

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

This policy has been established to provide guidance regarding employee standards of conduct in the workplace.

District employees shall perform their duties in accordance with state law, federal law, and District policy.

District employees 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.

Employees shall comply with the standards of conduct set out in this policy. [See DH(EXHIBIT)]

Safe Environment

The District shall take steps to provide a safe working environment. An employee shall not engage in threatening behavior.

Harassment or Abuse

An employee shall not engage in harassment, including sexual harassment, of other employees, students, vendors/contractors, volunteers, parents, and Board members.

Workplace Bullying

An employee shall not engage in workplace bullying.

“Workplace bullying” is engaging in written or verbal expression, expression through electronic means, or through physical conduct that occurs in the workplace that:

1. Has the effect or will have the effect of physically harming another employee, damaging the employee’s property, or placing the employee in reasonable fear of harm;
2. Is so sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive work environment for the employee;
3. Exploits an imbalance of power between the perpetrator and the victim; or
4. Interferes with the victim’s employment or substantially disrupts the operation of the work location.

Workplace bullying does not include the legitimate exercise of employee management, including directives, employee coaching, and work-related progressive discipline as outlined in the Texas Documentation Handbook.

Retaliation

The District prohibits retaliation against an employee who makes a claim of discrimination or harassment, who files or makes a complaint, or who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. [See DIA]

Relationships with Students

Employees shall not form romantic or other inappropriate relationships with students. Inappropriate relationships may include, but are not limited to, a sexual relationship between a student and a District employee. The relationship is prohibited, even if the relationship is consensual. [See DF(LEGAL), DH(EXHIBIT), and FFH(LEGAL) and (LOCAL)]

The campus administrator shall notify in writing the parents of a student with whom an educator is alleged to have engaged in certain misconduct not later than three business days after having become aware of the allegation. [See FFF and DHB]

Financial Impropriety

All District employees have the responsibility to protect District assets and shall be expected to report:

- Theft/Stealing of property, services, or anything of value;
- Fraud/wrongful behavior or deception regarding money; or
- Misappropriation/illegal use of funds.

[See CAA and CHE(LOCAL)]

Failure to Comply with an Administrative Investigation

An employee who fails to cooperate with an administrative investigation shall receive an administrative directive to cooperate. The employee's failure to comply with the administrator's directive constitutes "insubordination" which shall be grounds for disciplinary action up to and including termination. [See DCD and DF]

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation shall be subject to disciplinary action up to and including termination. [See DCD and DF]

Safety Requirements

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to their supervisor or the administration. [See CKB and CKC]

Tobacco and E-Cigarettes

An employee shall not use tobacco products or e-cigarettes on District property, in District vehicles, or at school-sponsored/school-related activities. [See GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace

An employee shall abide by the drug-free workplace provisions. [See DF (LOCAL)]

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances while on District property or at school-sponsored/school-related activities:

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1. A controlled substance or dangerous drug as defined by law, including but not limited to marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mind-altering and/or behavior-altering drug.

An employee does not have to be legally intoxicated to be considered "under the influence" of a controlled substance. [See DHE]

Exceptions

It shall not be considered a violation of this policy if the employee:

1. 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.

Prohibited Weapons

The District prohibits the use, possession, or display of firearms, restricted knives, clubs, or prohibited weapons, as defined in FNCG, on District property.

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 and stores a handgun or firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District. The handgun or firearm must not be in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon used as part of a District-approved activity. [See FOD]

Electronic Communication

Use with Students

A campus administrator may use electronic communication with enrolled students. A certified employee, licensed employee, or any other employee designated in writing by the Superintendent of Schools may also use electronic communication with enrolled students only about matters within the scope of the employee's professional responsibilities.

Designated campus personnel may only communicate with enrolled students about matters within the scope of the employee's professional responsibilities.

An employee shall not use a personal electronic communication platform, application, or account to communicate with enrolled students.

All other employees are prohibited from using electronic communication directly with students.

Employees are 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.

An employee shall have no expectation of privacy in electronic communications with students.

Personal Use

Employees shall be held to the same professional standards in their public use of electronic communication as they are for any other public conduct. If an employee's use of electronic communication adversely affects the District, 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.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to students or parents.

Electronic Recording for Administrative Purposes

Unless specifically required by law, employees shall not electronically record by audio, video, or other means conversations or meetings.

Each person present must be notified and provide written consent to be recorded. Anyone subsequently joining the meeting or conversation must also provide written consent.

A copy of the recording shall be kept in accordance with the District's records retention policies. [See CPC] The District shall not be required to create a transcription of the recording unless the District is specifically required to do so by law or Board policy. [See CPC]

Open Meetings and Other Public Meetings

The Electronic Recording for Administrative Purposes provisions are not intended to limit or restrict the electronic recording of publicly posted Trustee meetings; Board meetings; Board committee

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meetings, appeals, and grievance hearings; or any other Board-sanctioned meeting.

Official
Investigations / Law
Enforcement
Operations

Parties involved in an authorized investigation or law enforcement operation may record.

**Photographic / Audio
Recording /
Videotaping of
Students**

An employee shall obtain advance written consent from a student's parent or guardian [see FL(LEGAL)] and from the campus principal before the employee may be authorized to take photos or video or audio record a student.

Principal's Approval

The principal's written consent prior to photographing or video or audio recording a student shall be obtained even when the law does not require the consent of a parent or guardian, such as when the photograph, video, or audio recording shall be used for purposes of safety or for a purpose related to regular classroom instruction, as provided by law. [See FL(LEGAL)]

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 of Schools. [See DH(REGULATION) for appropriate attire and grooming guidelines.]

**Adoption or Last
Amended Date**

This policy was last amended on December 19, 2019.