Workplace Bullying

Employees who believe they are being bullied may file a complaint by following the complaint procedures outlined in DGBA(LOCAL).

If an allegation of workplace bullying is confirmed, the Superintendent of Schools or designee shall take appropriate action to prevent further bullying and to address the actions of the accused employee, which may include disciplinary actions up to and including termination.

Arrests, Indictments, Convictions, and Other Adjudications

Within 48 hours of being released from custody, an employee shall notify the Superintendent of Schools or designee, in writing by using the arrest report form, of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
    - Dishonesty, fraud, deceit, theft, or misrepresentation;
    - Deliberate violence;
    - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
    - Any misdemeanor or felony possession, or conspiracy to possess any controlled substance defined in Chapter 481 of the Health and Safety Code;
    - Any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
    - Felony driving while intoxicated (DWI);
    - Acts constituting abuse or neglect under the Texas Family Code;
    - Public lewdness;
    - Prostitution; and
    - Solicitation of prostitution.

[For additional information, see DBAA(LOCAL).]

Employee's Duty to Report Alleged Misconduct

Within ~~48 hours~~ **two hours**, an employee must make a report when the employee has reasonable cause to believe or becomes aware of evidence of any alleged misconduct by an employee. [See DHB and DHC for campus administrator and supervisor reporting requirements.]

Employees must report alleged misconduct to any of the following:

- Campus administrator or supervisor and/or next level supervisor
- Human Capital Management (HCM) Employee Relations
- District Representatives [see DIA(REGULATION)]
- Dallas ISD Hotline[1]
- Professional Standards Office
- District Police Department

A campus administrator or supervisor who receives a report of employee alleged misconduct must submit a Critical Incident Report ~~into the Critical Incident Report (CIR) system within 48 hours~~ **(CIR) within two hours of having reasonable cause to believe or becoming aware of the alleged misconduct**.

Failure to timely report misconduct in accordance with District policy and by law may result in disciplinary action up to and including termination.

Employee's Duty to Report Alleged Misconduct Pertaining to Child Abuse or Neglect

When an employee has reasonable cause to believe or becomes aware of evidence of any alleged misconduct pertaining to child abuse or neglect, the employee is required by ~~law~~ **the District** to make a report ~~within 24 hours~~ **within two hours** to a law enforcement agency, defined as the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff, or a county constable, or the Department of Family and Protective Services[2] (DFPS). Additionally, a report must be made to DFPS if the alleged or suspected child abuse or neglect involves a person responsible for the care, custody, or welfare of the child.

The employee must also notify his or her campus administrator or supervisor who is responsible for notifying HCM Employee Relations and submitting a ~~Critical Incident Report into the CIR system within 48 hours~~ **CIR within two hours of having reasonable cause to believe or becoming aware of the alleged misconduct**.

Failure to timely report misconduct in accordance with District policy and by law may result in disciplinary action up to and including termination.

[See FFG for reporting requirements pertaining to child abuse and neglect. See DHB and DHC for campus administrator and supervisor reporting requirements.]

Investigative Duties

Alleged misconduct may be investigated by any investigative unit as determined by the District including but not limited to the following:

- Professional Standards Office — child abuse and neglect; employee misconduct; and discrimination, harassment, and retaliation.
- District Police Department — crimes, potential criminal misconduct, and administrative investigations of police department employees.

Employee's Duties During an Investigation

Throughout the course of an official District investigation or inquiry, District employees have an affirmative duty to provide relevant and factual information about matters inquired.

During an investigation, an employee shall:

1. Cooperate with the investigative process.
2. Provide truthful statements.
3. Provide information pertaining to the investigation.
4. Refrain from discussing the case, facts, suspicions, or allegations with anyone other than with the assigned investigator, his or her legal representative, or his or her supervisor, unless the supervisor is the subject of the allegations.
5. Refrain from contacting the suspected individual.
6. Refrain from contacting complainant, witnesses, or other parties involved in the investigation.
7. Direct inquiries from suspected individuals or their representatives regarding the allegations to the assigned investigator.
8. Direct inquiries from the suspected individual's attorney to the Office of Legal Services.

Dress Code Standards

The dress code standards are meant to maintain an orderly educational environment and shall not infringe on an individual's culture, religious beliefs, protected free speech, or an Americans with Disabilities Act (ADA) accommodation.

District employees shall exemplify the highest standards of professional appearance that will project a professional image for the employees and the District.

Employees shall wear professional footwear, dress shirts, dress pants, dresses, skirts, and other appropriate professional attire and footwear. Clothing should fit appropriately and be clean, pressed, and wrinkle-free.

Unacceptable attire includes, but is not limited to, the following:

- Form-fitting, snug, sagging, or transparent clothing;
- Excessively worn, faded, or tight clothing;
- Clothing with holes or frayed areas;
- Revealing or provocative attire;
- Necklines that expose cleavage;
- Dresses and skirts shorter than three inches above the bend of the knee;
- Jeans, sweatpants, shorts, bib overalls, leggings, spandex, and lycra;
- Tank tops, t-shirts, and shirts with messages/graphics; and
- Athletic wear and beach wear.

Unless prohibited by law or allowed in the employee's position, unacceptable footwear includes, but is not limited to, the following: slippers, flip-flops, house shoes, sneaker-style shoes, athletic shoes, and other unprofessional footwear.

Supervisors shall have the discretion to make exceptions to appropriateness of attire as it relates to safety standards, maintenance, physical education, vocational courses, culture, religious beliefs, field trips, spirit days, medical necessities, or reasonable accommodations based on a disability.

Uniforms

Employees required to wear District-issued uniforms are expected to wear the assigned uniform.

Dress Code Standards Exceptions

The Superintendent of Schools or designee may waive the dress code standards for District employees when school is not in session or based on seasonal weather conditions, special events, and extenuating circumstances.

Grooming and Hygiene

All employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees and the District.

Employees shall keep their hair and facial hair groomed neatly.

Employees should not display body jewelry, tattoos, brands, or similar artifacts that are offensive, obscene, or may cause disruptions to the educational environment.

Dress Code, Grooming, and Hygiene Violations

~~**Dress Code, Grooming, and Hygiene Violations**~~

Employees are required to adhere to dress code, grooming, and hygiene standards at all times.

At the supervisor's discretion, an employee may be required to leave the worksite to address dress code, grooming, and hygiene violations and then return to work.

Nonexempt employees are required to clock out and then return to the worksite to clock in. Nonexempt employees will not be compensated for time used to address any dress code, grooming, and hygiene violations.

Failure to return to work or to address dress code, grooming, and hygiene violations may result in disciplinary action up to and including termination.

Technology Resources

The District's technology resources, including the internet, are primarily for administrative and instructional purposes. Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources;
3. Has no adverse effect on an employee's job performance or on a student's academic performance;
4. Is not used for commercial or political purposes; and
5. Adheres to all standards and provisions as noted in the CQ policy series.

Email transmissions and other use of the District's technology resources shall not be considered private and shall be monitored at any time to ensure appropriate use.

Employees who are authorized to use the District's technology resources are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so may result in suspension or termination of privileges and may lead to disciplinary action. [See CQ(LOCAL)]

Use of Electronic Communication with Students

The following definitions will apply to the use of electronic communication with students:

1. "Electronic communication" means any communication facilitated by an electronic device, including but not limited to a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term also includes but is not limited to emails, text messages, instant messages, and communications made through a website, including a social media website or a social networking website.

2. "Certified or licensed employee" will mean a person employed in a position requiring SBEC certification or a professional license and whose job duties may require the employee to communicate electronically with students.

An employee who is authorized to use electronic communication to communicate with students will observe the following:

1. The employee will limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

2. The employee is prohibited from knowingly communicating with students through a personal social networking page.

3. The employee may communicate with students using electronic communication, including social networks and all forms of telecommunication. All communications must be District-approved and include both a campus administrator and a parent.

4. The employee will not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a District-approved professional network site, blog, or similar application at any time.

5. The employee does not have a right to privacy with respect to communications with students and parents.

6. The employee will continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

    a. Compliance with the Local Government Records Act and the Family Educational Rights and Privacy Act (FERPA),

including retention and confidentiality of student records. [See policies CPC and FL]

b. Copyright law. [See policy EFE]

7. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See policy DF]

8. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic communication the employee uses to communicate with any currently enrolled students.

9. Upon request from a parent or student, the employee will discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

10. An employee shall notify his or her supervisor ~~**within 48 hours**~~ **within two hours** when a student engages in improper electronic communication with the employee.

Exceptions may be applicable if the employee has a social or family relationship with a student.

Cellular Phones

The following shall apply to employee use of cellular phones in school buildings:

1. Teachers may use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day.

2. Personal calls may not be made or received during instructional time. Cellular phones shall remain on silent or vibrate during instructional time.

3. Employees are prohibited from allowing students to use the employee's personal electronic devices.

Transporting Students

Unless an employee has written parental permission and appropriate District approvals in writing, an employee shall not transport students in a non-District vehicle. The employee will be personally liable for accidents, injuries, and the like as a result of transporting students without parental permission and appropriate District approvals in writing.

Employees Caring for Children at Work

In extenuating circumstances, a supervisor may allow an employee to bring children to the worksite for a specified duration during the workday as long as it does not cause a disruption at the campus or

department and is not for the purpose of regular childcare or to care for a sick child.

Written pre-approval from a supervisor is required and can be revoked by either the supervisor or the District at any time. Requests should be submitted in writing at least five days before the desired date.

The child must be at least three years old/school age and no older than 15 years old. The child does not have to be a District student to qualify. Exceptions regarding a child's age may be made for the right to express breast milk. [See DG(REGULATION)]

Both employees and their children must adhere to all District health, safety, and campus/department procedures and expectations.

Animal in the Classroom

An employee may bring an animal to the worksite for instructional purposes on a temporary basis with prior written approval from the employee's supervisor. Exceptions to the type of animal may be made for any animal procured for instructional purposes from the District's Environmental Education Center.

Before the request is approved by the employee's supervisor, the employee will provide a safety plan to the supervisor and the Science department to ensure the animal does not pose a safety or health risk to students and/or staff as part of the request. The safety plan must include parental/legal guardian written consent for any student that will be exposed to the animal.

The employee is responsible for providing containment (i.e., cage/crate/enclosure) and maintenance of the animal based on the guidelines set from the Texas Education Agency (TEA) Texas Safety Standards.

The employee is responsible for sending an injured student to the school nurse immediately. The school nurse is responsible for reporting all animal bites, scratches, or injuries to the administration immediately. Failure to do so may warrant disciplinary action up to and including termination.

Animals that are not for instructional purposes must follow provisions in accordance with DAA.

Tobacco and E-Cigarette Use

Use of tobacco products or e-cigarettes are prohibited in all buildings, facilities, sites, and vehicles that are District-owned or leased and any school-sponsored/school-related activity. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices,

chemicals or devices that produce the same flavor or physical effect of nicotine substances, e-cigarettes, and any other tobacco innovation.

Legal Review Committee (LRC)

The Legal Review Committee (LRC) is designated by the Superintendent of Schools for the purpose of, but not limited to, reviewing documentation for potential personnel action, such as terminations, suspensions, demotions, and/or criminal background reports.

The LRC is composed of representatives from Human Capital Management, Chief of Staff, School Leadership, Operations, and the District Police Department. Representatives from Legal Services and the Professional Standards Office will advise the LRC, but they will not be voting members. The LRC will have the authority to request the participation of subject-matter experts as needed on a case-by-case basis.

The legal review process is outlined below:

1. The immediate supervisor prepares a letter of recommendation. The letter includes specific violations and reasons for recommended personnel action.
2. The immediate supervisor forwards a copy of the recommendation, with supporting documentation, to the next level supervisor or department head.
3. The next level supervisor forwards the recommendation packet to Employee Relations for submission to the LRC.
4. The LRC may move forward without a recommendation when the following circumstances occur:
    a. Supervisors are not available;
    b. Supervisors or employees no longer work at the same location or in the same capacity;
    c. Supervisors fail to submit in a timely manner; or
    d. The matter being reviewed involves criminal background reports.
5. The LRC may change, concur, deny, amend, or remand the recommendation of the supervisor.
6. Employee Relations will notify the supervisor and employee of the final disposition.

Exceptions

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

Adoption or Last Amendment Date

This regulation was last amended on ~~**September 21, 2026**~~ **November 9, 2026**.

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[1] Dallas ISD Hotline: https://secure.ethicspoint.com/domain/media/en/gui/58790/index.html
[2] Department of Family and Protective Services website: https://www.dfps.texas.gov/