

# STAFF MISCONDUCT REPORTING

## Policy 522.3

Page 1 of 1

The District Administrator shall report to the State Superintendent of Public Instruction, in accordance with WI Statute 115.31 if a licensed employee:

1. Has been 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;
2. Has been convicted of a crime described in item 1 above or of fourth degree sexual assault;
3. Has resigned and the District Administrator has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct; or
4. Has been dismissed by the District, or his/her contract has been non-renewed, based in whole or in part on evidence that the employee engaged in immoral conduct.

For purposes of state 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. If the employee has been requested to resign by the District Administrator, and immoral conduct is suspected, the superintendent will inform the employee that he/she has a duty to report the resignation to the State Superintendent.

If a report concerns the District Administrator, the Board President shall file the report. Any non-licensed school district employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports will be made within 15 days after the District Administrator (or Board President, if applicable) becomes aware of the charge, conviction, dismissal, non-renewal or resignation. The employee who is the subject of a report will be given a copy of the report.

The district will not assist an individual in finding new employment if known or suspected of committing certain sex offenses (as required by law).

### Legal References:

#### Wisconsin Statutes

[Section 115.31](#) [license or permit to revocation; reports; investigation]

#### Federal Laws and Regulations

See federal references for Policy 511 (equal opportunity and nondiscrimination)

### Cross References:

Policy 522, Staff Conduct

Employee Handbook: Part 1, Applicable to All Staff  
Section 2.14 (B), Drug-, Alcohol-, and Tobacco-Free Workplace

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