

GUIDELINES FOR REPORTING STAFF MISCONDUCT

For purposes of these guidelines, "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 pupil. "Immoral conduct" includes the intentional use of the district's equipment to download, view, solicit, seek, display, or distribute pornographic material.

If the superintendent requests a licensed employee to resign, and the superintendent has a reasonable suspicion that the licensed employee engaged in immoral conduct, the superintendent shall inform the licensed employee of the superintendent's duty to report to the State Superintendent of Public Instruction that the resignation relates to the licensed employee having engaged in immoral conduct.

The following guidelines shall be adhered to:

1. A licensed employee shall be reported to the State Superintendent of Public Instruction by the Superintendent, or Board President, if applicable, if any of the following occurs:
 - a. He/she has been charged with a crime against children under ch. 948, Wis. Stats., a felony with a maximum prison term of a least five years or a crime in which the victim was a child;
 - b. He/she has been convicted of a crime described in (a) above or of fourth degree sexual assault;
 - c. He/she 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; or
 - d. He/she has resigned and the superintendent, or Board President if applicable, has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct.
2. Any non-licensed employee shall be reported to the State Superintendent of Public Instruction by the superintendent if he/she is convicted of a crime described in 1.a. above or of fourth degree sexual assault.

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3. Reports shall be made within 15 days after the superintendent, or Board President if applicable, becomes aware of the charge, conviction, dismissal, nonrenewal or resignation. The report shall include a complete copy of a licensed employee's personnel file and all records related to any investigation of the licensed employee conducted by or on behalf of the district.
4. The employee who is the subject of a report shall be given a copy of the report.

LEGAL REFERENCE: Section 115.31 Wisconsin Statutes

APPROVED: December 6, 1994

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