

**All Personnel**

BP 4119.21(a)

4219.21

**PROFESSIONAL STANDARDS**

4319.21

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees--when the employees have confidence in and respect for the rights and responsibilities of others.

The Governing Board considers district employment as the employee's primary job regardless of social or business commitments. All employees have an obligation to perform duties consistent with the standards of the district and are subject to the policies of the Board, administrative regulations, applicable laws, and current employee agreements. No staff member shall be released during the work day for employment in any activity for which the employee shall receive remuneration.

Certificated employees are required to report to duty 30 minutes before the time school commences.

The Board authorizes the Superintendent or designee to make exceptions to the 30 minutes rule in cases where it will be beneficial to the school's educational program.

The 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.

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.

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.

### **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

**All Personnel**

BP 4119.21(b)  
4219.21  
4319.21

**PROFESSIONAL STANDARDS**

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

**All Personnel**

BP 4119.21(c)

4219.21

**PROFESSIONAL STANDARDS**

4319.21

**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)

*References on the following page.*

**All Personnel**

BP 4119.21(d)  
4219.21  
4319.21

**PROFESSIONAL STANDARDS**

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

44050 *Employee code of conduct; interaction with students*

44242.5 *Reports and review of alleged misconduct*

48980 *Parental notifications*

PENAL CODE

11164-11174.4 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of dismissal, resignation and other terminations for alleged misconduct*

80331-80338 *Rules of conduct for professional educators*

*Management Resources:*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*California Professional Standards for Educational Leaders, February 2014*

*California Standards for the Teaching Profession, 2009*

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

*Professional Standards for Educational Leaders, 2015*

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

*Code of Ethics of the Education Profession, 1975*

WESTED PUBLICATIONS

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

**WEB SITES:**

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Association of California School Administrators: <http://www.acsa.org>

California School Leadership Academy: <http://www.csla.org>

Council of Chief State School Officers: <http://www.ccsso.org>

California Teachers Association: <http://www.cta.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

WestEd: <http://www.wested.org>

Policy  
adopted: May 5, 2009  
Revised: August 17, 2010  
August 20, 2019

**SANTEE SCHOOL DISTRICT**  
Santee, California