

**PROFESSIONAL STANDARDS**

Employees of the County Office are expected to maintain the highest ethical standards, behave professionally and with integrity, contribute to a positive school climate, follow County Office 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 are encouraged 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 his/her responsibilities and to contribute to the learning and achievement of County Office students.

**Inappropriate Conduct**

Inappropriate employee conduct may include, 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 to respond appropriately 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. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on County Office property, or at a school-sponsored activity
8. Deliberately providing false information to students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
9. Disclosing confidential information about students, County Office employees, or County Office operations, to persons or entities not authorized by law to receive the information
10. Using County Office equipment or other County Office resources for the employee's own commercial purposes or for political activities

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11. Causing damage intentionally or with reckless disregard to property or engaging in theft of property belonging to students, staff, or the County Office

**Reports of Misconduct**

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 County Office policy, may be subject to disciplinary action consistent with applicable state law, County Office policies and collective bargaining agreements, and in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The County Superintendent or designee shall notify local law enforcement when appropriate.

The County Office 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 County Office's complaint process may be subject to discipline.

**Notifications**

The section(s) of the County Office's employee code of conduct or of this Superintendent Regulation addressing employee interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on a school and/or County Office web sites. (Education Code 44050)

**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

**PROFESSIONAL STANDARDS****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>

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

California Department of Education: <http://www.cde.ca.gov>

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

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

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

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

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

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

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