

**Policy 4219.21: Professional Standards**

**Status:** ADOPTED

**Original Adopted Date:** 07/01/2009 | **Last Revised Date:**  
12/01/2017 | **Last Reviewed Date:** 12/01/2017

The Governing Board 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:

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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 voicemail, 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
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### **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 websites. (Education Code 44050)

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| State                                              | 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                                 | <u>Prohibition of discrimination</u>                                           |
| Ed. Code 44050                                     | <u>Employee code of conduct; interaction with students</u>                     |
| Ed. Code 44242.5                                   | <u>Reports and review of alleged misconduct</u>                                |
| Ed. Code 48980                                     | <u>Parent/Guardian notifications</u>                                           |
| Pen. Code 11164-11174.4                            | <u>Child Abuse and Neglect Reporting Act</u>                                   |
| Management Resources                               | 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 (CSTP), October 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                                            | <u>CSBA District and County Office of Education Legal Services</u>             |
| Website                                            | <u>Council of Chief State School Officers</u>                                  |
| Website                                            | <u>California Federation of Teachers</u>                                       |
| Website                                            | <u>California School Employees Association</u>                                 |
| Website                                            | <u>California Teachers Association</u>                                         |
| Website                                            | <u>Commission on Teacher Credentialing</u>                                     |
| Website                                            | <u>WestEd</u>                                                                  |
| Website                                            | <u>Association of California School Administrators</u>                         |
| Website                                            | <u>California Department of Education</u>                                      |
| Website                                            | <u>CSBA</u>                                                                    |
| WestEd Publication                                 | Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003 |
| Code                                               | Description                                                                    |
| 0200                                               | <u>Goals For The School District</u>                                           |
| 0410                                               | <u>Nondiscrimination In District Programs And Activities</u>                   |
| 1113                                               | <u>District And School Websites</u>                                            |
| 1113                                               | <u>District And School Websites</u>                                            |
| 1113-E(1)                                          | <u>District And School Websites</u>                                            |
| 1114                                               | <u>District-Sponsored Social Media</u>                                         |
| 1114                                               | <u>District-Sponsored Social Media</u>                                         |
| 1312.1                                             | <u>Complaints Concerning District Employees</u>                                |
| 1312.1                                             | <u>Complaints Concerning District Employees</u>                                |
| 1313                                               | <u>Civility</u>                                                                |
| 2111                                               | <u>Superintendent Governance Standards</u>                                     |
| 3513.3                                             | <u>Tobacco-Free Schools</u>                                                    |
| 3513.3                                             | <u>Tobacco-Free Schools</u>                                                    |
| 3513.4                                             | <u>Drug And Alcohol Free Schools</u>                                           |
| 3515.2                                             | <u>Disruptions</u>                                                             |
| 3515.2                                             | <u>Disruptions</u>                                                             |
| 3515.7                                             | <u>Firearms On School Grounds</u>                                              |
| 3580                                               | <u>District Records</u>                                                        |
| 3580                                               | <u>District Records</u>                                                        |

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| 4020      | <u>Drug And Alcohol-Free Workplace</u>                             |
| 4040      | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1) | <u>Employee Use Of Technology</u>                                  |
| 4112.2    | <u>Certification</u>                                               |
| 4112.2    | <u>Certification</u>                                               |
| 4112.41   | <u>Employee Drug Testing</u>                                       |
| 4112.41   | <u>Employee Drug Testing</u>                                       |
| 4112.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4112.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4113.5    | <u>Working Remotely</u>                                            |
| 4115      | <u>Evaluation/Supervision</u>                                      |
| 4115      | <u>Evaluation/Supervision</u>                                      |
| 4117.7    | <u>Employment Status Reports</u>                                   |
| 4118      | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4118      | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.1    | <u>Civil And Legal Rights</u>                                      |
| 4119.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4119.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4119.22   | <u>Dress And Grooming</u>                                          |
| 4119.23   | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4119.25   | <u>Political Activities Of Employees</u>                           |
| 4119.25   | <u>Political Activities Of Employees</u>                           |
| 4131      | <u>Staff Development</u>                                           |
| 4132      | <u>Publication Or Creation Of Materials</u>                        |
| 4136      | <u>Nonschool Employment</u>                                        |
| 4158      | <u>Employee Security</u>                                           |
| 4158      | <u>Employee Security</u>                                           |
| 4212.41   | <u>Employee Drug Testing</u>                                       |
| 4212.41   | <u>Employee Drug Testing</u>                                       |
| 4212.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4212.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4213.5    | <u>Working Remotely</u>                                            |
| 4215      | <u>Evaluation/Supervision</u>                                      |
| 4218      | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218      | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218.1    | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u>     |
| 4219.1    | <u>Civil And Legal Rights</u>                                      |
| 4219.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4219.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4219.22   | <u>Dress And Grooming</u>                                          |
| 4219.23   | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4219.25   | <u>Political Activities Of Employees</u>                           |
| 4219.25   | <u>Political Activities Of Employees</u>                           |
| 4231      | <u>Staff Development</u>                                           |
| 4232      | <u>Publication Or Creation Of Materials</u>                        |
| 4236      | <u>Nonschool Employment</u>                                        |
| 4258      | <u>Employee Security</u>                                           |
| 4258      | <u>Employee Security</u>                                           |
| 4312.41   | <u>Employee Drug Testing</u>                                       |
| 4312.41   | <u>Employee Drug Testing</u>                                       |
| 4312.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4312.42   | <u>Drug And Alcohol Testing For School Bus Drivers</u>             |
| 4313.5    | <u>Working Remotely</u>                                            |
| 4315      | <u>Evaluation/Supervision</u>                                      |
| 4317.7    | <u>Employment Status Reports</u>                                   |
| 4319.1    | <u>Civil And Legal Rights</u>                                      |
| 4319.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4319.11   | <u>Sex Discrimination and Sex-Based Harassment</u>                 |
| 4319.22   | <u>Dress And Grooming</u>                                          |
| 4319.23   | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4319.25   | <u>Political Activities Of Employees</u>                           |

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|-------------|----------------------------------------------------|
| 4319.25     | <u>Political Activities Of Employees</u>           |
| 4331        | <u>Staff Development</u>                           |
| 4332        | <u>Publication Or Creation Of Materials</u>        |
| 4336        | <u>Nonschool Employment</u>                        |
| 4358        | <u>Employee Security</u>                           |
| 4358        | <u>Employee Security</u>                           |
| 5125        | <u>Student Records</u>                             |
| 5125        | <u>Student Records</u>                             |
| 5125.1      | <u>Release Of Directory Information</u>            |
| 5125.1      | <u>Release Of Directory Information</u>            |
| 5125.1-E(1) | <u>Release Of Directory Information</u>            |
| 5131        | <u>Conduct</u>                                     |
| 5131.2      | <u>Bullying</u>                                    |
| 5131.2      | <u>Bullying</u>                                    |
| 5137        | <u>Positive School Climate</u>                     |
| 5141.4      | <u>Child Abuse Prevention And Reporting</u>        |
| 5141.4      | <u>Child Abuse Prevention And Reporting</u>        |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                |
| 5145.6      | <u>Parent/Guardian Notifications</u>               |
| 5145.6-E(1) | <u>Parent/Guardian Notifications</u>               |
| 5145.7      | <u>Sex Discrimination and Sex-Based Harassment</u> |
| 5145.7      | <u>Sex Discrimination and Sex-Based Harassment</u> |
| 6162.54     | <u>Test Integrity/Test Preparation</u>             |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                |