

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF
STANDARDS OF
CONDUCT

Each employee shall be expected to conform to reasonable standards of performance and conduct. When an employee demonstrates an inability or failure to maintain these standards, the principal or immediate supervisor shall take necessary corrective action directed toward resolving personal and work-related problems that may interfere with the employee's effectiveness and performance.

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

USE WITH
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students only about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

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Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

NONSCHOOL WORK
DURING WORK TIME

No employee shall be influenced by any individual, company, or other profit- or nonprofit-making entity to complete outside work using school time and/or school equipment other than as a part of the planned instructional program. In addition, no school employee shall perform any personal work during the regular instructional class period.

SAFETY
REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR
ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH
STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances

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during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

Regardless of whether an event occurs within or outside of an employee's work calendar year, an employee shall notify his or her immediate supervisor and the office of professional standards within two District business days of any arrest, charge, conviction, deferred adjudication, or plea of nolo contendere for any felony, any Class A or B misdemeanor, any Class C misdemeanor involving public lewdness or prostitution, or any crime against a child. The notice to the office of professional standards must be in writing. Failure to provide the required notices may result in termination of employment. [See DF series]

DRESS AND
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

SOLICITATIONS

No employee shall engage in the sale of books, equipment, or supplies that may, in any manner, be construed to indicate that the product is recommended by the District or by an employee of the

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District. An employee is prohibited at all times from sales of any such product or service, tangible or intangible, to parents of the community where the employee is assigned.

No employee shall engage in the sale of any merchandise or product on school property during working hours, except those authorized by the chief administrator of the facility. [See DBD]

PETITIONS

Petitions may be circulated in a school only during nonschool hours and in a location designated by the principal. [See FNA and GKDA]

SUBSCRIPTIONS

The District shall not allow subscriptions or contributions by and from employees in the schools except upon approval of the principal.

WEAPONS

A District employee shall not bring any weapon, firearm, or ammunition onto District premises or to any school-sponsored activity. [See GKA]

Weapons shall include, but not be limited to, the following: fireworks of any kind, explosives, clubs, razors, knives as defined by the state of Texas, knuckles, chemical-dispensing devices, martial arts equipment, stun guns, and "BB" guns.

An employee, while on the premises of the District or while at any school-sponsored activity, shall not carry a weapon on or about the person, use a weapon against another person, or store a weapon on school property. Weapons shall include objects used or designed to inflict bodily injury and/or to intimidate, such as guns, knuckles, switchblades, chains, clubs, and the like. An employee acting in an aggressive manner with any article or object capable of inflicting injury may be judged to be in the possession of a weapon.

"Firearm" shall be defined as any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

This policy does not apply to an employee whose duties authorize or require the employee to be in possession of a firearm, provided that at the time in question, the employee is engaged in the performance of those duties.

In addition to the prohibition on firearms, explosive weapons, and illegal knives, an employee is prohibited from bringing to school or to a school-sponsored activity any other hazardous item or weapon. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless the instruments are used in a menacing or threatening manner.