

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

An employee shall be courteous to another employee and the public, working together in a cooperative spirit to serve the best interests of the District. An employee wishing to express criticism or professional concerns shall do so through appropriate administrative procedures or the collaborative process. Such expressions shall be considered in light of their relation to the implementation of campus goals and objectives and/or the District's mission. [See BQB and AE]

Each District employee shall **perform his or her duties in accordance with state and federal law. District policy, and ethical** ~~expected to adhere to the~~ standards. **The District holds all employees accountable to the** ~~of conduct set out in the~~ "Educators' Code of Ethics." [See DH(EXHIBIT)]

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

Participation in  
Community Activities

An employee of the District shall be encouraged to maintain as many community contacts as possible in order to keep the public informed about the educational program.

Every school employee shall have the privilege and is strongly urged to accept the responsibility of taking an active part in community life. He or she is expected to participate in community activities in such a way to bring credit to the schools.

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 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]
2. **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**

3. 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 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 employee, or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communication, as this term is defined by law, 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.**

**An employee shall have no expectation of privacy in electronic communications with students.** Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic ~~communication~~**media**. [See CPC]

Personal Use

**All employees**~~An employee~~ shall be held to the same professional standards in ~~their~~**his or her** public use of electronic ~~communication~~**media** as for any other public conduct. If an employee's use of electronic ~~communication~~**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.

**Reporting Improper Communication**

**In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.**

**Disclosing Personal Information**

**An employee shall not be required to disclose his or her personal e-mail address or personal phone number to a student.**

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]

**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]

Each District employee shall enforce policies prohibiting tobacco and e-cigarettes on school property.

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, 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

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. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; 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**~~Notice~~

~~An~~**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.~~

1. **Referral to drug and alcohol counseling or rehabilitation programs;**
2. **Referral to employee assistance programs;**
3. **Termination from employment with the District; and**
4. **Referral to appropriate law enforcement officials for prosecution.**

**Notice**

**Arrests, Indictments, Convictions, and Other Adjudications**

**Employees shall receive a copy of this policy.**

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:

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

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- 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.

**Statement of Policy** Bigotry and racism are in conflict with the mission, goals, and objectives of the District to provide the best education and work environment possible for all of its students and employees. Accordingly, it is the policy of the District to maintain a learning and working environment that is free from such conduct.

**Prohibited Actions** An employee shall be in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District, he or she:

1. Directs personal insults (whether written or oral), including epithets, slurs, and insults based on a person's race, ethnicity, color, religion, national origin, sex, or disabling condition, which are addressed to an individual.
2. Threatens with physical harm or actually harms a person on the basis of that person's race, ethnicity, color, religion, national origin, sex, or disabling condition.
3. Defaces school property or materials in such a manner as to demean the race, ethnicity, color, religion, national origin, sex, or disabling condition of an individual or group.
4. Damages, defaces, or destroys private property of any person on the basis of that person's race, ethnicity, color, religion, national origin, sex, or disabling condition.

For sex discrimination/sex abuse, see DAA(~~LEGAL~~) and DIA(~~LOCAL~~).