

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)]

The District does not discriminate in any of its programs, activities, services, or other operations on the basis of race, color, religion, national origin, disability, or age. The District does not tolerate discriminatory behavior by its employees that may arise in any program or activity operated by the District.

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 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 shall be subject to a full range of possible disciplinary actions, based on the severity of the violation and its overall effect on the welfare of other employees or students. The disciplinary actions shall range from a conference with a staff member or letter of reprimand to nonrenewal of a written employment contract at the end of the contract period to immediate termination of the employment contract. [See DCD and DF series]

ELECTRONIC MEDIA

Technology resources include all mass storage media, online display devices, computers, and computer printouts. Technology resources also include all computer-related activities involving any device capable of receiving e-mail, browsing Web sites, and receiving, storing, managing, or transmitting data, including but not limited to mainframes, servers, personal computers, notebook computers, laptops, hand-held computers, personal digital assistants (PDAs), pagers, distributed processing systems, telecommunications devices, network environments, telephones, fax machines, and printers.

Social media includes the interactive use of online resources, including but not limited to Facebook, YouTube, Twitter, MySpace, Ning, Google Apps, Skype, chat rooms, wikis, and blogs.

USE WITH
STUDENTS

The Superintendent or designee shall require an employee to provide access to any social media resource used by the employee for communication with students or parents and to produce copies of any electronic communication with students or parents, including

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but not limited to e-mails, blogs, text messages, and Web page postings, as deemed necessary to comply with state and federal law and to ensure that an employee's social media communications are appropriate and consistent with state and federal law and District policy.

This policy shall not authorize any District- or campus-level administrator to inspect an employee's personal equipment without the employee's express consent. Equipment purchased or issued to employees by the District shall not be considered personal equipment by an employee. The District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity, and ensure user compliance with state and federal law and District policy. In addition, all District employees shall comply with lawful orders of courts such as subpoenas and search warrants. The District shall comply with the requirements of the Public Information Act, which may require disclosure of information transmitted through its technology resources, including e-mail communications. [See GBAA]

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

Proper behavior as it relates to the use of technology resources is no different than proper behavior in all other aspects of District activities. All users shall utilize all technology resources in a responsible, ethical, and polite manner. If an employee's use of a technology resource 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 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

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	other persons, including Board members, vendors, contractors, volunteers, or parents.
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	<p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none">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. <p>An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.</p>
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	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>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.</p>
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 any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. 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;
 - Felony 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.

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.