

Policy 4319.21: Professional Standards

Status: ADOPTED

Original Adopted Date: 10/28/2019 | **Last Reviewed Date:** 10/28/2019

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

- 13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
- 14. Wearing inappropriate attire

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 80303	Reports of change in employment status, alleged misconduct
5 CCR 80331-80338	Rules of conduct for professional educators
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44242.5	Reports and review of alleged misconduct
Ed. Code 48980	Parental notifications
Pen. Code 11164-11174.4	Child Abuse and Neglect Reporting Act

Management Resources References

Management Resources References	Description
Commission on Teacher Credentialing Publication	California Professional Standards for Educational Leaders, February 2014
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession, 2009
Council of Chief State School Officers Publication	Professional Standards for Educational Leaders, 2015
National Education Association Publication	Code of Ethics of the Education Profession, 1975
Website	California Federation of Teachers
Website	California School Employees Association

Website	California Teachers Association
Website	Council of Chief State School Officers
Website	WestEd
Website	Commission on Teacher Credentialing
Website	Association of California School Administrators
Website	CSBA
Website	California Department of Education
WestEd Publication	Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

Cross References

Description

0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450-R(1)	Comprehensive Safety Plan
1113	District And School Web Sites
1113-R(1)	District And School Web Sites
1114	District-Sponsored Social Media
1114-R(1)	District-Sponsored Social Media
1312.1	Complaints Concerning District Employees
1312.1-R(1)	Complaints Concerning District Employees
2111	Superintendent Governance Standards
3513.3	Tobacco-Free Schools
3513.3-R(1)	Tobacco-Free Schools
3513.4	Drug And Alcohol Free Schools
3515.2	Disruptions
3515.2-R(1)	Disruptions
3515.7	Firearms On School Grounds
3580	District Records
3580-R(1)	District Records
4020	Drug And Alcohol-Free Workplace
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.2	Certification
4112.2-R(1)	Certification
4113.5	Working Remotely
4115	Evaluation/Supervision
4115-R(1)	Evaluation/Supervision
4117.7-R(1)	Employment Status Reports

4118	Dismissal/Suspension/Disciplinary Action
4118-R(1)	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11-R(1)	Sexual Harassment
4119.22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119.25-R(1)	Political Activities Of Employees
4131	Staff Development
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4158	Employee Security
4158-R(1)	Employee Security
4215	Evaluation/Supervision
4218-R(1)	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11-R(1)	Sexual Harassment
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25-R(1)	Political Activities Of Employees
4231	Staff Development
4232	Publication or Creation of Materials
4236	Nonschool Employment
4258	Employee Security
4258-R(1)	Employee Security
4315	Evaluation/Supervision
4317.7-R(1)	Employment Status Reports
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11-R(1)	Sexual Harassment
4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.25	Political Activities Of Employees
4319.25-R(1)	Political Activities Of Employees
4331	Staff Development

4332	Publication or Creation of Materials
4336	Nonschool Employment
4358	Employee Security
4358-R(1)	Employee Security
5125	Student Records
5125-R(1)	Student Records
5125.1	Release Of Directory Information
5125.1-R(1)	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131	Conduct
5131.2	Bullying
5131.2-R(1)	Bullying
5137	Positive School Climate
5141.4	Child Abuse Prevention And Reporting
5141.4-R(1)	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3-R(1)	Nondiscrimination/Harassment
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5145.7	Sexual Harassment
5145.7-R(1)	Sexual Harassment
6162.54	Test Integrity/Test Preparation
6162.6	Use Of Copyrighted Materials
6162.6-R(1)	Use Of Copyrighted Materials