

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Policies Covering All Classified Employees**

**Board Policy No. 4202:      RULES OF CONDUCT**

- A. Each employee is required to perform all listed duties and responsibilities contained in applicable Board Policies, the applicable job description and applicable law.
- B. Each employee shall follow all reasonable directives from the employee's immediate supervisor, the Superintendent or designee, and the Board. Each employee is required to follow all such directives unless they necessarily place the employee, another employee or a student in an unsafe or dangerous condition; or they necessarily require the violation of applicable law.
- C. Each employee shall adhere to relevant working conditions, the employee's assignment, including any rules or regulations regarding discipline, established by a collective bargaining agreement, the Board, the Superintendent or designee, or the employee's immediate supervisor.
- D. Each employee shall adhere to all applicable law, including the law covering the operations of the District, the educational program of the District, the rights of students, the rights of employees, and the rights of parents and the public.
- E. The District is an equal employment opportunity employer which complies with all applicable federal and state non-discrimination laws. The District does not tolerate the violation of such laws by any employee. The District also does not tolerate illegal sexual harassment or any other illegal harassment by an employee.
- F. The District is committed to all applicable laws concerning equal educational opportunity for all the students in the District. The District does not tolerate the violation of such laws by any employee.
- G. Each employee is prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in any workplace or facility of the District. Each employee must notify the Superintendent in writing within five (5) days of any drug or alcohol statute conviction for a violation occurring in any workplace or facility of this District. A conviction includes any finding of guilt, including a no contest plea, or imposition of a sentence.
- H. No employee shall be under the influence of alcohol or a controlled substance while the employee is acting within the scope of employment. The use of drugs under and consistent with the directions of a physician which does not unreasonably impair the performance of an employee is not prohibited. An employee may use prescribed drugs

while acting within the scope of employment as long as such use is under and consistent with the directions of a physician and such use does not unreasonably impair the performance of the employee.

- I. Each employee shall report any unsafe condition or illegal activity to the Superintendent as soon as possible after discovering the unsafe condition or illegal activity. The District does not tolerate the observance of illegal activity without reporting it as soon as possible to a representative of the District.
- J. The District requires each employee to adhere to the Child Abuse And Neglect Reporting Act (Penal Code sections 11164-11174.3). Each employee who has knowledge of or observes a child in the employee's professional capacity or within the scope of employment when the employee knows or reasonably suspects has been the victim of child abuse or neglect shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. Each employee then shall prepare and send a written report to the child protective agency within 36 hours of receiving the information concerning the incident.
- K. No employee shall inflict, or cause to be inflicted, corporal punishment upon a student. The term "corporal punishment" means the same as it is defined by Education Code section 49001. Each employee is required to adhere to Education Code sections 49000 and 49001 which prohibit corporal punishment.
- L. No employee shall release confidential information involving another employee or a student to a parent or any other member of the public unless expressly authorized by applicable law, the Superintendent or designee, or the Board. Each employee is required to adhere to all applicable laws protecting the privacy rights of employees and students.
- M. No employee shall smoke at any workplace or facility of the District. The District discourages all employees from smoking, and prohibits smoking wherever an employee is acting within the scope of employment.
- N. The Board delegates to the Superintendent the authority to adopt written regulations regarding the conduct of employees as long as they are not inconsistent with Policies adopted by the Board. Any such written regulations shall be adhered to as if they were adopted by the Board.
- O. All employees are expected to wear clothing and shoes that are appropriate for the workplace and present a professional appearance when they are acting within the scope of employment. Jewelry may be worn but it should not pose a safety hazard- The Superintendent shall be responsible for enforcing these standards to ensure the District's workplace and schools reflect the high level of professionalism required for a school environment.
- P. In order to ensure school safety, District employees shall be issued an employee identification badge/access control card ("ID"). Employees are required to wear their ID

in plain view at all times while on District property. Employees who elect to wear their ID using a lanyard ID holder shall use only the lanyard ID holder issued by the District. The purpose of this requirement is to help students, staff, and visitors easily identify employees and to serve as a visual cue for emergency responders in the event of an emergency.

Legal Reference:

Education Code sections 45101,45109, and 45133

Date Policy Adopted By The Board: September 6, 1990

Date Policy Revised By The Board: October 16, 1991, August 3, 2023

Dates Policy Reviewed By The Board: January 13, 2005; December 11, 2008, February 18, 2025