

**Board Policy Manual**  
**Santa Rosa City Schools**

**Policy 4119.21: Professional Standards**

**Status:**  
ADOPTED

**Original Adopted Date:** 04/12/2017 | **Last Reviewed Date:** 04/12/2025

~~The Board of Education~~

~~The Governing Board~~ expects district employees to maintain the highest ethical standards, ~~exhibit professional behavior~~ **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 conduct should enhance~~ **During work hours, Employees shall engage in conduct that enhances** the integrity of the district, ~~advance~~ **advances** the goals of the district's educational programs, and ~~contribute~~ **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 ~~should make a commitment~~ **is expected** to acquire the knowledge and skills necessary to fulfill his/her responsibilities and ~~should focus on his/her contribution~~ **to contribute** to the learning and achievement of district students. ¶

#### **EMPLOYEE PERSONAL USE OF SOCIAL MEDIA**

The board respects the right of employees to use social media as a medium of self expression on their personal time. As role models for the school's students, however, employees should be cognizant that social media activity can be readily searched and accessed by members of the public. Controversial, offensive or vulgar posts can lead to negative attention that is highly disruptive to school operations and can impair employees' professional relationship with students, families, co-workers and the community. In extreme situations, such posts can create unsafe conditions for staff, students and others.

For these reasons, employees are urged to exercise appropriate judgement when posting or commenting on social media content. Employees also are urged to manage their personal social

media and implement privacy settings to prevent students from accessing materials that are not age-appropriate.

## **SOCIAL MEDIA GUIDELINES**

Employees shall observe the following when communicating through social media.

1. Employees shall not post confidential information about students, employees, or school business or information that can be used to identify, directly or indirectly, a student or employee.
2. Employees shall not “friend,” follow,” IM or otherwise communicate with students on personal social media sites.
3. Employees shall not discuss their private social media accounts with students or provide information on how to access it (e.g., profile or user names, hashtag handles, etc.).
4. Employees may not knowingly grant students access to view personal social media sites
5. Employees shall not use the school’s logo or other copyrighted material of the system on a personal social media site without express, written consent from the board.
6. Employees shall not use District property in social media posts without the express permission of the District. This includes, without limitation, the use of District facilities, classrooms or fields as a backdrop.
7. Employees shall not post identifiable images of a student or student’s family on a personal social media site. Employees may post such images on a school-controlled social media site only with prior permission of the employee’s supervisor and in accordance with the requirements of federal and state privacy laws and policy 5125, Student Records.
8. Employees shall not use social media postings to harass, bully, threaten or intimidate students or other employees in violation of policies 5145.3/4030, Discrimination and Harassment Prohibited by Federal Law, 5145.7/5145.71/4319.11/4119.12, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 5131.2/5145.7, Bullying and Harassing Behavior Prohibited, and 5145.3/4030, Discrimination and Harassment in the Workplace, or state and federal laws.
9. School employees are prohibited from accessing social networking websites for personal use during work or instructional time.
10. Employees shall not use social media postings to harass, bully, threaten or intimidate students or other employees in violation of policies 5145.3/4030, Discrimination and Harassment Prohibited by Federal Law, 5145.7/5145.71/4319.11/4119.12, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 5131.2/5145.7 Bullying and Harassing Behavior Prohibited, and 5145.3/4030, Discrimination and Harassment in the Workplace, or state and federal laws.
11. School employees are prohibited from accessing social networking websites for personal use during work or instructional time.



## 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
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. ~~Dishonesty~~ **Being dishonest** with students, parents/guardians, staff, or members of the public, including, but not limited to, ~~falsification of~~ **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

### 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)

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.

<b>State</b>	<b>Description</b>
5 CCR 80303	<a href="#">Reports of change in employment status; alleged misconduct</a>
5 CCR 80331-80338	<a href="#">Rules of conduct for professional educators</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 44050	<a href="#">Employee code of conduct; interaction with students</a>
Ed. Code 44242.5	<a href="#">Reports and review of alleged misconduct</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Pen. Code 11164-11174.4	<a href="#">Child Abuse and Neglect Reporting Act</a>
<b>Management Resources</b>	<b>Description</b>
Commission on Teacher Credentialing Publication	<a href="#">California Professional Standards for Educational Leaders, February 2014</a>
Commission on Teacher Credentialing Publication	<a href="#">California Standards for the Teaching Profession (CSTP), October 2009</a>
Council of Chief State School Officers Publication	Professional Standards for Educational Leaders, 2015
National Education Association Publication	<a href="#">Code of Ethics of the Education Profession, 1975</a>

Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Council of Chief State School Officers</a>
Website	<a href="#">California Federation of Teachers</a>
Website	<a href="#">California School Employees Association</a>
Website	<a href="#">California Teachers Association</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">Association of California School Administrators</a>
Website	<a href="#">WestEd</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
WestEd Publication	<a href="#">Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003</a>

## Cross References ¶¶

Code ¶¶	Description ¶¶
0200 ¶¶	<a href="#">Goals For The School District ¶¶</a>
0410 ¶¶	<a href="#">Nondiscrimination In District Programs And Activities ¶¶</a>

<del>1113</del>	<del><a href="#">District And School Websites</a></del>
1113	<a href="#">District And School Websites</a>
<del>1114</del>	<del><a href="#">District-Sponsored Social Media</a></del>
1114	<a href="#">District-Sponsored Social Media</a>
<del>1312.1</del>	<del><a href="#">Complaints Concerning District Employees</a></del>
1312.1	<a href="#">Complaints Concerning District Employees</a>
<del>1313</del>	<del><a href="#">Civility</a></del>
2111	<a href="#">Superintendent Governance Standards</a>
<del>3513.3</del>	<del><a href="#">Tobacco-Free Schools</a></del>
3513.3	<a href="#">Tobacco-Free Schools</a>
<del>3515.2</del>	<del><a href="#">Disruptions</a></del>
3515.2	<a href="#">Disruptions</a>
<del>3580</del>	<del><a href="#">District Records</a></del>
3580	<a href="#">District Records</a>
<del>4020</del>	<del><a href="#">Drug And Alcohol-Free Workplace</a></del>
4040	<a href="#">Employee Use Of Technology</a>

<del>4040</del>	<del><a href="#">Employee Use Of Technology</a></del>
<del>4040-E PDF(1)</del>	<del><a href="#">Employee Use Of Technology</a></del>
<del>4112.2</del>	<del><a href="#">Certification</a></del>
<del>4112.2</del>	<del><a href="#">Certification</a></del>
<del>4115</del>	<del><a href="#">Evaluation/Supervision</a></del>
<del>4115</del>	<del><a href="#">Evaluation/Supervision</a></del>
<del>4117.7</del>	<del><a href="#">Employment Status Reports</a></del>
<del>4118</del>	<del><a href="#">Dismissal/Suspension/Disciplinary Action</a></del>
<del>4118</del>	<del><a href="#">Dismissal/Suspension/Disciplinary Action</a></del>
<del>4119.1</del>	<del><a href="#">Civil And Legal Rights</a></del>
<del>4119.11</del>	<del><a href="#">Sexual Harassment</a></del>
<del>4119.11</del>	<del><a href="#">Sexual Harassment</a></del>
<del>4119.22</del>	<del><a href="#">Dress And Grooming</a></del>
<del>4119.23</del>	<del><a href="#">Unauthorized Release Of Confidential/Privileged Information</a></del>
<del>4119.25</del>	<del><a href="#">Political Activities Of Employees</a></del>
<del>4119.25</del>	<del><a href="#">Political Activities Of Employees</a></del>

<del>4131</del>	<del><a href="#">Staff Development</a></del>
<del>4131</del>	<del><a href="#">Staff Development</a></del>
<del>4132</del>	<del><a href="#">Publication Or Creation Of Materials</a></del>
<del>4136</del>	<del><a href="#">Nonschool Employment</a></del>
<del>4158</del>	<del><a href="#">Employee Security</a></del>
<del>4158</del>	<del><a href="#">Employee Security</a></del>
<del>4215</del>	<del><a href="#">Evaluation/Supervision</a></del>
<del>4218</del>	<del><a href="#">Dismissal/Suspension/Disciplinary Action</a></del>
<del>4219.1</del>	<del><a href="#">Civil And Legal Rights</a></del>
<del>4219.11</del>	<del><a href="#">Sexual Harassment</a></del>
<del>4219.11</del>	<del><a href="#">Sexual Harassment</a></del>
<del>4219.22</del>	<del><a href="#">Dress And Grooming</a></del>
<del>4219.23</del>	<del><a href="#">Unauthorized Release Of Confidential/Privileged Information</a></del>
<del>4219.25</del>	<del><a href="#">Political Activities Of Employees</a></del>
<del>4219.25</del>	<del><a href="#">Political Activities Of Employees</a></del>
<del>4231</del>	<del><a href="#">Staff Development</a></del>

<del>4232</del>	<del><u>Publication Or Creation Of Materials</u></del>
<del>4236</del>	<del><u>Nonschool Employment</u></del>
<del>4258</del>	<del><u>Employee Security</u></del>
<del>4258</del>	<del><u>Employee Security</u></del>
<del>4315</del>	<del><u>Evaluation/Supervision</u></del>
<del>4317.7</del>	<del><u>Employment Status Reports</u></del>
<del>4319.1</del>	<del><u>Civil And Legal Rights</u></del>
<del>4319.11</del>	<del><u>Sexual Harassment</u></del>
<del>4319.11</del>	<del><u>Sexual Harassment</u></del>
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<del>4319.23</del>	<del><u>Unauthorized Release Of Confidential/Privileged Information</u></del>
<del>4319.25</del>	<del><u>Political Activities Of Employees</u></del>
<del>4319.25</del>	<del><u>Political Activities Of Employees</u></del>
<del>4331</del>	<del><u>Staff Development</u></del>
<del>4332</del>	<del><u>Publication Or Creation Of Materials</u></del>
<del>4336</del>	<del><u>Nonschool Employment</u></del>

4358	<a href="#"><u>Employee Security</u></a>
4358	<a href="#"><u>Employee Security</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>

<b>Code</b>	<b>Description</b>
0200	<a href="#"><u>Goals For The School District</u></a>
0410	<a href="#"><u>Nondiscrimination In District Programs And Activities</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113-E(1)	<a href="#"><u>District And School Websites</u></a>
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3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3513.4	<a href="#"><u>Drug And Alcohol Free Schools</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.7	<a href="#"><u>Firearms On School Grounds</u></a>
3580	<a href="#"><u>District Records</u></a>
3580	<a href="#"><u>District Records</u></a>
4020	<a href="#"><u>Drug And Alcohol-Free Workplace</u></a>
4040	<a href="#"><u>Employee Use Of Technology</u></a>
4040-E(1)	<a href="#"><u>Employee Use Of Technology</u></a>

4112.2	<a href="#"><u>Certification</u></a>
4112.2	<a href="#"><u>Certification</u></a>
4112.41	<a href="#"><u>Employee Drug Testing</u></a>
4112.41	<a href="#"><u>Employee Drug Testing</u></a>
4112.42	<a href="#"><u>Drug And Alcohol Testing For School Bus Drivers</u></a>
4112.42	<a href="#"><u>Drug And Alcohol Testing For School Bus Drivers</u></a>
4113.5	<a href="#"><u>Working Remotely</u></a>
4115	<a href="#"><u>Evaluation/Supervision</u></a>
4115	<a href="#"><u>Evaluation/Supervision</u></a>
4117.7	<a href="#"><u>Employment Status Reports</u></a>
4118	<a href="#"><u>Dismissal/Suspension/Disciplinary Action</u></a>
4118	<a href="#"><u>Dismissal/Suspension/Disciplinary Action</u></a>
4119.1	<a href="#"><u>Civil And Legal Rights</u></a>
4119.11	<a href="#"><u>Sexual Harassment</u></a>
4119.11	<a href="#"><u>Sexual Harassment</u></a>
4119.22	<a href="#"><u>Dress And Grooming</u></a>

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>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>
4219.22	<u>Dress And Grooming</u>
4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
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4219.25	<u>Political Activities Of Employees</u>
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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>
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4315	<u>Evaluation/Supervision</u>
4317.7	<u>Employment Status Reports</u>
4319.1	<u>Civil And Legal Rights</u>
4319.11	<u>Sexual Harassment</u>
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5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
6162.54	<a href="#"><u>Test Integrity/Test Preparation</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>