Policy 4319.21: Professional Standards

Status: Pending Approval

Original Adopted Date: ~~04/12~~07/01/2009 **| Last Revised Date:** 12/01/2017 **|**

Last Reviewed Date: ~~04/12~~~~12/01~~~~/2017~~ 10/08/2025

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting students and themselves from inappropriate conduct and failure to maintain appropriate boundaries. All adults are expected to maintain professional, moral and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all District staff, volunteers, coaches, and community members ("Employees") relative to their conduct with students in District schools and programs.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also behaviors that undermine the professional adult/student relationship and can lead to either misconduct or the appearance of impropriety.

~~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 and when interacting with students**, 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 post identifiable images of a student or student's family on a personal social media site without parental provision. 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.**
6. **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.**

7. **School employees are prohibited from accessing social networking websites for personal use during work or instructional time, except if during breaks and "duty free" 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.

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), October 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	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, 2003

Cross References¶

~~Code¶~~	~~Description¶~~
~~0200¶~~	~~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~~¶
~~1114~~¶	~~District-Sponsored Social Media~~¶
~~1312.1~~¶	~~Complaints Concerning District Employees~~¶
~~1312.1~~¶	~~Complaints Concerning District Employees~~¶
~~1313~~¶	~~Civility~~¶
~~2111~~¶	~~Superintendent Governance Standards~~¶
~~3513.3~~¶	~~Tobacco-Free Schools~~¶
~~3513.3~~¶	~~Tobacco-Free Schools~~¶
~~3515.2~~¶	~~Disruptions~~¶
~~3515.2~~¶	~~Disruptions~~¶
~~3580~~¶	~~District Records~~¶

~~3580~~	~~District Records~~
~~4020~~	~~Drug And Alcohol-Free Workplace~~
~~4040~~	~~Employee Use Of Technology~~
~~4040~~	~~Employee Use Of Technology~~
~~4040-E PDF(1)~~	~~Employee Use Of Technology~~
~~4112.2~~	~~Certification~~
~~4112.2~~	~~Certification~~
~~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¶~~
~~4131¶~~	~~Staff Development¶~~
~~4132¶~~	~~Publication Or Creation Of Materials¶~~
~~4136¶~~	~~Nonschool Employment¶~~
~~4158¶~~	~~Employee Security¶~~
~~4158¶~~	~~Employee Security¶~~
~~4215¶~~	~~Evaluation/Supervision¶~~
~~4218¶~~	~~Dismissal/Suspension/Disciplinary Action¶~~
~~4219.1¶~~	~~Civil And Legal Rights¶~~
~~4219.11¶~~	~~Sexual Harassment¶~~
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~~4219.25¶~~	~~Political Activities Of Employees¶~~
~~4219.25¶~~	~~Political Activities Of Employees¶~~
~~4231¶~~	~~Staff Development¶~~
~~4232¶~~	~~Publication Or Creation Of Materials¶~~
~~4236¶~~	~~Nonschool Employment¶~~
~~4258¶~~	~~Employee Security¶~~
~~4258¶~~	~~Employee Security¶~~
~~4315¶~~	~~Evaluation/Supervision¶~~
~~4317.7¶~~	~~Employment Status Reports¶~~
~~4319.1¶~~	~~Civil And Legal Rights¶~~
~~4319.11¶~~	~~Sexual Harassment¶~~
~~4319.11¶~~	~~Sexual Harassment¶~~
~~4319.22¶~~	~~Dress And Grooming¶~~
~~4319.23¶~~	~~Unauthorized Release Of Confidential/Privileged Information¶~~

~~4319.25~~	~~Political Activities Of Employees~~
~~4319.25~~	~~Political Activities Of Employees~~
~~4331~~	~~Staff Development~~
~~4332~~	~~Publication Or Creation Of Materials~~
~~4336~~	~~Nonschool Employment~~
~~4358~~	~~Employee Security~~
~~4358~~	~~Employee Security~~
~~5125~~	~~Student Records~~
~~5125~~	~~Student Records~~
~~5125.1~~	~~Release Of Directory Information~~
~~5125.1~~	~~Release Of Directory Information~~
~~5125.1-E PDF(1)~~	~~Release Of Directory Information~~
~~5131~~	~~Conduct~~
~~5131-E PDF(1)~~	~~Conduct - Elementary Plan~~
~~5131.2~~	~~Bullying~~
~~5137~~	~~Positive School Climate~~

~~5141.4¶~~	~~Child Abuse Prevention And Reporting¶~~
~~5141.4¶~~	~~Child Abuse Prevention And Reporting¶~~
~~5145.3¶~~	~~Nondiscrimination/Harassment¶~~
~~5145.3¶~~	~~Nondiscrimination/Harassment¶~~
~~5145.6¶~~	~~Parent/Guardian Notifications¶~~
~~5145.6-E PDF(1)¶~~	~~Parent/Guardian Notifications¶~~
~~5145.6-E PDF(2)¶~~	~~Parent/Guardian Notifications¶~~
~~5145.7¶~~	~~Sexual Harassment¶~~
~~5145.7¶~~	~~Sexual Harassment¶~~
~~6162.6¶~~	~~Use Of Copyrighted Materials¶~~
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Code	Description
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan

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1113	District And School Websites
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1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1313	Civility
2111	Superintendent Governance Standards
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3513.4	Drug And Alcohol Free Schools
3515.2	Disruptions
3515.2	Disruptions
3515.7	Firearms On School Grounds

3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.2	Certification
4112.2	Certification
4112.41	Employee Drug Testing
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
4219.11	Sexual Harassment
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4231	Staff Development
4232	Publication Or Creation Of Materials
4236	Nonschool Employment

4258	Employee Security
4258	Employee Security
4312.41	Employee Drug Testing
4312.41	Employee Drug Testing
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4313.5	Working Remotely
4315	Evaluation/Supervision
4317.7	Employment Status Reports
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5125	Student Records
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5125.1-E(1)	Release Of Directory Information
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5137	Positive School Climate
5141.4	Child Abuse Prevention And Reporting
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5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
6162.54	Test Integrity/Test Preparation
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials