

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

STANDARDS OF  
CONDUCT

The statewide minimum standards set out in the “Educators’ Code of Ethics” shall be applicable to each professional employee of the District.

Standards of conduct as expressed in the employee’s job description, employment contract (if the employee is a contract employee), Board policy, and other written conduct guidelines shall likewise be applicable to each employee of the District.

ROLE MODELS

Each employee serves as a role model for the District’s student body and shall be courteous to other employees and the public, working in a cooperative spirit to serve the best interests of the District. Accordingly, an employee shall treat each individual with respect, dignity, good manners, and the civility demanded of a civilized nation. 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 policies in BQ series]

An intentional failure to comply with one or more specific standards of behavior previously communicated shall subject an employee to disciplinary action, including but not limited to (and if appropriate under the totality of circumstances): reprimand, reassignment, suspension with or without pay, contract nonrenewal, termination of employment other than nonrenewal, or other appropriate Board or administrative action.

This policy shall not preclude disciplinary action under any other Board policy or administrative procedure, or under any conditions of employment, and shall be cumulative of all other appropriate disciplinary action.

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]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as, but not limited to, 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, but is not limited to, all forms of telecommunication, such as landlines, cell phones, and web-based applications.

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USE WITH  
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students 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:

1. Exceptions for family relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

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

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. An employee's use of electronic media shall be in accordance with administrative regulations. If an employee's use of electronic 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.

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]

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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"><li>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.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.</li></ol> <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 reference memo with 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>
CHARGES, ARRESTS, CONVICTIONS, AND OTHER ADJUDICATIONS	[See DBAA(LEGAL) and (LOCAL) for requirements regarding notification of charges, arrests, convictions, and other adjudications]
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.

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WEAPONS

In accordance with Penal Code 46.03, and unless otherwise noted herein, an employee is prohibited from being in possession of a firearm, illegal knife, or prohibited weapon on school premises or any grounds or building on which an activity sponsored by a school is being conducted.

COMMISSIONED  
PEACE OFFICERS

Commissioned peace officers employed by the District police department shall be authorized to be in possession of weapons authorized by the department. [See CKE]

SEARCHES

An employee shall have no expectation of privacy with respect to furniture, storage equipment, storage areas (e.g., cabinets, closets, lockers, and the like), or parking areas. Each District administrator shall have the authority, when reasonable suspicion exists, to search lockers, cabinets, desk drawers, and any other storage areas on District property, including an employee's private vehicle, which encompasses the interior, parked on District premises or District work sites. [See also DHE]