

**Educator
Misconduct**

For purposes of this regulation, misconduct is defined ~~as an educator's alleged abuse or otherwise commission of an otherwise unlawful act with the student or involvement in an inappropriate sexual relationship, soliciting or engaging in sexual contact with the student or grooming behavior with a student in DHB(LEGAL). Failure to timely report educator misconduct in accordance with statutory requirements and District policy may result in disciplinary action up to and including termination. [See DHB(LEGAL)(LOCAL)]~~

Notification

***Campus
Administrator***

~~The campus administrator shall notify the Superintendent of Schools or designee by engaging in the following activities within three business days after the date the campus administrator knew or should have known of the employee's misconduct [see FFF]:~~

- ~~1. Notify immediate supervisor.~~
- ~~2. Notify School Leadership designee.~~
- ~~3. Enter report into the critical incident reporting system and notify Child Protective Services.~~
- ~~4. Notify Employee Relations.~~
- ~~5. Send notification letter to impacted parent(s) by certified mail and copy School Leadership.~~
- ~~6. Schedule a conference with impacted parent(s).~~

Administration

~~The administration may engage in the following activities after the administration knew or should have known of the employee's misconduct:~~

- ~~1. Place employee on administrative leave within three business days.~~
- ~~2. Notify the investigative unit within three business days.~~
- ~~3. Move the case through the Legal Review Committee (LRC) process within three business days of receipt of a personnel recommendation. [See DH(REGULATION)]~~
- ~~4. Report in writing by regular and certified mail on behalf of the Superintendent of Schools to the State Board for Educator Certification (SBEC) within three business days of the separation or LRC recommendation.~~
- ~~5. Notify School Leadership within three business days of LRC recommendation and/or notification of separation.~~

~~6. Send notification to the Board of Trustees on behalf of the Superintendent of Schools in the next scheduled Board update.~~

~~Closure Letters~~

~~The administration shall engage in the following activities within three business days of the LRC recommendation or separation:~~

- ~~1. Mail closure letter to impacted parent(s) by certified mail.~~
- ~~2. Mail closure letter to employee.~~

~~Exceptions~~

~~Exceptions may be made to this regulation by the Superintendent of Schools or designee.~~

Reporting Requirements –
Campus
Administrator

The campus administrator must notify the Superintendent of Schools or designee by engaging in the following activities when the campus administrator has reasonable cause to believe or becomes aware of evidence of any alleged educator misconduct by an employee who holds a State Board for Educator Certification (SBEC) certificate [see FFF]:

- Within 24 hours, notify the [Department of Family and Protective Services](#)¹ (DFPS) if related to child abuse. [See FFG]
- The campus principal may send the person home for the day and must notify Human Capital Management.
- Within 48 hours, submit a Critical Incident Report into the Critical Incident Reporting (CIR) system.

Reporting Requirements –
Administration

The administration may engage in the following activities after the administration has reasonable cause to believe or becomes aware of evidence of any educator's alleged misconduct:

- HCM may place the educator on administrative leave, if applicable.
- Send the initial parent notification letter to impacted parent(s) and log the notification into the CIR system.
- Submit a report to SBEC via the Texas Education Agency (TEA) Misconduct Reporting Portal on behalf of the Superintendent of Schools within 48 hours of learning of the misconduct.

- **Submit a report to SBEC via the TEA Misconduct Reporting Portal on behalf of the Superintendent of Schools after receiving an investigative report and/or separation of the educator from the District.**
- **Send notification to the educator of the filing of a written report.**
- **Send notification to the Board of Trustees on behalf of the Superintendent of Schools.**
- **Update the CIR system to reflect the final outcome.**
- **Send the closure notification letter to impacted parent(s) and log the notification into the CIR system.**

Exceptions

Exceptions may be made to this regulation by the Superintendent of Schools or designee.

Adoption or Last Amended Amendment Date

This regulation was ~~adopted~~ **last amended** on ~~May 24, 2019~~ **September 8, 2025**.

¹ **Department of Family and Protective Services website:**
<https://www.dfps.texas.gov/>