

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

GIFTS TO EMPLOYEES	Schools may establish a strictly voluntary courtesy fund out of which appropriate gifts for employees may be bought in case of retirement, illness, or death of a relative or close friend.
EMPLOYEE GIFTS TO STUDENTS	Employees will not give gifts of money or items of significant monetary value to individual students. Any exception to this must have the approval of the principal and be reported to the Superintendent.
STUDENT AND PARENT GIFTS TO EMPLOYEES	Employees will neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. Students, parents, and/or student groups will be discouraged from giving gifts to District employees. If any District employee accepts a gift from a student, parent, and/or student group, the gift must not exceed \$50. [See also DBD]
COACHES UNDER UIL RULES	Coaches and directors of UIL academics, athletics, and fine arts may not accept more than \$500 in money, products, or services from any source in recognition of or appreciation for coaching, directing, or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift subject to limitations mentioned in this regulation.
DRESS AND GROOMING STANDARDS	<p>The following will apply:</p> <ol style="list-style-type: none">1. Cleanliness and neatness are expected of all staff members at all times.2. Clothing for classes such as physical education, agriculture, JROTC, health-related (to include school nurses), and auto mechanics will be reasonable and appropriate for that class but will be confined to class time only. This may also cover special outside class activities, such as field trips.3. Blue jeans may be worn on Spirit Day and other special occasions and during on-campus in-service. Blue jeans are also permitted for employees such as custodians; maintenance workers; bus drivers and monitors; mechanics; warehouse and shop workers; employees who work with machinery; and professionals who teach courses in auto mechanics, welding, or other industrial arts. Any color of jeans other than blue may be worn at any time as long as they are in good condition, clean, and not torn, ragged, or threadbare.4. Employees' clothing should not be revealing, immodest, or inappropriate.
DEFINITIONS	<p>The following definitions will apply:</p> <ul style="list-style-type: none">• Capris are pants.• Culottes are shorts.

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

- Skorts are skirts in which there is a panel on the front and back of the skirt, and the skort length is not shorter than three inches above the top of the kneecap.

INAPPROPRIATE
CLOTHING

The following clothing may not be worn:

1. Any clothing that shows the midriff or lower back area at any time (this includes when reaching or bending);
2. Any shirts or tee-shirts with messaging other than a small commercial logo or the name, logo, or mascot of the District, school, or department;
3. Dresses or skirts (including skorts) shorter than three inches above the top of the kneecap;
4. Halter or bare midriff tops;
5. Leggings (tight-knit pants);
6. Plunging necklines;
7. Ripped or tattered clothing;
8. Scrubs;
9. Sheer or revealing garments;
10. Shorts;
11. Shower shoes or flip-flops (rubber pool shoes);
12. Skin-tight clothing;
13. Strapless or spaghetti-strap tops and dresses;
14. Sweat suits;
15. Athletic tank tops or muscle shirts;
16. Warm-ups;
17. Wind suits; or
18. Military fatigues, except as required for JROTC.

INAPPROPRIATE
ITEMS

Additional inappropriate items include:

1. Visible piercings other than earrings;
2. Caps or hats inside buildings, except as required by specific assignments, such as protective clothing or hard hats, or by a health code, such as head coverings for employees working in kitchens; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

3. Visible profane, sexually explicit, or obscene tattoos that violate conventional standards of decency and would be offensive to a reasonable person.

UNIFORMS

Employees who are required to wear uniforms during the regular workday (such as food and nutrition services, transportation auto shop, and police services employees) are exempt from these dress code provisions while wearing their approved uniforms.

Transportation auto shop employee uniforms are required as a condition of employment. Uniforms will not be worn or adaptable to general usage as ordinary clothing. The District will pay for the lease and cleaning of the uniforms. When an employee resigns or moves to another position, his or her uniform will be returned to the District.

ENFORCEMENT

Any violation of the employee dress and grooming standards will be addressed by the campus ~~principal~~ or appropriate department administrator. The campus ~~principal~~ or department administrator is authorized to send an employee home to change clothes and may determine the necessary length of time away from the job site.

~~The first offense will also require an oral conference with no official documentation. The second offense will require a written reprimand and may affect the employee's evaluation.~~ Continued violations of this regulation may result in further disciplinary action in accordance with DH(LOCAL).

PERSONAL USE OF
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 (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication, such as landlines, paging devices, cell phones, and Web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media 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. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for Web links on the employee's page and for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public

who can access the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes must observe the following:

- The employee will not set up or update his or her personal social network page(s) using the District's computers, network, or equipment.
- The employee will not use the District's logo or other District copyrighted or trademarked material without express written consent.
- 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, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records; [See policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See DH(EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private e-mail addresses; [See policy GBA]
 - Copyright law; and [See policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

USE OF ELECTRONIC
MEDIA WITH
STUDENTS

A certified or licensed employee, or any other employee designated in writing by the Superintendent or immediate supervisor, may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or

nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions will apply for the use of electronic media with students:

- "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 (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, paging devices, cell phones, and Web-based applications.
- "Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. [See PERSONAL USE OF ELECTRONIC MEDIA, above] Unsolicited contact from a student through any form of electronic media means it is not a communication. Any unsolicited contact from any student through electronic media will be reported to the employee's immediate supervisor.
- "Certified or licensed employee" means a person employed in a position requiring State Board for Educator Certification (SBEC) certification or a professional license and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students will observe the following:

- The employee may use any form of electronic media except text messaging. However, only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging but only to communicate with students who participate in the extracurricular activity that the employee oversees.
- 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).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable the administration and parents to access the employee’s professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators [see DH(EXHIBIT)], including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [see policies CPC and FL];
 - Copyright law [see policy CY]; and
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [see policy DF].
- 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 media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee must discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.