

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees 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 (LOCAL) and AE(LOCAL)]

All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators." [See DH(EXHIBIT)]

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

PARTICIPATION
IN COMMUNITY
ACTIVITIES

All employees of the District are 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**

Employees shall comply with the standards a of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

SAFETY
REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**HARASSMENT
OR ABUSE**

Employees shall not engage in prohibited harassment, including sexual harassment, of:

- 1. Other employees, as defined at DIA.**
- 2. Students, as defined at FFH. [See FFG regarding child abuse and neglect]**

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

**RELATIONSHIPS
WITH
STUDENTS**

Employees 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

Employees shall not use tobacco products on District premises, in District vehicles, nor at school or school-related activities. [See also GKA]

All school personnel shall enforce policies prohibiting tobacco on school property.

**ALCOHOL AND
DRUGS**

~~A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.~~

Employees 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:

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 drugs.

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 prescribed for the employee's personal use shall not be considered to have violated this policy.
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 work place, shall be provided to each employee at the beginning of each year or upon employment.
ARRESTS AND CONVICTIONS	An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must shall also report that event to the principal or immediate supervisor within three calendar days of the event.
MORAL TURPITUDE	Moral turpitude includes but is not limited to: <ol style="list-style-type: none"> 1. Dishonesty; fraud; deceit; theft; misrepresentation; 2. Deliberate violence; 3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; 5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period; or 6. Acts constituting abuse under the Texas Family Code.
DRESS AND GROOMING	The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors 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

Employees are in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District they:

1. Direct 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. Threaten with physical harm or actually harm a person on the basis of that person's race, ethnicity, color, religion, national origin, sex, or disabling condition.
3. Deface 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. Damage, deface, or destroy 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 DHC (LOCAL).

REPORTING

Students or staff members who believe they have been the subject of harassment/discriminatory behavior or who have witnessed harassment/discriminatory behavior shall report the incident immediately to the principal or director. Complaints about harassment/discriminatory behavior shall be investigated promptly. If the complaint involves the principal or director, the complaint shall be filed directly with the Title IX coordinator of the District who shall immediately notify the Superintendent.

Under federal law, civil rights and equal educational opportunities are guaranteed under Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

VIOLATIONS

~~Employees 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 their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including suspension or termination of employment. [See DCD and DF series]~~

DATE ISSUED: ~~07/22/2004~~ **04/01/2005**
UPDATE ~~73~~ **75**
DH(LOCAL)-X