

Policy 4119.21: Professional Standards

Status: DRAFT

Original Adopted Date: 08/16/2005 | **Last Revised Date:** 11/15/2022

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. 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; encourages student learning, engagement, and success; and contributes to a safe and 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 the employee's professional responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and among and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers or threatens to endanger students, staff, or others, including, but not limited to, physical violence, threats of violence, directed toward anyone at any place, unless in self-defense;
2. Possession of a firearm or other weapon while in the workplace, on district property, at a school-sponsored activity or in violation of any state or federal
3. 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
4. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
5. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
6. Possessing or viewing any pornography on school grounds or on a district-issue device at any time, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time on any device
7. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
8. Willfully disrupting district or school operations by loud or unreasonable noise or other action
9. 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
10. 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
11. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
12. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
13. 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.
14. Causing damage to or engaging in theft of property belonging to students, staff, or the district
15. Wearing inappropriate attire while in the workplace, on district property, or at a school-sponsored activity. Refer to Board Policy 4119.22, 4219.22, 4319.22 and 5132.
16. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 – Maintaining Appropriate Adult-Student Interactions

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 [Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting](#).

Any reports of employee misconduct shall be promptly investigated [by the Superintendent or designee](#). 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)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

State	Description
5 CCR 80300	Committee of credentials; definitions
5 CCR 80303	Reports of change in employment status; alleged misconduct
5 CCR 80331-80338	Rules of conduct for professional educators
Bus. Code 25608	Alcohol on school property; use in connection with instruction
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32100	Professional boundaries between adults and students and the safety of learning environments
Ed. Code 44010	Sex offense; definition
Ed. Code 44011	Controlled substance offense; definition
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44811	Disruption of classwork or extracurricular activities
Ed. Code 44932	Grounds for dismissal of permanent employees
Ed. Code 44939.5	Certificated applicant screening
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49070	Student records
H&S Code 104559	Tobacco use prohibition
Pen. Code 11164-11174.4	Child Abuse and Neglect Reporting Act
Pen. Code 270-273.76	Abandonment and neglect of children
Pen. Code 311-312.7	Obscene matter

Federal

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Federal

34 CFR 99.1-99.8

Description[Family Educational Rights and Privacy Act](#)**Management Resources**

CA School Employees Association Publication

Description[Code of Ethics, 1954](#)

Commission on Teacher Credentialing Publication

[California Professional Standards for Education Leaders, 2014](#)

Commission on Teacher Credentialing Publication

[California Professional Standards for Educational Leaders, February 2014](#)

Commission on Teacher Credentialing Publication

[California Standards for the Teaching Profession \(CSTP\), April 2024](#)

Nat'l Policy Board for Educational Administration

[Professional Standards for Educational Leaders, 2015](#)

National Education Association Publication

[Code of Ethics for Educators, 2020](#)

Website

[National Education Association](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Council of Chief State School Officers](#)

Website

[California Federation of Teachers](#)

Website

[California School Employees Association](#)

Website

[California Teachers Association](#)

Website

[Commission on Teacher Credentialing](#)

Website

[Association of California School Administrators](#)

Website

[WestEd](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

WestEd Publication

[Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2015](#)**Cross References**

0200

Description[Goals For The School District](#)

0410

[Nondiscrimination In District Programs And Activities](#)

0450

[Comprehensive Safety Plan](#)

0450

[Comprehensive Safety Plan](#)

1113

[District And School Websites](#)

1113

[District And School Websites](#)

1114

[District-Sponsored Social Media](#)

1312.1

[Complaints Concerning District Employees](#)

1312.1

[Complaints Concerning District Employees](#)

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[Complaints Concerning District Employees](#)

3513.3

[Tobacco-Free Schools](#)

3513.3

[Tobacco-Free Schools](#)

3515.2

[Disruptions](#)

3515.2

[Disruptions](#)

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[District Records](#)

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[District Records](#)

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[Drug And Alcohol-Free Workplace](#)

Cross References**Description**

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4040	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4111	Recruitment And Selection
4112.2	Certification
4112.2	Certification
4112.2-E PDF(1)	Certification
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
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
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4121	Temporary/Substitute Personnel
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4131	Staff Development
4131	Staff Development
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4211	Recruitment And Selection
4215	Evaluation/Supervision
4216	Probationary/Permanent Status
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
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4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
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4231	Staff Development
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Cross References

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