

**SELF-REPORTING OF ARRESTS AND CONVICTIONS BY EMPLOYEES**

Obligation to the profession of education requires that an employee shall self-report to the Superintendent or designee any arrest, filing of charges, conviction, finding of guilt, commitment to a pretrial diversion program, or entering of a plea of guilty or no contest for any criminal offense other than a minor traffic violation, or a violation for which the maximum possible penalty is a fine only. This report will occur within 48 hours of the event that is to be reported.