

2019-2020 Employee Handbook Changes

1. **Standards of Conduct**-All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, ***including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation*** may result in disciplinary action, including termination.
2. **Removed Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.
3. **Reporting Suspecting Child Abuse-Added:** ***Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.***

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. ***The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect.*** In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is

necessary to protect the health and safety of another child, ***elderly person***, or disabled person.

4. **Electronic Communications between Employees, Students and Parents-Added:***All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.*
5. **Associations or Political Activities-Added-***The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.*
6. **Possession of Firearms and Weapons--** A person, including an employee who holds a license to carry a handgun ***may transport or store a handgun or other firearm or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by the district, that the handgun, firearm, or ammunition is properly stored, and not in plain view.***