

**Heritage Academy BOARD POLICY MANUAL**  
POLICY GROUP 4 – PERSONNEL  
REPORTING EDUCATOR MISCONDUCT

PG-4.2.3

The Superintendent shall promptly notify the State Board of Educator Certification (SBEC) by filing a written report (within seven days of first learning about an alleged incident of misconduct) with the Texas Education Agency upon obtaining knowledge or information indicating any of the following circumstances:

1. An educator employed by or seeking employment with Heritage Academy has a criminal record;
2. An educator's employment with Heritage Academy was terminated based on evidence that the educator:
  - a. Sexually or physically abusing or otherwise committing an unlawful act with a student or minor;
  - b. Was involved in a romantic relationship or solicited or engaged in sexual conduct with a student or minor;
  - c. Possessed, transferred, sold, or distributed a controlled substance;
  - d. Illegally transferred, appropriated, or expended Heritage Academy property or funds;
  - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for purposes of promotion or additional compensation; or
  - f. Committed a crime or any part of a crime while on Heritage Academy property or at a school-sponsored event.
3. The educator resigned and reasonable evidence supported a recommendation to terminate the individual because he or she engaged in misconduct described in paragraph 2 above; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.

In accordance with Education Code section 21.006, the Superintendent must complete an investigation based on reasonable cause that the educator may be engaged in abuse or otherwise committing an unlawful act with a student or minor.

The report include all information required by Texas Education Code section 21.006 and 19 Administrative Code 249.14.