

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**October 19, 2017**

**OFFICE OF EDUCATOR MISCONDUCT**

- F. Begin the Administrative Procedures Act process: To revise State Board policies Chapter 14, Rules 14.6, 14.6.1, and 14.10

Background Information: On July 14, 2017, the Commission on Teacher and Administrator Education, Certification and Licensure and Development approved to modify Chapter 14, Rule 14.6 *Commission, Hearings and Appeals*, Rule 14.6.1 *Rules for Procedure for Disciplinary Hearings by the Licensure Commission* and Rule 14.10 *Reporting Infractions*. Revisions include changes to statutory language and duplications, time frames to schedule hearings and request continuances, and language on the type of reports to be submitted and expanded on for all allegations, infractions and/or offenses cited in the Mississippi Code of 1972 Annotated.

Recommendation: Approval

Back-up material attached

## Chapter 14: Certification

### *Rule 14.6 Commission, Hearings and Appeals*

1. The aggrieved party appealing a decision rendered by the Commission on Teacher and Administrator Education, Certification and Licensure and Development or its subcommittee pursuant to ~~Section 37-3-2, Mississippi Code of 1972 Annotated, as amended, Miss. Code Ann. § 37-3-2,~~ may submit a written notice of appeal to the Executive Secretary of the Mississippi Board of Education within ten days of receipt of the decision of the Commission or its subcommittee.
2. The notice of appeal should state with particularity the matters which, in the opinion of the appellant, have been overlooked or mistakenly conceived in the decision by the Commission or its subcommittee. An appeal to the Mississippi Board of Education is not intended as an opportunity for rearguing the entire case.
3. The Mississippi Board of Education will consider the appeal at the next regularly scheduled meeting after the transcript of proceedings is filed with the Executive Secretary. Such appeal will be on the record previously made before the Commission or its subcommittee, and the Board may, at its discretion, afford the aggrieved party the opportunity to appear before the Board to make an oral presentation and respond to questions concerning the appeal. Said presentation will be limited to fifteen (15) minutes.
4. The Mississippi Board of Education may affirm, reverse, or remand with instructions, the decision of the Commission or its subcommittee. The decision of the Mississippi Board of Education shall be final.

Source: *Miss. Code Ann. § 37-3-2*

*Rule 14.6.1 Rules for Procedure for Disciplinary Hearings by the Licensure Commission*

1. All controversies involving the issuance, revocation, suspension or any change whatsoever in the certification/license of an educator required to hold a certificate/license shall be initially heard in a hearing de novo by the Commission on Teacher and Administrator Education, Certification and Licensure and Development (the Commission), or by a sub-committee established by the Commission and composed of Commission members for the purpose of holding hearings.
2. Any complaint seeking the denial of issuance, revocation or suspension of a certificate/license shall be by sworn affidavit filed with the Commission.
3. Upon receipt of such complaint or of a written appeal from the denial of an application for certification/license, the Executive Secretary, or other designee, of the Commission shall fix a date, time and place for the hearing of the complaint or appeal, and will furnish to the applicant/certificate/license holder by certified mail, or by any other manner of service authorized by law, a copy of the complaint and notice of the date, time and place for the hearing, which date shall be not less than fifteen (15) days nor more than ~~(45)-120~~ days from the date of such notice, unless otherwise agreed.
4. The Executive Secretary may grant one continuance per party. A written request for the continuance should be sent to the Office of Educator Licensure, *no later than ~~48 hours-10 business days~~ prior to the hearing. A request may be granted only for good cause.* Any additional continuances are required to be presented by personal appearance before the Commission and may be granted only by the Commission.
5. Parties appearing at the hearing may be represented by legal counsel, at their own expense, and may produce witnesses and cross examine witnesses. It will be the responsibility of each party to secure the attendance of such witness or witnesses as each party deems necessary or appropriate; and any expense connected with the attendance of such witnesses will be born by the party responsible for the attendance of the witnesses. Witnesses who are 18 years of age or younger must be accompanied by a parent or legal guardian to the hearing.
6. At least ~~five (5)~~ seven (7) days prior to the hearing, parties represented by counsel and/or producing witnesses ~~will~~ shall provide a list containing the name, address, and telephone number of counsel and/or witnesses, and seven copies of all exhibits that will be produced at the hearing, to the other party or parties and to the Commission.
7. The Commission or its sub-committee, in order to prevent cumulative oral evidence, may require any portion of the evidence to be submitted in the form of transcripts, depositions or affidavits; and in case affidavits are received, an opportunity to present counter-affidavits shall be provided.

8. The Commission or its sub-committee may, by an affirmative vote of three-fifths of all members present, and pursuant to the Mississippi Open Meetings Act (~~MS Code~~ Miss. Code Ann. § 25-41-7), enter into executive session for purposes of any hearing held under these rules.
9. The Commission or the sub-committee shall cause to be made stenographic notes by a certified court reporter of the proceedings, which notes shall not be transcribed until and unless an appeal is taken from the decision of the Commission or sub-committee.
10. In conducting a hearing, the Commission or its sub-committee shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure, except those provided herein, but may conduct such hearing in such manner as to best ascertain the rights of the parties; provided, however, hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by the Commission or its sub-committee.
11. The Commission or its sub-committee shall make its decision on the basis of the matters presented before it, and shall notify all parties by certified mail of its decision and reasons therefore within fifteen (15) days of the conclusion of the hearing. The decision shall specify the date any revocation or suspension of a certificate/license shall be effective.
12. The decision of the Commission or its sub-committee shall be final, unless the aggrieved party appeals to the State Board of Education within ten (10) days of the receipt of the decision of the Commission or its sub-committee. The appeal shall be on the record previously made before the Commission or its sub-committee, unless otherwise provided by rules and regulations adopted by the State Board of Education.
13. An appeal from the action of the State Board of Education shall be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi, within thirty (30) days after notification of the action by the State Board of Education is mailed or served in accordance with ~~37-3-2, Mississippi Code of 1972~~ Miss. Code Ann. § 37-3-2.
- ~~14. A person whose license has been revoked or surrendered on any grounds except criminal grounds may petition for reinstatement of the license after one (1) year from the date of revocation or surrender, or after one half (1/2) of the revoked or surrendered time has lapsed, whichever is greater. A person whose license has been suspended on any grounds or violations under Section 37-3-2 (12) of the MS Code, Annotated as Amended, may be reinstated automatically or approved for a reinstatement hearing, upon submission of a written request to the commission. A license suspended, revoked or surrendered on criminal grounds may be reinstated upon petition to the commission filed after expiration of the sentence and parole or probationary period imposed upon the conviction as evidenced by a certified court order submitted by the petitioner.~~
- ~~15. A revoked, suspended or surrendered license may be reinstated upon satisfactory showing of evidence of rehabilitation<sup>2</sup>. The commission shall require all who petition for reinstatement to furnish evidence satisfactory to the commission of good character, good mental, emotional and physical health and such other evidence as the commission may deem~~

~~necessary to establish the petitioner's rehabilitation and fitness to perform the duties authorized by the license.~~

- ~~16. A person may voluntarily surrender a license. The surrender of such license may result in the commission recommending any of the above penalties without the necessity of a hearing. However, any such license which has voluntarily been surrendered by a licensed employee may be reinstated by a unanimous vote of all members of the commission.~~
14. Prior to being scheduled to appear before the Commission, or its subcommittee, any person who petitions for reinstatement of licensure must file with the Department of Education, Office of Educator Licensure a completed Application for Reinstatement including all required documentation. Submission of the completed Application for Reinstatement including all required documentation does not guarantee that the Commission, or its subcommittee, will grant the petition for reinstatement of the educator's license.
15. Reinstatement applicants appearing at the reinstatement hearing may be represented by counsel, at their own expense, and may produce witnesses and cross-examine witnesses. It will be the responsibility of each party to secure the attendance of such witness or witnesses, as each party deems necessary or appropriate; and any expense connected with the attendance of such witnesses will be born by the party responsible for the attendance of the witnesses. The Commission, or its subcommittee, will consider all evidence presented at the reinstatement hearing.

Source: *Miss. Code Ann. § 37-3-2* (~~Rev. 6/2013~~ Revised 7/2017)

*Rule 14.10 Reporting Infractions. Procedures for Reporting Infraction Under Miss. Code Ann. § 37-3-2*

**1. Section I – Introduction**

Mississippi Code Annotated, Section 37-3-2 (15) authorizes the Commission on Teacher and Administrator Education, Licensure and Development, to promulgate procedures for reporting infractions delineated under Section 37-3-2 of the Code. The Commission has provided the procedures below to be followed by all educators required to hold a certificate/license. These procedures will ensure compliance with Mississippi law.

**2. Section II Reporting Responsibilities What Should be Reported**

Reports shall be submitted for all infractions the following allegations, infractions and/or offenses cited in the Mississippi Code of 1972 Annotated (~~Revised 1996~~), ~~Sections 37-3-51, 37-3-2, 37-9-57, and 37-16-4, to include:~~

- ~~a. Conviction of a felony or sex offense. “Sex offense” shall mean any of the following offenses:~~
  - ~~i. Section 97-3-65, Mississippi Code of 1972, relating to the carnal knowledge of a child under fourteen (14) years of age;~~
  - ~~ii. Section 97-3-95, Mississippi Code of 1972, relating to sexual battery;~~
  - ~~iii. Section 97-5-21, Mississippi Code of 1972, relating to seduction of a child under age eighteen (18);~~
  - ~~iv. Section 97-5-23, Mississippi Code of 1972, relating to the touching of a child for lustful purposes;~~
  - ~~v. Section 97-5-27, Mississippi Code of 1972, relating to the dissemination of sexually oriented material to children;~~
  - ~~vi. Section 97-5-33, Mississippi Code of 1972, relating to the exploitation of children;~~
  - ~~vii. Section 97-5-41, Mississippi Code of 1972, relating to the carnal knowledge of a stepchild, adopted child, or child of a cohabitating partner;~~
  - ~~viii. Section 97-29-59, Mississippi Code of 1972, related to unnatural intercourse;~~
- a. Miss. Code Ann. § 37-3-2 (11) through (13)—Denial of application; revocation and suspension of licensed/certificates; dismissal or suspension of licensed/certified employee by a local school board
- b. Miss. Code Ann. § 37-9-57—Effect of abandonment of employment
- c. Miss. Code Ann. § 37-16-4—Enforcement and penalty for test violations
- d. Miss. Code Ann. § 37-3-51 (1) through (3)—Notification of the Department of Education of conviction of certificated person on certain felonies or sex offenses,

which may include the following:

- i. Miss. Code Ann. § 97-3-65 relating to the carnal knowledge of a child under fourteen (14) years of age;
- ii. Miss. Code Ann. § 97-3-95 relating sexual battery;
- iii. Miss. Code Ann. § 97-5-21 relating to seduction of a child under the age of eighteen (18);
- iv. Miss. Code Ann. § 97-5-23 relating to the touching of a child for lustful purposes;
- v. Miss. Code Ann. § 97-5-27 relating to the dissemination of sexually orientated material to children;
- vi. Miss. Code Ann. § 97-5-33, relating to the exploitation of children;
- vii. Miss. Code Ann. § 97-5-41, relating to the carnal knowledge of a stepchild, adopted child, or child of a cohabitating partner;
- viii. Miss. Code Ann. § 97-29-59, relating to unnatural intercourse;
- ix. Or any other offense committed in another jurisdiction which, if committed in Mississippi, would be deemed to be such a crime without regard to its designation elsewhere

~~b. Other reportable infractions or occurrences [Section 37-3-2 (11), (12), and (13)]:~~

~~i. License Applicants~~

~~a. Lack of qualifications which are prescribed by law or regulations adopted by the State Board of Education;~~

~~b. Has a physical, emotional, or mental disability that renders the applicant unfit to perform the duties authorized by the certificate/license, as certified by a licensed psychologist or psychiatrist;~~

~~c. Is actively addicted to or actively dependent on alcohol or other habit forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effect, at the time of application for a certificate/license;~~

~~d. Revocation, suspension or surrender of a certificate or license by another state shall result in immediate denial of licensure until such time that the records predicated the revocation, suspension or surrender in the prior state have been cleared;~~

~~e. Committed fraud or deceit in securing or attempting to secure such certification or license;~~

~~f. Fails or refuses to furnish reasonable evidence of identification;~~

~~g. Has been convicted, has pled guilty or entered a plea of nolo contendere to a felony as defined by federal or state law;~~

~~h. Has been convicted, has pled guilty or entered a plea of nolo contendere to a sex offense as defined by federal or state law. For purposes of this~~

~~paragraph (h) and paragraph (g) of this subsection, a "guilty plea" includes a plea of guilty, entry of a plea of nolo contendere, or entry of an order granting pretrial or judicial diversion.~~

~~i. Probation or post release supervision for a felony or sex offense conviction, as defined by federal or state law, shall result in the immediate denial of licensure application until expiration of the probationary or post release supervision period.~~

~~ii. Licensed Educators~~

~~a. Breach of contract or abandonment of employment may result in the suspension of the license for one (1) school year as provided in Section 37-9-57, Mississippi Code of 1972;~~

~~b. Obtaining a license by fraudulent means shall result in immediate suspension and continued suspension for one (1) year after correction is made;~~

~~c. Suspension or revocation of a certificate or license by another state shall result in immediate suspension or revocation and shall continue until records in the prior state have been cleared;~~

~~d. The license holder has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. For purposes of this paragraph, a "guilty plea" includes a plea of guilty, entry of a plea of nolo contendere, or entry of an order granting pretrial or judicial diversion;~~

~~e. The license holder has been convicted, has pled guilty or entered a plea of nolo contendere to a sex offense, as defined by federal or state law, shall result in immediate suspension or revocation; or~~

~~f. The license holder has received probation or post release supervision for a felony or sex offense conviction, as defined by federal or state law, which shall result in immediate suspension or revocation until expiration of the probationary or post release supervision period;~~

~~g. The license holder knowingly and willfully committing any of the acts affecting validity of mandatory uniform test results as provided in Section 37-16-4(1), Mississippi Code of 1972.~~

~~h. The license holder has engaged in unethical conduct relating to an educator/student relationship as identified by the State Board of Education in its rules;~~

~~i. The license holder has fondled a student as described in Section 97-5-23, had any type of sexual involvement with a student as described in Section 97-3-95; or~~

~~j. The license holder has failed to report sexual involvement of a school employee with a student as required by Section 97-5-24.~~



~~iii. Dismissal or Suspension~~

~~a. Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59, Mississippi Code of 1972, may result in the suspension or revocation of license for length of time, which shall be determined by the commission and based upon the severity of the offense.~~

~~b. Any offense committed or attempted in any other state shall result in the same penalty as if committed or attempted in this state.~~

e. Violations of the Mississippi Educator Code of Ethics Standards of Conduct

~~1. Violations of Standard 1.2 (Misuse or mismanagement of tests or test materials) that affect the validity of mandatory uniform test results as provided in Section 37-16-4(1)~~

~~2. Violations of Standard 2 (Trustworthiness) that result in a felony conviction~~

~~3. Violations of Standard 3 (Unlawful Acts) (felony and sex offense convictions)~~

~~4. Violations of Standard 4 (Educator/Student Relationships)~~

~~5. Violations of Standard 7 (Public Funds and Property) that result in a felony conviction~~

~~6. Violations of Standard 6 (Alcohol, Drug and Tobacco Use or Possession) that result in termination and/or a felony conviction~~

~~7. Violations of Standard 9 (Maintenance of Confidentiality) that affect the validity of mandatory uniform test results as provided in Section 37-16-4(1)~~

~~8. Violations of Standard 10 (Breach of Contract or Abandonment of Employment)~~

~~All other violations of the Educator Code of Ethics should be addressed by the local school district. Failure to report sexual involvement of a school employee with a student as required by Section 97-5-24 may result in the revocation or suspension of a license.~~

## 2. Section III – What Should Be Reported Reporting Responsibilities

- a. **Mississippi Circuit Clerks:** Each circuit clerk has the statutory duty to report to the Mississippi Department of Education (MDE), the conviction of any certified/licensed personnel employed by a public or private elementary or secondary school according to requirements outlined in the Mississippi law. Reports are to be made on forms provided by the MDE (Appendix A).
- b. **Superintendents of Education:** Each superintendent of a public school ~~must~~ shall report to MDE allegations, infractions, and/or offenses committed under sections of the Mississippi Code cited in Section II of these procedures. Superintendents shall adhere to the following procedures:
  - i. Submit an initial report on all certified/licensed employees no later than October 1 of each school year (Appendix B).
  - ii. ~~After the initial report, s~~Submit reports on employees as knowledge of allegations, infractions and/or offenses occurs.

Such reports shall be submitted within 10 days of notification of an allegation, infraction and/or offense (Appendix C). Failure by the school district to report to the MDE within 10 working days, however, does not negate the continuing reporting duties by the Superintendent as required by law, or supersede or affect the statutory authority of the Commission on Teacher and Administrator Education, Certification and Licensure and Development from suspending or revoking an educator license pursuant to ~~Miss Code Ann Section~~ Miss. Code Ann. § 37-3-2.

Additionally, a resignation in lieu of termination does not waive the Superintendent's requirement to report an allegation, infraction, and/or offense.

- c. **Community and Junior College Presidents:** Presidents of community and junior colleges must report to MDE infractions committed under sections of the Mississippi Code cited in Section I of these procedures. Reports shall be completed on vocational and technical education personnel licensed by the Department of Education. (*The Office of Educator Licensure issues vocational postsecondary licenses for the Tech Prep Coordinator and Special Populations Coordinator*).
- i. Presidents shall adhere to the following procedures:
  - a) Submit an initial report on all certified/licensed employees no later than October 1 of each school year (Appendix D).
  - b) After the initial report, submit reports on employees as knowledge of offenses occurs.

Such reports shall be submitted within 10 days of notification of an offense (Appendix E).

**APPENDIX A:  
REPORT FORM FOR CIRCUIT CLERK  
FOR REPORTING FELONY/SEX OFFENSE CONVICTIONS**

Directions: All circuit clerks must use this form to report the conviction of certified/licensed school personnel of a felony or a sex offense as defined by Mississippi Code Annotated §37-3-51.

**Attach a certified copy of the indictment and judgment. Mail to:** Office of Educator Licensure  
Mississippi Department of  
Education Post Office Box 771  
Jackson, Mississippi 39205-0771

Name:	
Social Security Number	Date of Birth:
Address:	
School District Where Employed:	

License Number: \_\_\_\_\_

Date and Place of Conviction:

\_\_\_\_\_  
\_\_\_\_\_

Case number:

Type of Felony/Sex Offense:

\_\_\_\_\_

Signature of Circuit Clerk: \_\_\_\_\_

Circuit Clerk (Typed Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

District Attorney (Typed Name): \_\_\_\_\_

**APPENDIX B:**

**ANNUAL REPORT FORM FOR SUPERINTENDENT OF EDUCATION  
FOR REPORTING INFRACTIONS UNDER SECTION 37-3-2  
OF THE MISSISSIPPI CODE**

Due to the Office of Educator Licensure by October 1 each  
year

<p>_____ To the best of my knowledge and belief, <u>no</u> educators have committed infractions as delineated in Section 37-3-2 of the Mississippi Code.</p>		
<p>_____ The following educators have committed infractions as delineated in Section 37-3-2 of the Mississippi Code</p>		
<i>Name</i>	<i>Social Security Number/ License Number</i>	<i>Type of Infraction</i>
Signature of Superintendent of Education: _____		
Superintendent of Education (Typed Name): _____		
School District Name and Number: _____		
Date: _____		

**Attach any additional information, as needed.**

**This form must be notarized**

**Mail to:** Office of Educator Licensure  
P.O. Box 771  
Jackson, Mississippi 39205-0771



**APPENDIX C:  
REPORT FORM FOR SUPERINTENDENT OF EDUCATION  
FOR REPORTING INFRACTIONS UNDER SECTION 37-3-2 OF THE  
MISSISSIPPI CODE**

Due to the Office of Educator Licensure (OEL) within 10 working days of the infraction. Failure by the school district to report to the OEL within 10 working days, however, does not negate the continuing reporting duties by the Superintendent as required by law, or supersede or affect the statutory authority of the Commission on Teacher and Administrator Education, Certification and Licensure and Development from suspending or revoking an educator license pursuant to Miss Code Ann Section 37-3-2.

**Directions:** All superintendents of education must use this form to report the conviction of certified/licensed school personnel or other infractions as delineated in Section 37-3-2 of the Mississippi Code including violations to Standard 4 of the Mississippi Educator Code of Ethics.

Educator Name:	
Social Security Number:	Date of Birth:
Address:	
School District Where Employed:	
License Number:	
Date of <del>Conviction or Infraction</del> <u>Allegation/Infraction/Conviction</u> :	
Type of <del>Conviction, Violation or Infraction</del> <u>Allegation/Infraction/Conviction</u> :	
District Response <del>to Infraction</del> : <i>(Indicate suspension, termination, or approved resignation; and specify date(s) action.)</i> :	
Signature of Superintendent of Education: _____	
Superintendent of Education (Typed Name): _____	
School District Name and Number: _____	
Date: _____	

**Attach any additional information such as school board minutes, affidavits, signed statements, district correspondence, or any other documentation pertinent to this infraction.**

**This Form must be notarized.**

**Mail to:** Office of Educator Licensure  
Mississippi Department of  
Education  
Post Office Box 771  
Jackson, Mississippi 39205-07





**APPENDIX D:**

**ANNUAL REPORT FORM FOR COMMUNITY/JUNIOR COLLEGE PRESIDENT  
FOR REPORTING INFRACTIONS UNDER SECTION 37-3-2 OF THE  
MISSISSIPPI CODE**

**Attach any additional information, as needed. This form must be**

**notarized. Mail to:** Office of Educator Licensure  
Mississippi Department of  
Education Post Office Box 771  
Jackson, Mississippi 39205-0771

<input type="checkbox"/> To the best of my knowledge and belief, no certified/licensed vocational and technical education personnel have committed infractions as delineated in Section 37-3-2 of the Mississippi Code.		
<input type="checkbox"/> The following certified/licensed vocational and technical education personnel have committed infractions as delineated in Section 37-3-2 of the Mississippi Code		
<i>Name</i>	<i>Social Security Number/ License Number</i>	<i>Type of Infraction</i>

**APPENDIX E:**

**REPORT FORM FOR COMMUNITY/JUNIOR COLLEGE PRESIDENT FOR REPORTING INFRACTIONS UNDER SECTION 37-3-2 OF THE MISSISSIPPI CODE**

**Direction:** All community/junior college presidents must use this form to report the conviction of vocational and technical education personnel licensed by the Department of Education or other infractions as delineated in Section 37-3-2 of the Mississippi Code.

Name: _____	
Social Security Number: _____	Date of Birth: _____
Address: _____	
Community/Junior College Where Employed: _____	
License Number: _____	
Date and Place of Conviction or Infraction: _____	
Type of Conviction or Infraction: _____	
Signature of Community/Junior College President: _____	
Community/Junior College President (Typed Name ) _____	
Date: _____	

**This form must be notarized.**

**Mail to:** Office of Educator Licensure  
Mississippi Department of  
Education Post Office Box 771  
Jackson, Mississippi 39205-0771

## **Reporting Instructions for School District Superintendents**

Should any of the previously named infractions occur in your jurisdiction result in a felony or sex offense conviction in a court of law (in or out-of-state), please complete Appendix C reporting form and submit to the Office of Educator Licensure at the Mississippi Department of Education within ten days. Failure by the school district to report to the OEL within 10 working days, however, does not negate the continuing reporting duties by the Superintendent as required by law, or supersede or affect the statutory authority of the Commission on Teacher and Administrator Education, Certification and Licensure and Development from suspending or revoking an educator license pursuant to Miss Code Ann Section 37-3-2. MDE will secure certified court records in the case and proceed with a disciplinary hearing before the Certification Commission to determine if the license should be revoked.

Should any of the previously named infractions occur in your jurisdiction that do not result in a felony or sex offense conviction in a court of law, please follow this procedure for reporting the infraction to the Mississippi Department of Education:

1. Initiate an internal investigation in your district and gather appropriate documentation of the infraction.
2. Should the investigation exceed ten working days from the alleged infraction, submit just the notarized Appendix C reporting form to ensure timely reporting of the infraction. Other investigative documents can be sent in once the investigation is complete.
3. Attach any documentation pertinent to the case, such as copy of the school board minutes showing action taken, correspondence between the district and the educator, signed affidavits regarding facts of the case, etc. Affidavits should be signed and notarized.

Once submitted to the Office of Educator Licensure (OEL) at the Mississippi Department of Education, OEL will contact the district if additional documentation is needed prior to a hearing. A disciplinary hearing will be scheduled before the Certification Commission to determine if the license of the educator should be revoked or suspended. School district personnel with first-hand knowledge of the infraction would need to be present at the hearing to testify to the facts of the case.

Source: *Miss. Code Ann. § 37-3-2 (15) (Rev. 7/2017)*

