

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. [See DH(EXHIBIT)]

All District personnel 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.

VIOLATIONS OF
STANDARDS OF
CONDUCT

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, a report to the State Board for Educator Certification (SBEC), and/or termination of employment. [See DH(LEGAL), DCD, and DF series]

HARASSMENT OR
ABUSE

While acting in the course and scope of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, other employees, vendors, contractors, volunteers, students, or parents. [See DIA, DH(EXHIBIT), FFH, and FFG series]

Additionally, District employees shall work, shall supervise others, or shall be supervised in a work environment free of discrimination, harassment, and bullying [see DIA(LOCAL)]. Accordingly, the use of discriminatory remarks and/or epithets regarding an employee's race, color, genetic information, gender, gender identity, gender expression, sexual orientation, age, military veteran status, disability, religion, or national origin is prohibited.

WORKPLACE
BULLYING

The District considers workplace bullying to be unacceptable and shall not tolerate it under any circumstances.

"Workplace bullying" is engaging in written or verbal expression, expression through electronic means, or 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 to the employee's person or of damage to the employee's property;
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 employee perpetrator and the employee victim through written or verbal expression or physical conduct; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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 task assignment, employee coaching, and work-related employee discipline.

Employees who believe they are being bullied may file a complaint by following the complaint procedures outlined in DGBA(LOCAL).

Consequences for the confirmation of the allegation of workplace bullying: The Superintendent of Schools or designee shall take appropriate action to prevent further bullying and to address the actions of the accused employee, which shall include disciplinary actions up to, and including, termination.

RELATIONSHIPS WITH STUDENTS

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

FINANCIAL IMPROPRIETY

All District employees have the responsibility to protect District assets and shall be expected to be alert to the potential for:

- Theft of property;
- Theft of services;
- Theft of anything of value;
- Fraud;
- Misappropriation; or
- Financial impropriety as defined by CAA(LOCAL). [See CAA and CHE(LOCAL)]

EMPLOYEE'S DUTY TO REPORT

Any employee who knows or suspects an occurrence of fraud, misappropriation, financial impropriety, criminal act, or violation of Board policy shall immediately notify one or more of the following:

- The District's hotline at (800) 530-1608;
- The Professional Standards Office (PSO);
- The police and security department; or
- The employee's supervisor.

An employee who suspects his or her supervisor of fraud, misappropriation, or financial impropriety should report such matters to the hotline, PSO, or the police and security department.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Any reports received by a supervisor, PSO, or the police and security department shall immediately be reported to the hotline.

An employee who suspects the Superintendent of Schools or a senior administrator of the District as defined hereinafter as chief officer, deputy superintendent, assistant superintendent, general counsel, or their equivalents of fraud, misappropriation, or financial impropriety shall report such matters to the Office of Internal Audit. The chief internal auditor shall assign the matter to one of the Board's external legal counsel for investigation if the report appears to have merit.

If the allegation involves an employee of the Office of Internal Audit, the Office of Legal Services shall assign the matter to external legal counsel for investigation if the report appears to have merit.

If the allegation involves an employee of the PSO, the Office of Internal Audit shall assign the matter to one of the Board's external legal counsel for investigation if the report appears to have merit.

The employee shall not discuss the matter with anyone other than with the assigned investigator or his or her supervisor, unless the supervisor is the subject of the allegations.

Employees who knowingly make false allegations shall be subject to discipline up to, and including, termination.

EMPLOYEE'S
DUTIES DURING AN
INVESTIGATION

During an investigation, an employee shall:

1. Direct all inquiries from suspected individuals or their representative regarding the allegations to the assigned investigator. All inquiries from the suspected individual's attorney shall be directed to the Office of Legal Services.
2. Refrain from contacting the suspected individual in an effort to determine facts or demand restitution.
3. Refrain from discussing the case, facts, suspicions, or allegations with anyone outside the organization or those within the organization unless specifically authorized to do so by the assigned investigator. If the allegation is against the Superintendent of Schools or a senior administrator of the District as specified herein, authorization must be received from the Office of Internal Audit.
4. Cooperate with the investigative process as follows:
 - a. Throughout the course of an official District administrative investigation or inquiry, every District employee has an affirmative duty to provide all relevant and factual information about matters inquired. An employee failing to

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

cooperate with the investigation shall receive a directive from an administrator to cooperate. The employee's failure to comply with the administrator's directive constitutes "insubordination" and a violation of District policy, which shall be grounds for disciplinary action up to and including termination. [See DCD and DF series]

- b. If the investigation is against the Superintendent of Schools or a senior administrator of the District as specified herein, and the employee fails to cooperate with the investigation, the chief internal auditor shall notify the Board President. The Board President shall have authority to issue a directive to the employee to fully cooperate with the investigation and shall notify the Board immediately. The employee's failure to comply with the Board President's directive constitutes "insubordination" and a violation of District policy, which shall be grounds for disciplinary action up to and including termination.
 - c. Subject to directions by the Board President, the chief internal auditor, an administrator, or a District investigator, an employee shall consent to an interview and/or submit a written statement. Intentional falsification, misstatement, or the concealment of a material fact in connection with an administrative investigation shall be deemed as "providing untruthful statements" and shall be grounds for disciplinary action up to, and including, termination.
5. If ongoing investigations or other information that is confidential by law or policy is made public, the District may investigate to determine the source of the disclosure and take appropriate disciplinary action, including possible referral to law enforcement.

[See CAA(LOCAL)]

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment or who files or makes a complaint, or against another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include, but are not limited to, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance. [See DIA(LOCAL)]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation shall be subject to appropriate discipline. Disciplinary action taken against such an employee shall not constitute retaliation.</p>
SAFETY REQUIREMENTS	<p>All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
TOBACCO	<p>Employees shall not use tobacco products at school or school-related activities. Use of tobacco products shall be prohibited in all buildings, facilities, and sites and in all vehicles that are District-owned or District-leased. [See GKA(LEGAL)]</p>
ALCOHOL AND DRUGS	<p>An employee whose conduct is in violation of the drug, alcohol, and controlled substances prohibitions of Board policy shall be subject to disciplinary action up to and including termination. [See DHE(LOCAL)]</p> <p>An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.</p>
EXCEPTION	<p>An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.</p>
NOTICE	<p>Each employee shall be given access to a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)]</p>
WEAPONS PROHIBITION	<p>The District prohibits the possession, display, or use of any firearms, explosive weapons, illegal knives, clubs, or prohibited weapons as defined at FNCG on school premises, at District-sponsored activities, or on other property under the jurisdiction of the District at all times.</p>
EXCEPTIONS	<p>No violation of this policy shall occur when the possession, display, or use of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.</p> <p>This policy shall not apply to any employee whose duties authorize or require such employee to be in possession of a firearm, provided that at the time in question such employee is engaged in the performance of such duties. [See CKE(LOCAL)]</p>
ELECTRONIC MEDIA	<p>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.</p>

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

USE WITH STUDENTS	<p>In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent of Schools 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:</p> <ul style="list-style-type: none">• Exceptions for family and social relationships;• The circumstances under which employees may use text messaging to communicate with students; and• Other matters deemed appropriate by the Superintendent of Schools or designee.
PERSONAL USE	<p>An employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]</p> <p>Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. 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.</p>
PHOTOGRAPHIC / AUDIO RECORDING / VIDEOTAPING OF STUDENTS	<p>An employee shall obtain written consent from a student's parent or guardian [see FL(LEGAL)] and from his or her principal before the employee may make or authorize a photo or videotape of a student or record or authorize the recording of a student's voice.</p>
PRINCIPAL'S APPROVAL	<p>The principal's written consent prior to photographing, videotaping, or 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, videotape, or recording shall be used for purposes of safety or for a purpose related to regular classroom instruction, as provided by law. [See FL(LEGAL)]</p>
EXCEPTION	<p>In the case of videotaping a deposition for an employee termination/grievance action, the only consent to be obtained in advance shall be that of the student's parent or guardian.</p>
EMPLOYEES CARING FOR NONENROLLED CHILDREN	<p>Employees shall not bring their own children or other persons' children to a campus or District facility during the workday for the purpose of child care or babysitting without the authorization of their supervisor.</p>

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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.]

District employees shall act as role models, exemplifying the highest standards of professional appearance, to teach community values and proper grooming and hygiene.

The Superintendent of Schools may waive the dress code for District employees when school is not in session or based on seasonal weather conditions, special events, and the like.

CELLULAR PHONES

The following shall apply to the use of cellular phones in school buildings:

1. Teachers may use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day.
2. Personal calls may not be made or received during class periods. Cellular phones shall remain "off" during instructional time.

ELECTRONIC
RECORDING
CONVERSATIONS
AND MEETINGS

Unless specifically required by law, employees shall not electronically record by audio, video, or other means, or allow or authorize other persons to electronically record any conversations or meetings unless each and every person present has been notified and consents to be electronically recorded. Persons wishing to record a meeting or conversation must obtain consent from anyone subsequently joining the meeting or conversation who had not received such notice. 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 specifically required by law or Board policy. [See CPC]

TELEPHONE
CONVERSATIONS

Unless specifically required by law or Board policy, employees shall not electronically record a telephone conversation or allow or authorize other persons to electronically record a telephone conversation unless all persons participating in the telephone conversation have consented to be electronically recorded. A copy of the recording shall be kept in accordance with the District's records retention policies. The District shall not be required to create a transcription of the recording unless specifically required by law or Board policy. [See CPC]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

OPEN MEETINGS
AND OTHER PUBLIC
MEETINGS

These provisions are not intended to limit or restrict the electronic recording of publicly posted Board meetings, Board committee meetings, appeals and grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy.

OFFICIAL
INVESTIGATIONS /
LAW
ENFORCEMENT
OPERATIONS

These provisions are not intended to limit or restrict electronic recordings by parties involved in authorized investigations or law enforcement operations conducted by the police and security services department, the Office of Internal Audit, or PSO.

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

An employee shall notify the Superintendent of Schools, in writing, within three workdays 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 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, or 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);
 - Acts constituting abuse or neglect under the Texas Family Code;
 - Public lewdness; and
 - Prostitution.

[For additional information, see DBAA(LOCAL).]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

RATIFICATION OF
FUNDS

Employees entering into unauthorized procurement transactions may be personally liable and subject to disciplinary action. [See DH(REGULATION)]

ADOPTION OR LAST
AMENDED DATE

This policy was last adopted or amended on April 28, 2016.