

The duty to report current or anticipated criminal charges applies to all school system personnel regardless of their duties or status (full time, part time, interim, substitute, etc.) in the Watauga County Schools.

A. NOTICE OF CRIMINAL OFFENSE

Teachers and all school system employees shall notify the human resources director if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the human resources director no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the human resources director no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-47, -307, -308; 16 NCAC 6C .0601 and .0602; N.C. General Statute 90-95; Article 14 of G.S. Chapter 126

Cross References: Staff Responsibilities (policy 7300), Professional Standards of Conduct and Performance for Teachers (policy 7305)

Adopted: December 14, 2015