

Sebastopol Independent Charter School

Board Policy 4219.22: Professional Standards

Status: ADOPTED

Original Adopted Date: 01/09/2023 | **Revised Date:**

The Board of Trustees expects school employees to maintain the highest ethical standards, behave professionally, follow school 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 school, advances the goals of the school's educational programs, and contributes to a positive school climate.

The Board encourages school employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong, in addition to Board Policy 4119.21 Code of Ethics of the Education Profession.

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 school students.

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 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 school 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, school employees, or school operations to persons or entities not authorized to receive the information
11. Using school equipment or other school resources for the employee's own commercial purposes or for political activities
12. Using school/ personal equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.
13. Computer files using the school-issued Google account and school-issued devices and all electronic communications, including, but not limited to, email, documents and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of school 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 school
15. Wearing inappropriate attire
16. Use of any person using an electronic listening or recording device in any classroom of the schools without the prior consent of both the teacher and principal is prohibited (Ed Code 51512). Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

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 Executive Director or designee. 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 Executive Director 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 school 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 school's complaint process shall be subject to discipline.

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

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	Prohibition of discrimination
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44242.5	Reports and review of alleged misconduct
Ed. Code 48980	Parent/Guardian notifications
Pen. Code 11164-11174.4	Child Abuse and Neglect Reporting Act
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), 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	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	WestEd
Website	Association of California School Administrators
Website	California Department of Education
Website	CSBA
WestEd Publication	Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

