

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

Purpose Statement This regulation has been established to provide guidance regarding employee standards of conduct in the workplace. All 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 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]

Dress and Grooming Employees are expected to dress in a manner that projects a professional image for the employees, the school, and the District.

All employees shall dress in a clean, neat and professional manner appropriate to their assignment in the District on workdays, and on days designated for staff development. San Felipe Del Rio CISD employees are required to adhere to the faculty dress code and model a professional appearance. Specifically, men and women are expected to use the guidelines as listed below.

DRESS FOR SUCCESS: MALE EMPLOYEES

- Men should wear a dress shirt, or other collared shirt and dress slacks. Polo-type shirts or pullover shirts with a collar are acceptable. Shirts should always be tucked in when appropriate. Wearing a tie is optional. Jeans may be allowed on designated days, but must not be tattered or torn.
- Spirit t-shirts may be worn on designated days approved by principal. Polo shirts do not necessarily have to be tucked in.
- All belts and/or suspenders shall be worn appropriately.
- Professional footwear is required at all times. Men should wear dress or casual shoes appropriate for the workplace. Sandals, slippers, and flip-flops are unacceptable. Employees may be permitted to wear athletic shoes as long as they are neat and appropriate.
- Do not expose body piercings or tattoos.
- Hair must be well groomed. Mohawks, faux hawks or any unconventional hair styles are unacceptable. Distracting hair colors are unacceptable. Moustaches and beards are permissible, but must be neatly trimmed.

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- Hats, caps, or other head coverings are not to be worn inside. Hats (hardhats, nets) used as protective wear appropriate for one's job function may be used.
- Cologne must be used sparingly.
- All administrative staff is expected to dress in a professional manner. Male administrators are encouraged to wear jackets and/or ties.

DRESS FOR SUCCESS: FEMALE EMPLOYEES

- Female employees may wear professional dresses and skirts that are of an acceptable length. Dresses and skirts should not be distracting, revealing or provocative; nor should have necklines that expose cleavage.
- Female may wear dress slacks that are of professional standard. Capri-length dress slacks are acceptable. Jeans may be allowed on designated days, but must not be tattered or torn.
- Shorts, skorts, warm-ups, Spandex, exercise clothing, tattered jeans, or any similar clothing is unacceptable.
- Blouses, shirts, pull-overs and sweaters should fit appropriately over underclothing and leggings. These cannot be excessively tight, revealing, provocative or excessively loose. Inappropriate attire includes, but is not limited to, tops that are formfitting, snug, sagging, or transparent clothing. Undergarments, including bralettes, should not be exposed.
- Professional footwear is required at all times. Women may wear heeled, wedged, flat shoes and sandals; but must be appropriate to the workplace. Slippers, house shoes and flip-flops are unacceptable. Employees may be permitted to wear athletic shoes as long as they are neat and appropriate.
- Do not expose body piercings or tattoos.
- Hair must be well groomed. Mohawks, faux hawks or any unconventional hair styles are unacceptable. Distracting hair colors are unacceptable.

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- Hats, caps, or other head coverings are not to be worn inside. Hats (hardhats, nets) used as protective wear appropriate for one's job function may be used.
- Make-up should be subtle.
- Perfume must be used sparingly.
- All administrative staff is expected to dress in a professional manner.

Administrators will have the discretion to make exceptions to appropriateness of attire as it relates to culture, religious beliefs, vocational courses, physical education, maintenance, medical necessities, field trips, and spirit days.

All employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees, the school, and the District.

Computer Use and
Data Management

The District's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

1. Imposes no tangible cost to the District;
2. Does not unduly burden the District's computer or network resources;
3. Has no adverse effect on job performance or on a student's academic performance; and
4. Adheres to all standards and provisions as noted in the DH and CQ series policies.

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the system are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so may result in suspension or termination of privileges and may lead to disciplinary action. [See CQ(LOCAL)]

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**Use of Electronic
Media with Students**

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 Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

Personal Use of
Electronic Media

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will 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 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. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page. The employee is also responsible for Web links on the employee's page and for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes must observe the following:

1. The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
2. The employee will not use the District's logo or other District copyrighted material without express, written consent.
3. The employee will continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]

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- Confidentiality of District records, including educator evaluations and private e-mail addresses. [See policy GBA]
- Copyright law. [See policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

Use of Electronic
Media with Students

The following definitions apply for the use of electronic media with students:

1. 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 Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
2. Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication. However, the employee may be subject to District regulations on personal electronic communications. [See PERSONAL USE OF ELECTRONIC MEDIA, above] Unsolicited contact from a student through electronic means is not a communication.

An employee who does not have a valid educational purpose, a family relationship, or other appropriate relationship with a student subject to approval of the parent or guardian will not use electronic media to communicate with a student. Examples of acceptable non-educational reasons to communicate with a student via electronic media include: serving as a mentor to a student, having a relationship with a student who is a niece or nephew, the child of an adult friend, a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following provisions apply to employees who have a valid educational purpose to communicate with students via electronic media:

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1. An employee who has a valid educational purpose for communicating with a student via electronic media will limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
2. All communications with students via electronic media must be appropriate in content and must provide a clear benefit to the student.
3. Electronic media may not be used by an employee to develop a social relationship with a student beyond the relationship that already exists outside the use of electronic media.
4. The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
5. The employee will not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time. A teacher at the secondary level may respond to a student's request for a response directly related to a valid educational purpose in the subject for which that teacher is responsible for providing instruction.

The following provisions apply to employees who have a valid educational purpose to communicate with students via electronic media. The following provisions also apply to employees who use electronic media to communicate with students who are family members or who have another appropriate relationship with a student subject to approval of the parent or guardian:

1. The employee is prohibited from soliciting or engaging in sexual conduct or a romantic relationship with a student and is prohibited from making any sexual or romantic references when communicating with a student. [See policy DF]
2. The employee does not have a right to privacy with respect to communications with students and parents.
3. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the

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Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See policies CPC and FL]
 - Copyright law. [See policy CY]
4. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
 5. Upon written request from a parent or student, the employee will discontinue communicating with the student through any form of one-to-one electronic communication.
 6. In all cases, an employee must exercise discretion and sound judgment when communicating with a student via electronic media.

For additional information on the proper use of electronic media and technology resources, see CQ(LOCAL) and CQ(REGULATION).

The provisions in this regulation are extensions of the professional standards of conduct. Nothing in this regulation should be construed to support unprofessional conduct at any level.

Reporting Improper Communication

An employee shall notify his or her supervisor when another District employee has engaged in improper electronic communication with a student.

Work Environment

District employees shall work in an 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, gender, gender identity, sexual orientation, age, 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 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).

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Sanctions

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.

Ratification of Funds

Procurements that do not follow the adopted Board policy and current administrative procedures will be considered unauthorized transactions. All unauthorized transactions will be reported to the Chief Financial Officer. Employees entering into unauthorized procurements may be personally liable. The Board may ratify any unauthorized transaction. [See CH(LOCAL)]

The Chief Financial Officer shall designate one or more employees to become the certified approver (designee) for purchase orders (POs), check requests, and/or contracts for his or her campus or department.

Prior to handling POs, check requests, and/or contracts, the designee must be appointed by his or her chief officer and trained by the financial and accounting services departments.

Additionally, designees must be trained annually.

Upon notice of the need for a ratification, the designee may be subject to submitting a ratification with justification to the Chief Financial Officer, and may be subject to the following disciplinary actions depending upon severity:

1. Letter of Reprimand;
2. Suspension;
3. Restitution; and/or
4. Termination.

Offenses that Threaten the Health, Safety, or Welfare of Students

Offenses that threaten the health, safety, or welfare of students include, but are not limited to:

1. A felony under Penal Code Title 5 where the victim of the conduct was under 18 years of age or was enrolled in a public school;
2. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62 where the victim of the conduct was under 18 years of age or was enrolled in a public school;
3. A felony under Penal Code Title 5 where the victim of the conduct was under 18 years of age or was enrolled in a public school;

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4. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62 where the victim of the conduct was under 18 years of age or was enrolled in a public school;
5. An offense under the laws of another state or federal law that is equivalent to an offense listed in (1) and (2) where victim of the conduct was under 18 years of age or was enrolled in a public school;
6. A felony;
7. A misdemeanor involving moral turpitude; or
8. An offense involving illegal drugs or alcohol.

Investigation
Procedures

The campus principal, or Superintendent's designee, shall serve as the Investigator. As appropriate and relevant under the circumstances, the investigation may include, but is not limited to:

1. Interview with the non-exempt employee suspected of alleged misconduct paraprofessional;
2. Interview with any student(s) or parent(s) involved;
3. Interview any other District employee(s) involved;
4. Review of District documentation;
5. Review of police reports or records; and
6. Review of audio or video recordings.
7. The Investigator shall complete the investigation as expeditiously as possible and, unless special circumstances warrant an extended investigatory period, within five (5) school days.

Sanctions

If, at the conclusion of the investigation, the Investigator believes it is more likely than not that the conduct underlying the SBEC investigation or arrest occurred, the Superintendent of Schools or designee shall take appropriate disciplinary action to address the actions of the accused employee which may include:

1. Suspension;

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2. Report to appropriate law enforcement and Child Protective Services;
3. Report to SBEC;
4. Other actions which may lead up to termination of employment.

**Right to Initiate
Grievance**

Any employee suspended or terminated pursuant to this policy has the right to initiate action under the District's grievance policy. [See DGBA(LOCAL)]