

Together...
We Build Tomorrow!

Standards of Conduct

Code of Ethics & Standard Practices



Rene Chavez

Director of Human Resources



Training Objectives

Review and update employees on:

- Standards of Conduct
- Professional Ethical Conduct
- Ethical Conduct Towards Colleagues
- Ethical Conduct Towards Students
- Arrest, Indictments, Convictions
And Other Adjudications
- Safety Handbook

Employee Standards of Conduct

Standards of Conduct

- Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [DH(EXHIBIT)]
- 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. [DH Local]
- An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [DGBA]

Professional Ethical Conduct

Professional Ethical Conduct

Thirteen (13) standards are addressed in this principle. The Educator shall NOT:

1.1 Intentionally, knowingly, or recklessly engage in deceptive practices regarding all official policies of the school district and governing institution.

1.2 Knowingly misappropriate, divert or use monies, personnel, property or equipment for personal gain or advantage.

1.3 Submit fraudulent request of reimbursement, expenses, or pay.

1.4 Use institutional or professional privileges for personal partisan advantage.

Professional Ethical Conduct Cont'd

1.5 Shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage.

1.6 Falsify records or direct or coerce others to do so.

1.7 Shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

1.8 Shall apply for, accept, offer or assign a position or a responsibility on the basis of professional qualifications.

1.9 Make threats of violence against school district employees, school board members, students, or parents of students.

Professional Ethical Conduct Cont'd

1.10 Shall be of good moral character and be worthy to instruct or supervise the youth of this state.

1.11 Intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

1.12 Shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

1.13 Consume alcoholic beverages on school property or during school activities when students are present.

Alcohol and Drugs

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:

- 1) Any controlled substance or dangerous drug as defined by law.
- 2) Alcohol or any alcoholic beverage.
- 3) Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- 4) Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Tobacco Use

An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [GKA]

It is a violation of policy to use, consume, display or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on District property or at off campus, school sponsored events.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. This includes any devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Ethical Conduct Towards Colleagues

Ethical Conduct Towards Colleagues

Seven (7) standards are addressed in this principle. The educator shall NOT:

2.1 Reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

2.2 Harm others by knowingly making false statements about a colleague or the school system.

2.3 Shall adhere to written local school board policies and state and federal laws regarding hiring, evaluation, and dismissal of personnel.

2.4 Interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Ethical Conduct Towards Colleagues Cont'd

2.5 Discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, or family status, or sexual orientation.

2.6 Use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

2.7 Retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct Towards Students

Ethical Conduct Towards Students

Nine (9) standards are addressed in this principle. The educator shall NOT:

3.1 Reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

3.2 Intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.

3.3 Intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Ethical Conduct Towards Students Cont'd

3.4 Exclude a student from participation in a program or deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, or family status, or sexual orientation.

3.5 Intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

3.6 Solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Ethical Conduct Towards Students Cont'd

3.7 Furnish alcohol or illegal/ unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of the child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

3.8 Shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Ethical Conduct Towards Students Cont'd

3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.

Relationship 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. [FFH]

Relationships With Former Students

An employee shall not engage in a romantic relationship with a former District student who:

- 1) Is not yet 21 years of age; and
- 2) Has graduated from the District within the past two years.

Inappropriate Relationship with Students Numbers on the Rise

- Texas has the highest number of reported teacher-student inappropriate relationships.
- TEA reported conducting 162 investigations between Sept. 1st and May 31st.
- TEA reported 188 investigations for the last fiscal year, making it the fifth straight year of growth.

Inappropriate Relationship with Students Numbers on the Rise

- Texas lawmakers blame social media for the rise in numbers.
- Students are now choosing to interact socially with a teacher using social media.
- Relational boundaries are blurred when teachers and students communicate using social media.
- Best solution for teachers: AVOID THE SITUATION

Texas Laws & Child Abuse

- Having an inappropriate relationship with a student can constitute the crime of child abuse in particular sexual abuse.
- More than 90% of juvenile sexual abuse victims are abused by people they know.
- Sexual Abuse as per the TAC— Child sexual abuse or molestation is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, or developmentally ready. Sexual abuse can occur through touching and non-touching means.

Electronic Media Use With Students

Only 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 with students who are currently enrolled in the District. **Considerations:**

- Only a teacher, trainer, or employee who has an extracurricular duty may use text messaging to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- Employees shall limit communications to matters within the scope of the employee's professional responsibilities.
- Employees are prohibited from communicating with students through a personal social network page; the employee must create a separate professional social network and must enable administration and parents to access the employee's page.
- Employees shall not communicate with any student between the hours deemed inappropriate by the Campus Administrator or as outlined by District Administration.

Electronic Media 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. 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.

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, and for Web links on the employee's page.

ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days 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 of the other offenses as indicated on District Policy DH Local.



Clint Independent School District

Safety Handbook

Department of Human Resources



3. Making sure that the necessary safety equipment and protective devices for each job are provided and properly used.
4. Conducting safety inspections of all work areas and operations in order to eliminate unsafe conditions and encourage safe work practices.
5. Taking prompt corrective action whenever unsafe conditions and unsafe actions are observed.
6. Reporting and investigating all accidents.
7. Instructing employees about disciplinary policies for violations of safety rules.
8. Conducting regular safety meetings.

C. Employee Responsibility

Employee duties related to safety include, but are not limited to:

1. Following supervisor instructions.
2. Being familiar with and observing the safe methods of doing your job.
3. Using all required safety equipment for your job.
4. Reporting all accidents and unsafe conditions to your supervisor immediately.
5. Following good housekeeping practices (keeping clean and orderly work areas).
6. Not operating equipment that you are unfamiliar with or have not been assigned to.
7. Learning to lift and handle material properly.
8. Knowing the location of fire-fighting equipment.
9. Not engaging in horseplay. Horseplay of any kind is strictly prohibited.
10. Not being under the influence of alcohol or illegal drugs at any time during work hours.

11. Knowing the location of first aid kits and automated external defibrillators (AEDs).

D. Reporting of Hazards and Unsafe Conditions

Each employee is responsible for taking prompt and appropriate action to determine if a hazard exists. It is the responsibility of each employee to immediately report any hazards or unsafe working conditions. If it is determined that a hazard does exist, immediate attention for correction or interim protective measures will be taken. No job or task regardless of importance or duration should be undertaken if it involves an unsafe act.

E. Departmental Safety Meetings

Supervisors will ensure that all employees meet on a regular basis to discuss safety and health issues or concerns and increase employee awareness. Regular meetings will offer an avenue for employees to voice concerns regarding workplace safety and health. Documentation of all safety meetings must be kept in the department's worksite.

III. SAFETY POLICIES

A. Office/Classroom Safety

1. Office/classroom work areas must be kept neat and orderly. Avoid accumulating unnecessary items to eliminate clutter.
2. Close desk, cabinet, and file drawers after use. To prevent the cabinet from falling over, only one file drawer should be opened at a time.
3. Report all defective equipment and furniture, such as chairs, worn electrical cords or inoperative machines. All broken District furniture must be immediately removed. Rolling chairs must at least 5 wheels.
4. Any personal furniture brought to work from home must first be approved by the campus administrator or immediate supervisor. Employees are responsible for the maintenance and upkeep of all personal furniture and equipment. Any broken and/or unsafe furniture must be removed immediately.
5. Report any unsafe conditions, such as loose floor tiles, loose ceiling tiles, loose hand rails, damaged equipment, improper lighting, etc.

6. Keep aisles and walkways clear to avoid creating trip hazards. Aisles must be at least 3 feet wide.
7. Only CISD purchased ladders or self-locking step-stools, of an approved design, are to be used for access to high shelves or to reach items above your reach. It is prohibited to climb on chairs, boxes, or file cabinets.
8. Do not overload electrical outlets with more electrical cords than they are designed to handle. Only use approved power strips for multiple plugs. Common household extension cords are not allowed. Do not connect a power strip to another power strip.
9. Copiers and shredders must be kept at least 6 inches from any wall. Restrain any loose items such as ties, necklaces and hair before using the paper shredder.
10. Portable space heaters and fans are ONLY allowed with a valid doctor's note. Documentation and approval from the campus administrator or immediate supervisor must be obtained prior to bringing a portable space heater or fan. All portable space heaters and fans must be directly connected to the wall outlet. Space heaters must be disconnected when not in use.
11. Burning candles and plug-in deodorizers are not allowed in any District facility.
12. Door mats should be kept lying flat with no folds or wrinkles to prevent trips and falls. Loose or damaged door mats must be removed immediately.
13. All liquid spills should be cleaned up immediately to prevent slips and falls. Wet floor signs must always be displayed when cleaning up spills or when floors are wet.
14. Small kitchen appliances such as microwaves, personal refrigerators and coffee makers are only allowed in approved classrooms such as developmental skills classrooms, science prep rooms and other approved classrooms.
15. All food items must be kept in sealed plastic containers. This includes unopened packaged, boxed, bagged, canned or wrapped food items.

- Recreational shoes, even if "slip-resistant" will not be allowed. This includes Crocs.
- Employees are to wear the proper footwear as part of their daily uniform.
- Employees are to inspect their shoes daily for cleanliness, presence of liquid or solid contaminants wedged in the treads, and wear and tear.
- Supervisors are responsible for monitoring employees to ensure they are wearing the appropriate footwear.
- Supervisors are responsible for evaluating all work areas on a daily basis to prevent slip, trip and fall injuries.

J. Operating Motor Vehicles

1. District Standards for Operating Motor Vehicles
 - All employees must receive authorization from the Department of Human Resources before being allowed to drive a District vehicle.
 - All District drivers shall possess a valid Texas Driver's License with the appropriate class and endorsements(s).
 - Any person who has been excluded from coverage by the District's auto insurance company shall not be eligible to drive a District vehicle.
 - Employees who are assigned and responsible for a District vehicle must report any moving violations to their supervisor immediately.
 - Any person who receives a DWI/DUI while eligible to drive a District vehicle will be subject to an investigation to determine if his/her driving privileges are to be revoked.
 - All Clint ISD employees (including bus drivers) eligible to drive a District vehicle shall complete an approved defensive driving course within 90 days of their driving eligibility.
 - A defensive driving course must be completed once every 3 years after the initial course is completed. For bus drivers, this requirement is met by attending the Region 19 bus driver certification.
2. All employees who drive vehicles for CISD are governed by the Texas Department of Public Safety regulations, CISD policies, Texas Education Agency, Department of Transportation and any other regulations established by our current insurance carrier. The Department of Human Resources will conduct an annual Motor Vehicle Record (MVR) audit on all CISD drivers to help insure compliance.
3. Employees are required to obey all Texas traffic laws. Costs for violations of traffic laws are the responsibility of the employee.

V. ACCIDENT INVESTIGATIONS AND REPORTING

A. Accident and Injury Reporting

All employees are required to immediately report any of the following to their direct supervisor, nearest campus nurse or to the CISD Benefits Department:

- Accidents with injury or illness of any magnitude. All injuries, even minor ones, must be reported immediately to your supervisor and an injury report must be filled out.
- Accidents resulting in property or equipment damage of any magnitude.
- Any near miss incidents that could potentially have resulted in injury, illness or property damage.

Arrangements for emergency transportation will be provided, if required.

All injuries must be verbally reported within 24 hours regardless of weekends and an injury report must be filled out within two business days.

B. Accident Investigations

Supervisors will initially investigate all work related accidents, injuries or near miss incidents involving employees or district property in order to develop preventive measures and implement corrective actions.

Supervisors will be responsible for conducting the initial investigation of accidents that occur in their areas or that affect employees under their supervision immediately following the accident, injury or near miss. Upon notification of an accident or near miss incident, the responsible Supervisor will begin investigative proceedings to determine the following:

- When, where and how the accident or incident occurred and who was involved.
 - Underlying, indirect, or associated causes.
 - Corrective actions or preventive measures and controls.
 - Follow-up of corrective actions and who will perform them.
- Accidents and incidents involving situations where multiple supervisors are affected, (such as an employee of one department injured in another), will be investigated jointly.

Questions?