

## 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)
Ann. § 37-3-2:	or Superintendent of Education for Reporting Infraction under Miss. Code	
http://www.mde.k12.ms.us	s/educator-licensure/division-of-educator-misconduct	
	m should be received within 10 days of the superintendent's notification of requested below can be sent at a later date, if needed.	
A notarized affidavit statis	ng the events of the case	
All district communication	n to the employee regarding the investigation	
A copy of the employee's o	contract	
Written complaints/staten educator accused	nents from any parties involved: parents, students, staff, and/or the	
Police records/reports, if a	npplicable	
(PLEASE NOTE THAT T	of the school board's approval of the employee's resignation, if applicable HE MINUTES MUST REFLECT EACH BOARD MEMBER'S NAME ED. ALSO INDICATE/MARK THE RELEVANT SECTION OF THE	
	n the educator, if applicable akes places, the district should submit the last two items listed on the table.	
Pertinent pages from distric	t policy and school handbooks	
Transcript from termination	hearing including all exhibits, if applicable	
Final order from termination	n hearing, if applicable	