

GUIDELINES FOR REPORTING STAFF MISCONDUCT

1. A licensed employee shall be reported to the State Superintendent of the Department of Public Instruction if he/she:
 - a. 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, or
 - b. Has been convicted of a crime described in (a) above or of fourth degree sexual assault, or
 - c. Has been dismissed by the District, or his/her contract has been nonrenewed, 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 and that endangers the health, safety, welfare or education of any student; or
 - d. Has resigned and the District Administrator, 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 District Administrator and immoral conduct is suspected, the District Administrator shall inform the employee that he/she has a duty to report the resignation to the State Superintendent of the Department of Public Instruction.
2. A non-licensed employee shall be reported to the State Superintendent of the Department of Public Instruction if he/she:
 - a. Is convicted of a crime described in 1(a) above or of fourth degree sexual assault.
3. Reports to the State Superintendent shall be made within 15 days after the District Administrator, or Board President, if applicable, becomes aware of the charge, conviction, dismissal, nonrenewal or resignation which meets the requirements of paragraph 1 or 2 above.
4. The employee who is the subject of a report to the State Superintendent shall be given a copy of the report.
5. In those instances where an employee's conduct results in a reasonable belief that a child has been abused or neglected, the District Administrator, such other individual as he/she shall so designate, or other appropriate school district official shall report to the county Department of Health and Human Services, sheriff or village police department the facts and circumstances contributing to the suspicion of child abuse or neglect.