

EMPLOYEE STANDARDS OF CONDUCT

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees wishing to express criticism or professional concerns shall do so through appropriate administrative procedures or the collaborative process. Such expressions shall be considered in light of their relation to the implementation of campus goals and objectives and/or the District's mission. [See EAB (L) and AE (L)]

Safety

Policy CK Series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

1. Observe all safety rules
2. Keep work areas clean and orderly at all times
3. Immediately report all accidents to their supervisor
4. Operate only equipment or machines for which they have training and authorization

Employees with questions or concerns relating to safety programs and/or safety issues should contact their campus Principal or the Human Resources Department at 903-988-3900.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Drug-Abuse Prevention

Policies DH

Kilgore ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Employees shall not unlawfully 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, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
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 drugs
5. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

EXCEPTION

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.

DRUG-FREE WORKPLACE NOTICE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include: Referral to drug and alcohol counseling or rehabilitation programs; Referral to employee assistance programs; Termination from employment with the District; and Referral to appropriate law enforcement officials for prosecution. As a condition of employment, an employee shall: Abide by the terms of this notice; and Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL). [This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

DRESS AND GROOMING [See Board Policy DH Local]

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.

Additional Standards

- Employees may not wear clothing items prohibited by the student handbook.
- Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the superintendent, principal or supervisor.
- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise immodest.
- Appropriate jeans are only permitted on days approved by the superintendent, principal or supervisor.

- Wind suits, sweat suits, and shorts are not permitted except for coaches and physical education teachers. Coaches must wear long pants over gym shorts while in the classroom or academic buildings.
- Leggings or tights worn as pants are not permitted.
- Employees are permitted to wear sandals or open-toed shoes, but beachwear and house slippers are not permitted.
- Tattoos should be covered.
- Body piercing jewelry (except earrings) is not permitted.

VIOLATIONS

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, and guidelines may result in disciplinary action, including termination of employment. [See DNC (L) and DO series]