



All Personnel

Professional Standards

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. Employee shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational program, and contributes to a positive school climate.

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

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



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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
13. 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.
14. Causing damage to or engaging in theft of property belonging to students, staff, or the district
15. 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



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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)

Legal Reference

<i>State</i>	<i>Description</i>
5 CCR 80303	<i>Reports of change in employment status; alleged misconduct</i>
5 CCR 80331-80338	<i>Rules of conduct for professional educators</i>
Ed. Code 200-262.4	<i>Prohibition of discrimination</i>
Ed. Code 44050	<i>Employee code of conduct; interaction with students</i>
Ed. Code 44242.5	<i>Reports and review of alleged misconduct</i>
Ed. Code 48980	<i>Parent/Guardian notifications</i>
Pen. Code 11164-11174.4	<i>Child Abuse and Neglect Reporting Act</i>

Management Resources

Description

<i>Commission on Teacher Credentialing Publication</i>	<i>California Professional Standards for Educational Leaders, February 2014</i>
<i>Commission on Teacher Credentialing Publication</i>	<i>California Standards for the Teaching Profession (CSTP), 2009</i>
<i>Council of Chief State School Officers Publication</i>	<i>Professional Standards for Educational Leaders, 2015</i>



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National Education Association Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

WestEd Publication

Code of Ethics of the Education Profession, 1975

CSBA District and County Office of Education Legal Services

Council of Chief State School Officers

California Federation of Teachers

California School Employees Association

California Teachers Association

Commission on Teacher Credentialing

WestEd

Association of California School

Administrators

California Department of Education

CSBA

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

Cross-References

Code

0200

0410

1113

1113

1113-E(1)

1114

1114

1312.1

1312.1

1313

2111

3513.3

3513.3

3513.4

3515.2

3515.2

3515.7

3580

3580

4020

Description

Goals For The School District

Nondiscrimination In District Programs And Activities

District And School Web Sites

District And School Web Sites

District And School Web Sites

District-Sponsored Social Media

District-Sponsored Social Media

Complaints Concerning District Employees

Complaints Concerning District Employees

Civility

Superintendent Governance Standards

Tobacco-Free Schools

Tobacco-Free Schools

Drug And Alcohol Free Schools

Disruptions

Disruptions

Firearms On School Grounds

District Records

District Records

Drug And Alcohol-Free Workplace



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4040-E(1)	Employee Use Of Technology
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4112.2	Certification
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4112.41	Employee Drug Testing
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4113.5	Working Remotely
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4131	Staff Development
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4158	Employee Security
4158	Employee Security
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4213.5	Working Remotely
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment



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4231	Staff Development
4232	Publication or Creation of Materials
4236	Nonschool Employment
4258	Employee Security
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4312.41	Employee Drug Testing
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4312.42	Drug And Alcohol Testing For School Bus Drivers
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