

**GUIDELINES FOR REPORTING EMPLOYEE MISCONDUCT**

A licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. Has been charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child;
2. Has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. Has been dismissed by the District, or his/her contract has been non-renewed, based in whole or in part on evidence that the employee engaged in immoral conduct. For purposes of state law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards or that endangers the health, safety, welfare or education of any student; or
4. Has resigned and the Superintendent of Schools (or Board President if applicable) has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct. If the employee has been requested to resign by the Superintendent, and immoral conduct is suspected, the employee shall be informed that the Superintendent has a duty to report the resignation to the State Superintendent.

Any non-licensed District employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports shall be made within 15 days after the Superintendent (or Board President if applicable) becomes aware of the charge, conviction, dismissal, non-renewable or resignation. The employee who is the subject of a report shall be given a copy of the report.

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