

Personnel
PROFESSIONAL STANDARDS

BP 4119.21/4219.21/4319.21 (a)

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects district employees to maintain the highest ethical standards, 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. Employees shall engage in conduct that ~~should~~ enhances the integrity of the district, advances the goals of the district's educational programs; encourages student learning, engagement, and success; and 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 is expected to acquire the knowledge and skills necessary to fulfill the employee's professional responsibilities and to contribute to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and among and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

1. Engaging in any conduct that endangers or threatens to endanger 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

Personnel
PROFESSIONAL STANDARDS

BP 4119.21/4219.21/4319.21 (b)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. 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
11. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
12. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
13. 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
14. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
15. Willfully disrupting district or school operations by loud or unreasonable noise or other action
16. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
17. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
18. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
19. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

Personnel
PROFESSIONAL STANDARDS

BP 4119.21/4219.21/4319.21 (c)

20. 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.

21. Causing damage to or engaging in theft of property belonging to students, staff, or the district

22. Wearing inappropriate attire

23. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

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 by the Superintendent or designee. 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.

State

5 CCR 80300 Committee of credentials; definitions

5 CCR 80303 Reports of change in employment status; alleged misconduct

5 CCR 80331-80338 Rules of conduct for professional educators

Bus. Code 25608 Alcohol on school property; use in connection with instruction

Ed. Code 200-262.4 Prohibition of discrimination

Ed. Code 32100 Professional boundaries between adults and students and the safety of learning environments

Ed. Code 44010 Sex offense; definition

Ed. Code 44011 Controlled substance offense; definition

Personnel
PROFESSIONAL STANDARDS

BP 4119.21/4219.21/4319.21 (d)

Ed. Code 44050 Employee code of conduct; interaction with students
Ed. Code 44420-44440 Revocation and suspension of credentials
Ed. Code 44811 Disruption of classwork or extracurricular activities
Ed. Code 44932 Grounds for dismissal of permanent employees
Ed. Code 44939.5 Certificated applicant screening
Ed. Code 48980 Parent/Guardian notifications
Ed. Code 49060-49070 Student records
H&S Code 104559 Tobacco use prohibition
Pen. Code 11164-11174.4 Child Abuse and Neglect Reporting Act
Pen. Code 270-273.76 Abandonment and neglect of children
Pen. Code 311-312.7 Obscene matter

Federal Description

20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974

34 CFR 99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

CA SCHOOL EMPLOYEES ASSOCIATION PUBLICATION

Code of Ethics, 1954

COMMISSION ON TEACHER CREDENTIALING PUBLICATION

California Professional Standards for Education Leaders, 2014

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), April 2024

NAT'L POLICY BOARD FOR EDUCATIONAL ADMINISTRATION

Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATION

Code of Ethics for Educators, 2020

WEBSITES:

National Education Association: <https://www.nea.org>

CSBA District and County Office of Education Legal Services: <https://legalservices.csba.org>

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

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

California School Employees Association: <https://csea.com>

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

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

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

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

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

CSBA: <https://www.csba.org/#gsc.tab=0>

WestEd Publication:

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2015:

<https://www.wested.org/resource/moving-leadership-standards-into-everyday-work-descriptions-of-practice-ebook>

Policy Adopted: 04/01/2026

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California