EMPLOYEE STANDARDS OF CONDUCT
REPORTS TO TEXAS EDUCATION AGENCY

Employee or Service Provider Misconduct

For purposes of this regulation, misconduct is defined in DHC(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 DHC(LEGAL)]

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 employee or service provider misconduct [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 employee's or service provider's alleged misconduct:

- HCM may place the employee 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 Texas Education Agency (TEA) via the TEA Misconduct Reporting Portal on behalf of the Superintendent of Schools within 48 hours of learning of the misconduct.
- Submit a report to TEA via the TEA Misconduct Reporting Portal on behalf of the Superintendent of Schools after receiving an investigative report and/or separation of the employee or service provider from the District.
- Send notification to the employee or service provider 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 Amendment Date

This regulation was adopted on September 8, 2025.

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