Harassment

Harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or other protected trait, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment may include, but is not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other unwelcome sex-based conduct, contact, or communication, including electronic communication.

Retaliation

Retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Reporting Procedures

An employee who believes that he or she has experienced misconduct as defined by DIA(LOCAL) or believes that another employee has experienced misconduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, to the designated District representative at District Representatives, or to one of the District's resources as outlined in DH(REGULATION).

Alternative Reporting Procedures

An employee shall not be required to report misconduct to the person alleged to have committed the conduct. Reports by an employee concerning misconduct, as defined by DIA(LOCAL), against the employee's supervisor may be directed to one of the District's representatives. Reports against the Equal Opportunity Compliance Representative, Title IX Coordinator, Title IX Coordinator-Designee, ADA Representative, or Section 504 Coordinator, may be directed to the Superintendent of Schools.

A report against the Superintendent of Schools may be made directly to the Board president who will inform the entire Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

District Representatives

The employee may report the alleged acts to one of the District representatives.

Title IX Coordinator

The District designates and authorizes the following person as the Title IX Coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:

	Name:	~~**Chelsea Watson**~~ **Erika Knisley**
	Address:	9400 North Central Expressway, Suite 1675 Dallas, TX 75231
	Email:	TitleIX@dallasisd.org
	Telephone:	(972) 581-4230

Title IX Coordinator-Designee

The District designates and authorizes the following person**s** as the Title IX Coordinator-Designee to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:

Name:	Lindsey Bailey **and Kayla Landry**
Address:	9400 North Central Expressway, Suite 1675 Dallas, TX 75231
Email:	TitleIX@dallasisd.org
Telephone:	(972) 581-4230

Title VII Equal Opportunity Compliance Representative

Reports of employment discrimination based on race, color, religion, sex, gender, national origin, age, disability, military status, genetic information, pregnancy, or on any other basis prohibited by law, may be directed to the Equal Opportunity Compliance Representative.

Name:	Ana Anderson
Address:	9400 North Central Expressway, Suite 1360 Dallas, TX 75231
Email:	TitleVII@dallasisd.org
Telephone:	(972) 925-5316

Americans with Disabilities Act (ADA) Representative

Reports of discrimination against employees based on disability may be directed to the ADA Representative. Reports of discrimination against students based on disability may be directed to the Section 504 Coordinator.

Name:	Valerie Robertson
Address:	9400 North Central Expressway, Suite 1400 Dallas, TX 75231
Email:	BenefitsReviewCommittee@dallasisd.org
Telephone:	(972) 925-4048

Section 504 Coordinator	Name:	Erin Gracey
	Address:	9400 North Central Expressway, Suite 725 Dallas, TX 75231
	Email:	504@dallasisd.org
	Telephone:	(972) 581-4238

Reporting Time Frame

Reports of misconduct shall be made within 48 hours when an employee knew or should have known after the alleged act or knowledge of the alleged act.

Any District supervisor who receives a report of misconduct shall notify the appropriate District representative listed above within 48 hours and take any other steps required by this policy.

Any District employee who receives a report of misconduct based on sex, including sexual harassment, shall notify the Equal Opportunity Compliance Representative within 48 hours.

Investigation of Reports

The following procedures apply to all allegations of misconduct other than allegations of sexual harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proven, would meet the definition of sexual harassment under Title IX, the District will act in accordance with its Title IX process [See FFH (LOCAL)(LEGAL)].

The District requires a written report from the employee alleging misconduct. If a report is made verbally, the District representative transcribes the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations would constitute misconduct as defined by this policy. If the allegations have DIA implications, the District official shall immediately refer to the District's investigative unit. A criminal and administrative investigation regarding the same or similar allegations may occur concurrently.

When the District receives notice of an allegation of sex discrimination or sexual harassment under Title IX, the information should immediately be provided to the Title IX Coordinator or designee. The Title IX Coordinator or designee shall promptly contact the complainant and determine whether the allegations require initiation of the District's Title IX process.

Should the allegations not constitute misconduct as defined by this policy, the allegations may be investigated under other policies including but not limited to DH and FFH.

Interim Action

If appropriate, the District shall promptly take interim action to prevent misconduct during the course of an investigation. Interim action may include but is not limited to placing the employee of the alleged misconduct on administrative leave or temporarily transferring the employee when appropriate.

District Investigation

The investigation may consist of interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The supervisor may be informed of the investigation.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 30 District business days from the date of the report. However, the investigator shall take additional time, if necessary, to complete a thorough investigation. The investigator will notify in writing the person making the report and the person against whom the report is filed if additional time is needed.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation. The Professional Standards Office is the repository for closed investigative reports.

District Action

If the results of an investigation indicate that misconduct occurred, the District shall promptly respond by taking appropriate disciplinary action up to and including termination or corrective action to address the conduct.

The Human Capital Management Employee Relations Department is responsible for the coordination of any disciplinary or corrective actions resulting from completed investigative reports.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of those involved in the investigation. However, appropriate disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

An employee or complainant who is dissatisfied with the outcome of the initial assessment to investigate or the investigation may appeal through the appropriate District policies/procedures.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any misconduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX process.]

Access to Policy	Information regarding this policy and any accompanying procedures shall be distributed annually to District employees and will be posted on the District's website.
Adoption or Last Amendment Date	This regulation was last amended on ~~**September 17, 2025**~~ **January 29, 2026.**