

Reporting by the CEO.

Permissive Reporting. The CEO may notify the State Board for Educator Certification (SBEC) of any educator misconduct that the CEO believes in good faith may be subject to sanctions.

Required Reporting. Except as indicated below, the CEO shall notify SBEC if:

- I. An educator employed by or seeking employment with Uplift has a criminal record and Uplift obtained information about the educator's criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety;
- II. An educator engaged in conduct that violated the assessment instrument security procedures established under Section 39.0301 of the Texas Education Code.
- III. An educator was either terminated or resigned, and there is evidence that the educator:
 - a. Abused or otherwise committed an unlawful act with a scholar or minor;
 - b. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a scholar or minor;
 - c. Possessed, transferred, sold, or distributed a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
 - d. Illegally transferred, appropriated, or expended funds or other Uplift property;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for the purpose of promotion or additional compensation; or
 - f. Committed a criminal offense or any part of a criminal offense on school property or at a school-sponsored event.

Required Investigation. The CEO shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described by I - III above. The investigation shall be completed even if the educator resigns before completion of the investigation.

Deadline to Report to SBEC. The CEO must notify SBEC by filing a report in writing and in a form prescribed by SBEC not later than the seventh business day after the date the CEO:

- I. Receives a report from a Campus Director described below;
- II. Knew about an educator's criminal record or violation of the assessment instrument security procedures described by I and II above; or
- III. Knew about an educator's termination or resignation following an alleged incident of misconduct described by III above.

The report to SBEC shall include the name or names of any scholar or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual circumstances requiring the report and identify the subject of the report, i.e., the educator being reported, by providing the following available information:

- I. Name and any aliases;
- II. Certificate number, if any, or social security number;
- III. Last known mailing address and home and daytime phone numbers;
- IV. All available contact information for any alleged victim or victims; and
- V. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

Notice to the Board of Trustees and Educator. The CEO shall notify the Board and the educator of the filing of a written report with SBEC.

Reporting not Required. The CEO is not required to notify SBEC or file a report with the board if the CEO completes an investigation into an educator's alleged incident of misconduct described by III.a. or III.b. above before the educator's termination of employment or resignation and determines the educator did not engage in the alleged incident of misconduct.

Reporting by a Campus Director. A Campus Director shall notify the CEO not later than the seventh business day after the date:

- I. Of an educator's termination or resignation following an alleged incident of misconduct described by III above; or
- II. Knew about an educator's criminal record or violation of the assessment instrument security procedures described by I and II above.

Notice to Parent or Guardian. Notice shall be provided to the parent or guardian of a scholar with whom an educator is alleged to have engaged in misconduct described by III(a) or III(b) above. Such notice shall inform the parent or guardian (1) that the alleged misconduct occurred, (2) whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation, and (3) whether a report was submitted to the State Board for Educator Certification concerning the alleged misconduct. Notice that alleged misconduct may have occurred shall be provided as soon as feasible after Uplift becomes aware of the alleged misconduct.

Electronic Communications. For purposes of this policy, "electronic communication" is defined as any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

Uplift staff are prohibited from engaging in any form of inappropriate communication with scholars, including but not limited to, inappropriate electronic communications, and are required to immediately

report suspected inappropriate electronic communication between any Uplift employee and a scholar(s) to appropriate supervisors, the Department of Human Resources, or the CEO.

Uplift staff may provide a parent or guardian with a personal cell phone number to be used only for school-related business and only in situations where the campus phone cannot be utilized. It is the decision of the parent or guardian whether to provide the cell phone number to his/her scholar. Outside of cell phone numbers, Uplift staff are prohibited from providing scholars, parents or guardians with their personal contact information, including but not limited to, personal e-mail addresses, social media websites or a social networking website. An Uplift staff member has the right to elect not to provide a scholar, parent or guardian with his or her cell phone number or Uplift email address.

To the extent a scholar engages in improper communication of any kind with a staff member, including but not limited to electronic communication, that staff member shall immediately report the improper communication and all relevant information to his or her supervisor.