# MSD: Internal Reporting Chain, Review Factors, and Training

Reports required by this policy shall be made to the Superintendent or designee within the USBA-required time period. If offense information is first received by a principal, supervisor, or other administrator, that administrator shall immediately forward the information to the Superintendent or designee for District review and, when applicable, State Board reporting.

In reviewing arrest, conviction, plea-in-abeyance, diversion, or related offense information, the District shall make decisions that protect student safety, preserve confidential employment information, and provide applicable due-process rights. The Superintendent or designee may consider the type of offense; relevance to the individual's assignment; whether the matter suggests a pattern of criminal behavior or poor judgment; the time elapsed since the offense or completion of sentence; the frequency and severity of the matter; the individual's age at the time of the offense; and evidence of rehabilitation.

The District shall provide appropriate training to employees and volunteers concerning the self-reporting and ethical-behavior expectations established by this policy. This local provision preserves Millard's training and internal routing practice without retaining the older classified-employee/volunteer five-business-day reporting period, because the USBA forty-eight-hour reporting requirement now controls.

*Source: MSD Policy 4030, approved 2022.*