



**PREPARING FOR A STANDARD FOUR VIOLATION CERTIFICATION HEARING
DISTRICT LEVEL CHECKLIST**

Violations of Standard Four of the MS Educator Code of Ethics are required reporting for MS superintendents. The documentation listed on the table below is requested by the Office of Educator Misconduct (OEM) for a review whenever a Standard Four violation is reported.

Name _____

License # _____

DOCUMENTATION REQUESTED BY OEM	DATE RECEIVED (For Use By OEM)
Appendix C: Report form for Superintendent of Education for Reporting Infraction under Miss. Code Ann. § 37-3-2: http://www.mde.k12.ms.us/educator-licensure/division-of-educator-misconduct <i>Note that this notarized form should be received within 10 days of the superintendent's notification of the infraction. Other items requested below can be sent at a later date, if needed.</i>	
A notarized affidavit stating the events of the case	
All district communication to the employee regarding the investigation	
A copy of the employee's contract	
Written complaints/statements from any parties involved: parents, students, staff, and/or the educator accused	
Police records/reports, if applicable	
Notarized board minutes of the school board's approval of the employee's resignation, if applicable (PLEASE NOTE THAT THE MINUTES MUST REFLECT EACH BOARD MEMBER'S NAME AND HOW HE/SHE VOTED. ALSO INDICATE/MARK THE RELEVANT SECTION OF THE MINUTES.)	
Resignation documents from the educator, if applicable <i>Note that if a termination takes places, the district should submit the last two items listed on the table.</i>	
Pertinent pages from district policy and school handbooks	
Transcript from termination hearing including all exhibits, if applicable	
Final order from termination hearing, if applicable	