

**FILE: GBCD**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** December 19, 1991 **FILE SECTOR:** PERSONNEL  
**DATE REVISED:** December 16, 1999 **POLICY TITLE:** EMPLOYEE MISCONDUCT  
**DATE REVISED:** September 15, 2005 **REPORTING**  
**DATE REVIEWED:** October 29, 2012  
**DATE REVISED:** December 17, 2018

In cases of employee misconduct, the district administrator (or board of education president, if the misconduct is by the district administrator) shall do the following:

- Report the name of any school district employee licensed by the state superintendent to the Wisconsin Department of Public Instruction, along with a complete copy of the licensee's personnel file and all records related to any investigation, if any of the following occurs:
  - The employee is charged with or convicted of a crime against children, a felony with a maximum prison term of at least five years, a crime in which the victim was a child or a 4th degree sexual assault.
  - The employee is dismissed or their contract is not renewed by the district, based in whole or in part on evidence that the person engaged in immoral conduct as defined by law.
  - The employee resigns or is requested to resign and the District Administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.
- Report the name of any school district employee who is not licensed by the state superintendent if the employee is convicted of a crime as listed above.
- Send a copy of any report made to the state superintendent and the employee who is the subject of the report.
- Make such reports, as required above, within 15 days after they become aware of the charge, conviction, dismissal, nonrenewal or resignation.

**CROSS REFERENCE: GBCBB & GBCB**

**LEGAL REFERENCE: §115.31(1)(c), §19.356, 940, 948, 73.03 Wisconsin Statutes, Act 84**