conviction, arrest, or offense information received specifically from licensed educators to the State Office of Education within 48 hours of receipt of the offense.
  - a. Athlos Academy shall cooperate with the State Office of Education in investigations of licensed educators.

**B. Non-Licensed Employees**

1. In conducting background checks on non-licensed employees, Athlos Academy shall:
  - a. Conduct a background check of employees at hire, periodically thereafter, and at least every six years.
  - b. Complete the specific background check process necessary based on the employee's assignment.
  - c. Submit to the State Department of Public Safety a complete list of employees including names, dates of birth, and social security numbers.
2. Appropriate training for non-licensed employees about the provisions of the school's policy for self-reporting of offenses shall be provided at the time of hire.

- C. All employees, licensed and non-licensed, who are arrested, cited, or charged with the following alleged offenses shall report the arrest, citation, or charge within 48 hours, or as soon as possible, to the Lead School Administrator or designee:

## Required Reporting of Employee Arrests

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1. Any matters involving an alleged sex offense;
  2. Any matters involving an alleged drug or alcohol-related offense;
  3. Any matters involving alleged bodily harm against oneself, or violence towards another person;
  4. Any matters involving an alleged crime of domestic violence; and
  5. Any matters involving an alleged crime under federal law.
- D. All school personnel shall report for work following the arrest and notice to the employer unless directed not to report for work by the Lead School Administrator or designee.
- E. Action resulting from the notification of an arrest or offense may include:
1. Immediate suspension from student supervision and/or student transportation duties for alleged sex offenses, offenses involving alcohol or drugs, or other alleged offenses which may endanger students during the investigation period;
  2. Adequate due process for the accused employee;
  3. A process to review arrest information and make employment decisions that protect both the safety of students and the confidentiality and due process rights of employees;
  4. Timelines and procedures for maintaining records of arrests and convictions of all employees consisting of:
    - a. Final administrative decisions and actions following investigation; and
    - b. Maintaining records only as necessary to protect the safety of students and with strict requirements for the protection of confidential employment information.
- F. Upon receiving arrest information involving a licensed or non-licensed employee, the Lead School Administrator or designee shall review arrest information and assess the employee's employment status.

### Legal References:

[Utah Admin R277-516](#)