

FRAUDULENT OR DISHONEST CONDUCT

The school district will investigate possible fraudulent or dishonest use or misuse of district resources or property by board members, employees, or volunteers. Anyone found to have engaged in fraudulent or dishonest conduct will be subject to disciplinary action and civil or criminal prosecution, when warranted.

Board members and employees are obligated to report suspected fraudulent or dishonest conduct. Concerns should be reported to the elementary or secondary principal, as appropriate. If the concern involves the principal, or a person finds it difficult to report the concern to the principal, he or she may report it directly to the superintendent of schools. If the concern involves the superintendent, it should be reported to the board president. Principals shall inform the superintendent of all concerns reported to them.

Baseless allegations are allegations that are made with reckless disregard for their truth or falsity. Anyone found to have made a baseless allegation will be subject to disciplinary action.

Fraudulent or dishonest conduct consists of a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of fraudulent or dishonest conduct include but are not limited to: forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; misappropriation or misuse of district resources such as funds, equipment, supplies or other assets; authorizing or receiving compensation for goods not received or services not performed; and authorizing or receiving compensation for hours not worked.

Reasonable care should be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others who are not involved with the investigation, and violations of a persons' rights. Administrators investigating allegations of misconduct should contact the district's legal counsel for guidance.