

## **POLICIES PERTAINING TO OUR EMPLOYEES**

### **CONVICTION & REPORTING OF CERTAIN CRIMES**

All applicants for employment with the School shall reveal on their application for employment any and all convictions for felonies, or misdemeanors involving moral turpitude, including those for which the employee received probation or deferred adjudication.

All employees shall notify the School Administrator in writing of a conviction of any criminal act involving a controlled substance as defined by state and Federal law, or any criminal conviction of a felony or Class A or B misdemeanor within five (5) days of such conviction.

Violations of this or other school policy may result in disciplinary action including loss of employment.

**Date Adopted: November 4, 2000**