Employee or Service Provider Misconduct

For purposes of this regulation, misconduct is defined in DHC(LEGAL). Failure to timely report ~~**educator**~~ **employee or service provider** 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 or Supervisor

The campus administrator or supervisor must notify the Superintendent of Schools or designee by engaging in the following activities when the campus administrator or supervisor has reasonable cause to believe or becomes aware of evidence of any alleged employee or service provider misconduct [see FFF]:

- ~~**Within 24 hours, notify**~~ **If the incident involves suspected child abuse or neglect, report the incident to** the Department of Family and Protective Services[1] (DFPS) ~~**if related to child abuse**~~ **within two hours of having reasonable cause to believe or becoming aware of the alleged misconduct**. **The campus administrator or supervisor must also submit a Critical Incident Report (CIR) as outlined below and include the Child Protective Services (CPS) report number in the CIR.** [See FFG]
- **Submit a CIR within two hours of having reasonable cause to believe or becoming aware of the alleged misconduct.**
- The campus principal **or supervisor** may send the person home for the day and must notify Human Capital Management (HCM).
- ~~**Within 48 hours, submit a Critical Incident Report into the Critical Incident Reporting (CIR) system.**~~

Reporting Requirements — District Administration

~~**The**~~ **District** administration may engage in the following activities after ~~**the administration has**~~ **having** reasonable cause to believe or ~~**becomes**~~ **becoming** 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 parent/guardian notification letters to the parent/guardian of impacted students.
- Submit a report to **the** 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 closure 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).

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 ~~**July 14, 2026**~~ **November 9, 2026**.

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