

**ARRESTS OR CRIMINAL CHARGES OF EMPLOYEES
OR PERSONS PROVIDING SERVICES TO THE SCHOOL DISTRICT**

Any person employed by or in the school district to provide services in district facilities, who has been arrested or criminally charged with a felony or misdemeanor (in any jurisdiction), must immediately notify the employee's immediate supervisor and the superintendent in writing and provide a copy of the criminal indictment, information, complaint, citation or any other criminal charge. In addition, the disposition of such charges must be reported within seven (7) days of the sentencing, adjudication or final disposition. Notification to a supervisor alone does not satisfy this reporting requirement. Failure to notify may result in appropriate disciplinary action. Speeding tickets involving speeds of ten (10) miles or less over the speed limit need not be reported.

In the case of the superintendent, notification shall be made to the president of the board of education.

While the district is concerned with all arrests, it is particularly concerned with conduct that indicates an individual may pose a threat to children, or affects job performance. Pending the outcome of the judicial process or the internal investigation, the district may place the employee on leave or it may take administrative actions if it determines that a connection exists between the criminal charge, arrest, conviction and the employee's duties and responsibilities with the district, or if the employee's continuation in their job poses a potential threat to students or staff, to the investigation, or to the perpetuation of the allegedly inappropriate conduct, or their continued presence will cause a disruption.

For individuals who are not employees, for whom district officials receive arrest or criminal charge notifications, the district will notify the designated liaison or contractor of the arrest and, if warranted by the nature of the arrest or criminal charge, direct or recommend that the individual be removed from contact with students.