

Goose Creek CISD
101911

EMPLOYEE STANDARDS OF CONDUCT

DH
(EXHIBIT)

EDUCATORS' CODE OF ETHICS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. 19 TAC 247.1

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

EMPLOYEE STANDARDS OF CONDUCT

**DH
(EXHIBIT)**

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not 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.

3. Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not 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.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

EMPLOYEE STANDARDS OF CONDUCT

**DH
(EXHIBIT)**

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not 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 that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

Standard 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, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a. The nature, purpose, timing, and amount of the communication;**
- b. The subject matter of the communication;**
- c. Whether the communication was made openly or the educator attempted to conceal the communication;**
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;**
- e. Whether the communication was sexually explicit; and**
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.**

19 TAC 247.2

CODE AG:	4.14
SUBJECT:	Dress Code – Employee Standard of Dress
PAGE:	1 of 4
REVISED:	May 2010

PHILOSOPHY

Goose Creek CISD is committed to an outstanding education for every student by being a nurturing, innovative, and participatory organization. To further this high academic expectation in an optimal learning environment, employees are to dress with dignity and professionalism. District employees should maintain a neat and clean appearance for their specific assignment. The personal appearance of GCCISD employees affects the respect others have for the organization and the respect staff members hold for one another. These are important factors in the orderly operation of our schools. Cooperation between school personnel and site administrator(s) is expected.

The standard of dress has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity
- Create an atmosphere of respect for authority, set a positive role model for the students, promote safety, and encourage proper personal hygiene and grooming
- Promote a consistent standard of dress and grooming

A districtwide dress code committee, composed of a cross-section of district personnel and community members, was organized to address the directive from the Superintendent and the Board of Trustees to establish a standard of dress for all employees. Norms and parameters were created and utilized as a foundation for the development of the standards by the committee. Members reviewed and studied numerous dress codes from school districts, businesses, and other entities. Employee input was solicited and carefully considered as the standards were established.

These guidelines will be reviewed on an ongoing basis to ensure that they address the standards of the community and district. Using the following guidelines, site administrators have the final decision in determining and enforcing acceptable employee dress and grooming standards.

GENERAL GUIDELINES

Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty, excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, jogging/wind suits, overalls, or denim pants/jeans of any color may not be worn.

Jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered with an appropriate, non-distracting covering.

Footwear must be worn at all times. Shoes traditionally worn around the home (i.e., house shoes) or to the beach (i.e., rubber flip-flops or rubber croc style shoes) are not permitted. Tennis/athletic shoes that are clean and in good condition may be worn.

The site administrator may designate no more than one day per week as "school spirit" day. On that particular day, it is permissible to wear an approved shirt with school logo with solid color wind suits or jeans. On special days/events (i.e., Western Day, Red Ribbon Week.), the site administrator may designate special attire. This special attire must adhere to general dress code guidelines. The site administrator will determine dress for work-days and site-based staff development days.

CODE AG: 4.14
SUBJECT: Dress Code – Employee Standard of Dress
PAGE: 2 of 4
REVISED: May 2013

SPECIFIC GUIDELINES

Women

Women are to wear dress or casual slacks or Capri pants of appropriate material with an appropriate blouse or coordinating jacket. Shorts and cargo style pants may not be worn. Women's skirts/dresses are to be no shorter than slightly above the knee, and slits, flaps, or openings in skirts/dresses may not be shorter than fingertip length. Leggings/tights may be worn only under a dress/skirt that adheres to the above guidelines. Seasonal/decorated shirts and blouses may be worn. Tank tops, backless apparel, midriffs, tops with straps less than 2", sleeveless tops that are revealing (deep or low cut), or see-through blouses are not acceptable. Spandex or garments that are too tight are not permitted.

Men

Men are to wear dress or casual slacks. Shirts with collars or sweaters or turtlenecks shall be worn. Socks must be worn with shoes. Shorts may not be worn. Male administrators must wear ties while on duty during regular school hours.

Hair must be well groomed and not extend below the base of the neck. Men are permitted facial hair if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or return from school holidays.

Summer Standard

No tie required with a button down shirt. Polo style shirts are acceptable. Summer standards are in effect during the dates established by the Superintendent in the Summer Hours Memo.

INDIVIDUAL EMPLOYEE'S RESPONSIBILITY

As with all district policies and regulations, it is expected that individual employees will assume the responsibility of adhering to district expectations and requirements.

SITE ADMINISTRATOR'S RESPONSIBILITY

The site administrator will ensure that: (1) Employees within their schools/organizations are aware of and understand expectations with regard to the employee standard of dress; (2) Violations are addressed according to established guidelines; and (3) Site administrator has the discretion to ask an employee to change his/her clothing.

VIOLATIONS

A violation of the policies regarding the Employee Standard of Dress will result in the following sequential actions:

First Offense: A conference between the employee and the site administrator will be held, where Board Policy DH(LOCAL) and Administrative Guidelines 4.14 will be reviewed. The employee also will be advised of the consequences of a second offense.

Second Offense: Written reprimand, labeled second offense, will be placed in the employee's personnel file with a copy also sent to the Deputy Superintendent of Administrative Services.

CODE AG: 4.14
SUBJECT: Dress Code – Employee Standard of Dress
PAGE: 3 of 4
REVISED: May 2010

OTHER JOB-RELATED AREAS

Physical Education/Athletics

Physical education teachers are to wear clothes appropriate for teaching physical education. Collared or crewneck shirts (with or without sleeves) with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn. Spandex or garments that are too tight are not permitted. Caps/visors/sunglasses may be worn while on duty outside the school building.

Guidelines for Personnel Serving in Dual Role (Classroom and Physical Education Teacher/Coach During the School Day):

Coaches who begin their workday as classroom instructors should report to duty dressed according to guidelines for teachers of their gender. Coaches may change their dress to "Physical Education/Athletics" guidelines during periods assigned to physical education/athletic classes.

Coaches assigned to a physical education/athletics class during the day, who begin the workday in the classroom and then must return to the classroom after teaching the physical education/athletics class, will be allowed the option of completing the school day in coordinated warm-ups or wind suits and athletic shoes.

Coaches who begin the workday in physical education/athletics class will be allowed to begin the day in attire listed under "Physical Education/Athletics" guidelines but will be expected to change into dress guidelines for classroom teachers for their initial daily classroom assignment. After the initial classroom assignment, a coach who returns to physical education/athletic class will be allowed to follow guidelines listed in the second statement above.

For further information contact:

Deputy Superintendent of Administrative Services