

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. **THE DISTRICT HOLDS ALL EMPLOYEES ACCOUNTABLE TO THE EDUCATOR'S CODE OF ETHICS** for professional educators. [See DH(EXHIBIT)]

District ~~EMPLOYEES~~ 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]

**Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, ~~LOCATION-RESTRICTED~~ illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
1. **A DISTRICT EMPLOYEE WHO HOLDS A TEXAS HANDGUN LICENSE STORES A HANDGUN OR OTHER FIREARM IN A LOCKED VEHICLE IN A PARKING LOT, PARKING GARAGE, OR OTHER PARKING AREA PROVIDED BY THE DISTRICT, PROVIDED THE HANDGUN OR OTHER FIREARM IS NOT LOADED AND NOT IN PLAIN VIEW; OR**
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication 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~~

Use with Students

~~sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.~~

~~In accordance with administrative regulations, a certified **EMPLOYEE**, or licensed employee, or any other employee designated in writing by the Superintendent's designee or a campus principal, may use electronic **COMMUNICATION, AS THIS TERM IS DEFINED BY LAW**, 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:~~

**UNLESS AN EXCEPTION HAS BEEN MADE IN ACCORDANCE WITH THE EMPLOYEE HANDBOOK OR OTHER ADMINISTRATIVE REGULATIONS, AN EMPLOYEE SHALL NOT USE A PERSONAL ELECTRONIC COMMUNICATION PLATFORM, APPLICATION, OR ACCOUNT TO COMMUNICATE WITH CURRENTLY ENROLLED STUDENTS.**

**UNLESS AUTHORIZED ABOVE, ALL OTHER EMPLOYEES ARE PROHIBITED FROM USING ELECTRONIC COMMUNICATION DIRECTLY WITH STUDENTS WHO ARE CURRENTLY ENROLLED IN THE DISTRICT. THE EMPLOYEE HANDBOOK OR OTHER ADMINISTRATIVE REGULATIONS SHALL FURTHER DETAIL:**

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with **INDIVIDUAL** students **OR STUDENT GROUPS**; ~~and~~
3. **HOURS OF THE DAY DURING WHICH ELECTRONIC COMMUNICATION IS DISCOURAGED OR PROHIBITED; AND**
4. Other matters deemed appropriate by the Superintendent or designee.

**IN ACCORDANCE WITH ETHICAL STANDARDS APPLICABLE TO ALL DISTRICT EMPLOYEES [SEE DH(EXHIBIT)], AN EMPLOYEE SHALL BE PROHIBITED FROM USING ELECTRONIC COMMUNICATIONS IN A MANNER THAT CONSTITUTES PROHIBITED HARASSMENT OR ABUSE OF A DISTRICT STUDENT; ADVERSELY AFFECTS THE STUDENT'S LEARNING, MENTAL HEALTH, OR SAFETY; INCLUDES THREATS OF VIOLENCE AGAINST THE STUDENT; REVEALS CONFIDENTIAL INFORMATION ABOUT THE STUDENT; OR CONSTITUTES AN INAPPROPRIATE COMMUNICATION WITH A STUDENT, AS DESCRIBED IN THE EDUCATORS' CODE OF ETHICS.**

	<p><b>AN EMPLOYEE SHALL HAVE NO EXPECTATION OF PRIVACY IN ELECTRONIC COMMUNICATIONS WITH STUDENTS.</b> Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic <del>COMMUNICATION media</del>. [See CPC]</p>
Personal Use	<p><b>ALL EMPLOYEES</b> An employee shall be held to the same professional standards in <del>THEIR</del> his or her public use of electronic <del>COMMUNICATION media</del> as for any other public conduct. If an employee's use of electronic <del>COMMUNICATION media</del> 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.</p>
<b>REPORTING IMPROPER COMMUNICATION</b>	<p><b>IN ACCORDANCE WITH ADMINISTRATIVE REGULATIONS, AN EMPLOYEE SHALL NOTIFY HIS OR HER SUPERVISOR WHEN A STUDENT ENGAGES IN IMPROPER ELECTRONIC COMMUNICATION WITH THE EMPLOYEE.</b></p>
<b>DISCLOSING PERSONAL INFORMATION</b>	<p><b>AN EMPLOYEE SHALL NOT BE REQUIRED TO DISCLOSE HIS OR HER PERSONAL E-MAIL ADDRESS OR PERSONAL PHONE NUMBER TO A STUDENT.</b></p>
Safety Requirements	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
Harassment or Abuse	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"><li>1. Other employees. [See DIA]</li><li>2. Students. [See FFH; see also FFG regarding child abuse and neglect.]</li></ol> <p>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.</p>
Workplace Bullying	<p><b>AN EMPLOYEE SHALL REPORT CHILD ABUSE OR NEGLECT AS REQUIRED BY LAW. [SEE FFG]</b></p> <p>The District considers workplace bullying to be unacceptable and shall not tolerate it under any circumstances.</p> <p>Workplace bullying shall be defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs in the workplace that:</p>

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 shall 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]

**AS REQUIRED BY LAW, THE DISTRICT SHALL NOTIFY THE PARENT OF A STUDENT WITH WHOM AN EDUCATOR IS ALLEGED TO HAVE ENGAGED IN CERTAIN MISCONDUCT. [SEE FFF]**

**Tobacco and E-Cigarettes** |

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

**Alcohol and Drugs / Notice of Drug-Free Workplace**

**AS A CONDITION OF EMPLOYMENT, AN EMPLOYEE SHALL ABIDE BY THE TERMS OF THE FOLLOWING DRUG-FREE WORKPLACE PROVISIONS. AN EMPLOYEE SHALL NOTIFY THE SUPERINTENDENT IN WRITING IF THE EMPLOYEE IS CONVICTED FOR A VIOLATION OF A CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE IN ACCORDANCE WITH ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS, BELOW.**

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property 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,

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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.

Exceptions

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

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use and uses the prescribed drug in a manner directed by the physician; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

**SANCTIONS**  
**AND** Notice

~~Each employee WHO VIOLATES THESE 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 **PROVISIONS SHALL BE SUBJECT TO DISCIPLINARY SANCTIONS. SANCTIONS MAY INCLUDE:** ~~shall be provided to each employee at the beginning of each year or upon employment.~~

2. **REFERRAL TO DRUG AND ALCOHOL COUNSELING OR REHABILITATION PROGRAMS;**
3. **REFERRAL TO EMPLOYEE ASSISTANCE PROGRAMS;**
4. **TERMINATION FROM EMPLOYMENT WITH THE DISTRICT; AND**
5. **REFERRAL TO APPROPRIATE LAW ENFORCEMENT OFFICIALS FOR PROSECUTION.**

**NOTICE**

**EMPLOYEES SHALL RECEIVE A COPY OF THIS POLICY.**

**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;
- 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.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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.