

Policies of the Board of Education

Series 500: Personnel

**EMPLOYEE MISCONDUCT REPORTING**

522.3

State law requires that employees engaged in specific conduct be reported to the State Superintendent of Public Instruction.

The superintendent shall be responsible to make such a report on all employees. The Board President shall be responsible to make such a report about the superintendent.

The superintendent or Board President (if applicable) shall do the following:

1. Report the name of any school district employee licensed by the State Superintendent if any of the following occurs:
  - a. The employee is 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.
  - b. The employee is convicted of a crime described in item (a) or of 4th degree sexual assault.
  - c. The employee is dismissed, or his/her contract is not renewed, by the district based in whole or in part on evidence that the person engaged in immoral conduct. For purposes of this 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.
  - d. The employee resigns and the administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct. If the administrator requests a licensed employee to resign, and has a reasonable suspicion that the employee engaged in immoral conduct, he/she must inform the employee that the administrator has a duty to report the resignation to the State Superintendent.
2. Report the name of any District employee who is not licensed by the State Superintendent if the employee is convicted of a crime described in item (1)(a) above or of 4th degree sexual assault.
3. Send a copy of any report that is made to the State Superintendent to the employee who is the subject of the report.

4. Make such reports as required above within 15 days after he/she becomes aware of the charge, conviction, dismissal, non-renewal or resignation. Any administrator who in good faith reports or fails to report information under this law is immune from civil liability for such acts or omissions. Anyone who intentionally fails to report as required by state law may be fined not more than \$1,000 or imprisoned for not more than six months or both.

Legal Ref.: Section 115.31 Wisconsin Statutes

Approved: 5/11/92

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Waunakee Community School District