



Kate Brown, Governor

Oregon

TEACHER STANDARDS AND PRACTICES COMMISSION

250 Division Street N.E. Salem, OR 97301

Phone: (503) 378-3586

Fax: (503) 378-3758

www.oregon.gov/TSPC

School District Misconduct Reporting Guide

The purpose of the Teacher Standards and Practices Commission is to authorize the practice of professional educators through licensure and registration of educators and certification of school nurses. Licensure provides a safeguard to the public to indicate the educator has met a certain standard of criminal and other conduct background checks and an established level of professional educator preparation.

The Commission is only authorized to take action against an educator's license or registration or a school nurse's certificate. *The Commission is not empowered to change an educator's employment status or to force the district to take certain employment-related disciplinary action against a licensed or registered educator or certified school nurse.*

Oregon law requires that chief administrators of school districts, charter schools, and education service districts report certain educator misconduct to the Commission in a timely manner:

[OAR 584-020-0041](#) states (*emphasis added*):

(2) A chief administrator will report educators described in this subsection ***regardless*** if the educator is employed in the chief administrator's district. Subject educators include:

- (a) Any educator possessing a TSPC-issued license or certification;
- (b) Any educator holding a charter school registration;
- (c) Any pre-service candidate enrolled in a public or private school for purposes of program completion pursuant to any program described in division 17 of these administrative rules.

(3) A chief administrator will report to the Executive Director within thirty (30) days the name of any person described in subsection (2) above, when the chief administrator ***reasonably believes*** the person may have committed any act which may constitute any of the designated acts of gross neglect of duty under [OAR 584-020-0040 \(4\)](#), subsections (a) to (s) or any of the designated acts of gross unfitness listed under [OAR 584-020-0040 \(5\)](#), subsections (a) to (e).

Findings of gross neglect of duty REQUIRES: “**Serious** and **material** inattention to or breach of professional responsibilities.”

Findings of gross unfitness REQUIRES: “Conduct which renders an educator **unqualified** to perform his or her professional responsibilities.”

Reporting Form Information:

- Please use the TSPC [School District Misconduct Report Form](#) and complete it as fully as possible.
- The reporting district may attach additional narrative and support materials, if necessary.
- The TSPC School District Misconduct Report Form replaces the former “Superintendent Report Letter.” Such letters can still be attached as additional information, if necessary.
- The assigned investigator may contact the district for additional information and materials as needed.

Please feel free to contact your assigned regional investigator or TSPC Professional Practices contact to review and discuss any questions you have about reporting misconduct, reporting criteria, or related questions.