

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 for professional educators. [See DH(EXHIBIT)]

District personnel 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 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. Each employee shall comply with the lawful directives of supervisory personnel who are in the employees' chain of command, including the Superintendent and the Superintendent's designee. Violation of any policies, regulations, guidelines, or supervisory directives 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 websites, 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's designee or a campus principal, may use electronic media to communicate with currently enrolled students 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.

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 also 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.

**WORKPLACE
BULLYING**

THE DISTRICT CONSIDERS WORKPLACE BULLYING TO BE UNACCEPTABLE AND WILL NOT TOLERATE IT UNDER ANY CIRCUMSTANCES.

WORKPLACE BULLYING IS DEFINED AS ENGAGING IN WRITTEN OR VERBAL EXPRESSION, EXPRESSION THROUGH ELECTRONIC MEANS, OR PHYSICAL CONDUCT THAT OCCURS IN THE WORKPLACE THAT: (1) HAS THE EFFECT OR WILL HAVE THE EFFECT OF PHYSICALLY HARMING ANOTHER EMPLOYEE, DAMAGING THE EMPLOYEE'S PROPERTY, OR PLACING THE EMPLOYEE IN REASONABLE FEAR OF HARM TO THE EMPLOYEE'S PERSON OR OF DAMAGE TO THE EMPLOYEE'S PROPERTY; (2) IS SUFFICIENTLY SEVERE, PERSISTENT, AND PERVASIVE THAT THE ACTION OR THREAT CREATES AN INTIMIDATING, THREATENING, OR ABUSIVE WORK ENVIRONMENT FOR THE EMPLOYEE; (3) EXPLOITS AN IMBALANCE OF POWER BETWEEN THE EMPLOYEE PERPETRATOR AND THE EMPLOYEE VICTIM THROUGH WRITTEN OR VERBAL EXPRESSION OR PHYSICAL CONDUCT; AND (4) INTERFERES WITH THE VICTIM'S

EMPLOYMENT OR SUBSTANTIALLY DISRUPTS THE OPERATION OF THE WORK LOCATION.

WORKPLACE BULLYING DOES NOT INCLUDE THE LEGITIMATE EXERCISE OF EMPLOYEE MANAGEMENT, INCLUDING TASK ASSIGNMENT, EMPLOYEE COACHING, AND WORK-RELATED EMPLOYEE DISCIPLINE.

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]

ALCOHOL, TOBACCO, E-CIGARETTES, AND DRUGS

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

A copy of this policy, the 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.

An employee shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours on District premises 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 through a prescription specifically for that employee's use, in a manner as directed by the physician, shall not be considered to have violated this policy.

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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

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for:

1. Any alleged felony offense;
2. Any Class A or Class B misdemeanor;
3. Crimes involving school property or funds;
4. 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;
5. Crimes that occur wholly or in part on District property or at a District-sponsored activity; or
6. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Possession or conspiracy to possess, or 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); or
 - Acts constituting abuse or neglect under the Texas Family Code or SBEC rules.

CRIMINAL
OFFENSES

For provisions regarding the consequences to an employee for an arrest for, or conviction of, a misdemeanor involving moral turpitude, a felony, or any drug-related criminal offense, refer to:

- DCD(LOCAL) for noncontract employees;
- DCE(LOCAL) for noncertified employees on written contracts;
- DFAA(LOCAL) for probationary contract employees;

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- DFBA(LOCAL) for term contract employees; and
- DFCA(LOCAL) for continuing contract employees.

DRESS AND
GROOMING

Dress, grooming, and personal appearance are important aspects of a professional image. Each should reflect the professional position of the employee.

An employee who makes a presentation before the Board, an employee group, or the general public should be attired professionally as a representative of the District. [See DH(REGULATION) for additional information on employee dress and grooming standards and enforcement of same]

RESPECTFUL
TREATMENT

No employee shall be demeaned, and a supervisor shall exercise care not to discipline an employee in front of a student, parent, other District employee, or the general public, unless circumstances so require. A supervisor or administrator may have present, during a conference regarding an investigation or an employee disciplinary matter, one or more employees on an as-needed basis to assist or serve as a resource or witness.

POLITICAL ACTIVITY

An employee is permitted to run for elective office provided he or she does not campaign on school time or use District materials or equipment.

SECTARIAN VIEWS

An employee shall not be allowed to introduce into the school sectarian views on religion during instructional time and/or instructional matters.

NURSING PEER
REVIEW COMMITTEE

The Superintendent or designee is authorized to establish a Nursing Peer Review Committee and a Nursing Peer Review Plan conforming to the requirements of Chapter 303 of the Texas Occupations Code and applicable rules promulgated by the Board of Nurse Examiners of the state.