

**Self-Reporting Arrest or Conviction**

All employees shall notify the Superintendent in writing of a *reportable event* under this policy within three (3) business days from the date of the occurrence of the event.

For purposes of this policy a “reportable event” includes the following:

- a. Any misdemeanor or felony arrest of the employee, specifically including, but not limited to, arrests for driving under the influence (DUI) or driving while impaired (DWI);
- b. Any misdemeanor or felony conviction of the employee, specifically including, but not limited to a DUI or DWI; and
- c. With respect to any employee whose assigned duties include transporting students or driving vehicles or heavy equipment owned/leased by Athens City Schools:
  1. conviction of the employee for traffic offenses and violations (not including parking tickets) for which points are or may be charged against the employee’s drivers’ license;
  2. issuance to the employee of a notice from the Alabama Department of Public Safety that the employee’s driver’s license or Commercial Driver’s License (CDL) has been suspended or revoked.

A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or a jury in any federal or state court.

The Superintendent may notify the State Department of Education within ten days (absent unusual circumstances) after receiving notice from an employee or otherwise receiving actual notice of a conviction of a violation of any federal or state criminal drug statute.

Any employee who fails to comply with the terms of this policy will be subject to appropriate discipline, up to and including termination. Nothing in this policy shall be deemed to limit or restrict the Superintendent or Board of Education from proposing, considering or approving discipline deemed appropriate as a result of the occurrence of any reportable event, whether reported in accordance with this policy or not.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: October 27, 2022