September 10, 2015

TO: Campus and Central Staff

FROM: Karry Chapman, Chief of Human Capital Management

SUBJECT: Summer Dress Code Ends September 25, 2015

Welcome to the new school year and we hope each of you had an enjoyable summer. With the opening of schools this week, our professional image to students, parents, and the community is critical. While the summer dress code remains in effect until September 25, it continues to be important that for specific occasions and for formal meetings, employees abandon the relaxed look in favor of a more polished appearance.

The summer dress code will end September 25 at which time the District will return to full business attire (See DH Regulation).

Attachment

Approved:

Karry Chapman, Chief of Human Capital Management

Robert Bravo, Chief of School Leadership
PURPOSE STATEMENT
This regulation has been established to provide guidance regarding employee standards of conduct in the workplace.

EMPLOYEES CARING FOR NONENROLLED CHILDREN
Employees will not bring their own children or other persons’ children to the work site for the purpose of child-care or babysitting.

APPROPRIATE ATTIRE
Employees will be notified by the Superintendent of Schools, who will define the parameters of the dress code waiver, when a waiver is in effect.

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

Male employees will wear a dress shirt, dress slacks, or other appropriate professional attire.

Female employees will wear professional dresses and skirts that are no shorter than three inches above the bend of the knee in length, dressy slacks, or other appropriate professional attire.

Administrators will have the discretion to make exceptions to appropriateness of attire as it relates to religious beliefs, vocational courses, physical education, maintenance, medical necessities, field trips, and spirit days. Additionally, employees required to wear District-issued uniforms are exempt.

Professional footwear is required at all times.

The following clothing is not considered professional attire pursuant to this regulation:

- Jeans;
- Shorts;
- Sweat pants;
- Revealing/provocative shirts and tops;
- Necklines that expose cleavage;
- T-shirts;
- Short skirts; or
- Spandex/leggings.

Slippers, flip-flops, house shoes, sneaker-style, and other similar foot apparel are not considered professional attire. In addition, all clothing should fit appropriately.
EMPLOYEE STANDARDS OF CONDUCT

GROOMING

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

Male employees will keep their hair and facial hair groomed neatly. Male employees will not display earrings or other similar facial jewelry.

Employees will not display piercings with the exception of earrings for female employees. Tattoos will be covered at all times.

Employees will not wear on the outside of their clothing any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. Hats are not to be worn inside, unless used as protective wear appropriate for one’s job function.

The above standards are meant to maintain an orderly educational environment and will not infringe on any individual’s religious beliefs or protected free speech.

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)]

USE OF ELECTRONIC MEDIA WITH STUDENTS

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

1. "Electronic media" will mean 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 (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” will mean 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. Unsolicited contact from a student through electronic means is not a communication.

3. “Certified or licensed employee” will mean a person employed in a position requiring SBEC certification or a professional license and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

Any employee, including but not limited to, certified or licensed employees, who have been designated in writing by the Superintendent of Schools or a campus principal may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media.

Exceptions may be applicable if the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or be a member or participant in the same civic, social, recreational, or religious organization.

An employee who is authorized to use electronic media to communicate with students will observe the following:

1. The employee 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. The employee is prohibited from knowingly communicating with students through a "personal" social networking page.

3. The employee may communicate with students using a professional social network page, which must be District approved and accessible to both administrators and parents.

4. The employee will not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a District-approved professional network site, blog, or similar application at any time.

5. The employee does not have a right to privacy with respect to communications with students and parents.

6. 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, including:
   a. 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]
   b. Copyright law. [See policy EFE]

7. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See policy DF]

8. 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 currently enrolled students.

9. Upon written request from a parent or student, the employee will discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

TOBACCO USE

Use of tobacco products are prohibited in all buildings, facilities, sites, and vehicles that are District owned or leased. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or devices that produce the same flavor or physical ef-
EMPLOYEE STANDARDS OF CONDUCT

feft of nicotine substances, e-cigarettes, and any other tobacco innovation.

EXCEPTIONS

Exceptions may be made to this regulation by the Superintendent of Schools or designee.