

<b>TITLE: Professional Standards</b>	
Approved by: <u>          <i>Rob Gregor</i>          </u> <i>Rob Gregor, Superintendent of Schools</i>	Series: <b>Personnel</b> Version: <b>2</b> Effective Date: <b>3/1/2024</b> Previous Policy Date: <b>Unknown</b> Revised By: <b>Committee</b> Policy Number: <b>SP 4119.21</b>

Yuba County Office of Education (YCOE) expects employees to maintain the highest ethical standards, behave professionally, follow YCOE 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 YCOE, advances the goals of the educational programs, and contributes to a positive school climate.

YCOE encourages 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 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 or threats of violence
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 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 YCOE 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, YCOE employees, or YCOE operations to persons or entities not authorized to receive the information
  11. Using YCOE equipment or other resources for the employee's own commercial purposes or for political activities
  12. Using YCOE 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 YCOE 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 YCOE
  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 YCOE'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.

YCOE 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 YCOE's complaint process shall be subject to discipline.

**Notifications**

The section(s) of YCOE'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 YCOE 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.

<b>Management Resources</b>	<b>Description</b>
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession, 2009
Commission on Teacher Credentialing Publication	California Professional Standards for Educational Leaders, February 2014
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	<a href="#">WestEd</a>
Website	<a href="#">Council of Chief State School Officers</a>
Website	<a href="#">California Teachers Association</a>
Website	<a href="#">California School Employees Association</a>
Website	<a href="#">California Federation of Teachers</a>
Website	<a href="#">Association of California School Administrators</a>
WestEd Publication	Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003
<b>State</b>	<b>Description</b>
5 CCR 80303	Reports of change in employment status, alleged misconduct
5 CCR 80331-80338	Rules of conduct for professional educators
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44242.5	Reports and review of alleged misconduct
Pen. Code 11164-11174.4	Child Abuse and Neglect Reporting Act

**Cross References**

<b>Code</b>	<b>Description</b>
4112.2	<a href="#">Certification</a>
4112.2	<a href="#">Certification</a>