

Management and Supervisory Personnel

PROFESSIONAL ADMINISTRATIVE STANDARDS

Policy Statement

The Board of Trustees recognizes that the conduct of management and supervisory employees reflects on our entire community. Management and supervisory staff shall, at all times, conduct themselves in a manner consistent with that of professional educators and exemplifying the ideals of employment and administration.

Professional Standards

The expectation of management is to uphold the public trust and responsibility placed in them in the positions they are assigned. Abuses, misuses, or derelictions of such duties suffice as grounds for disciplinary action under this policy. In addition to any disqualifying or actionable causes otherwise provided for by statute, policy, or administrative regulation, each of the following constitute cause for disciplinary action against a classified management or confidential employee:

1. Incompetency, inefficiency, unsatisfactory performance, neglect of duty or poor performance, or inattention to or dereliction of duty
2. 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 while in the workplace, on District property, or at a school-sponsored activity
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. Inappropriately socializing or fraternizing 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 possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time or in any place, except during a District investigation
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

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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. Immoral or unprofessional conduct. (44932 Ed Code)
12. Improper political activity. (BP 4119.25/4219.25/4319.25)
13. Willful disobedience
14. Misuse of District property
15. Use of District equipment or other District resources for the employee's own commercial purposes or for political activities
16. Violation of District, Board, or departmental rule, policy or procedure
17. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against students, the public, or other employees while acting in the capacity of a District employee
18. Unlawful retaliation against any student, employee, or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto
19. Committing or threatening to commit an act of violence in the workplace
20. Causing damage to or engaging in theft of property belonging to students, staff, or the District
21. Wearing inappropriate attire while in the workplace, on District property, or at a school-sponsored activity
22. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the District or to their employment.

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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 that address 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 website. (Education Code 44050)

Policy

adopted: June 14, 1999

revised: September 20, 2023