

EMPLOYEE STANDARDS OF CONDUCT

DH (R)

FITNESS FOR DUTY
AUXILIARY (HOURLY)
PERSONNEL

It is incumbent upon auxiliary personnel to appear for work, appropriately dressed, equipped for duty and fit for assignment promptly at the start of their scheduled duty day. Hourly personnel who appear for duty inappropriately dressed or unfit for duty due to negligence on their part, will be released into a non-pay status until such time as they return fit for duty.

CONFIDENTIALITY OF
PERSONNEL/STUDENT DATA

An "[Access to Confidential Data](#)" form must be completed and a copy filed in an employees' personnel record before the employee may request access to any district electronic record systems, data files, or text documents. Employees are prohibited from retrieval or release of any data other than for NEISD internal use, regardless of their relationship to the subject of the data, without proper authorization as controlled by the approved request form mentioned above.

Unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 Code of Federal Regulations (CFR) Part 99 and Board Policy.

Furthermore, any information classified as "Nonpublic" [See Policy GBA (LEGAL)] that is deemed confidential by law, either constitutional, statutory, or by judicial decision may not be disclosed except by the officer of public records. Art. 6252-17a, Sec. 3(a) V.A.T.S. Public information which can be released under the Open Records Act shall be released only through the Office of Community Relations. Excluded from this shall be student records which the principal/designee of each campus is authorized to release per district guidelines. Other employees releasing such information may be judged in violation of this regulation.

DEFINITIONS

Electronic record system: Any information system that produces, manipulates, and stores district employee or student records by using a computer.

Data files: Related numeric, textual, or graphic information that is organized in a strictly prescribed form and format.

Text documents: Narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format.

Nonpublic information: See Board policy GBA (LEGAL) for definition.

ACCESS BY NON-
DISTRICT
PERSONNEL

Corporations or individuals serving as agents of the district who require access to confidential data as described in the preceding paragraphs, shall be required to sign the "[Request for Access to Confidential Data](#)" form prior to a contract being let.

VIOLATIONS

Violation of these restrictions shall constitute a "Breach of Computer

Security" as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and that such an offense constitutes a class A misdemeanor and may result in immediate termination of employment. [See Board Policies: DCD (LEGAL), DCD (LOCAL), DFBA (LEGAL), DFBA (LOCAL) DH (LOCAL).]

USE OF TOBACCO

All employees shall refrain from smoking and using any tobacco product in view of students. If teachers or staff members feel they must smoke or use tobacco products in any form, outside away from the buildings, they must be completely removed from the sight of students.

ISSUE DATE: 7/21/98