



Santa Ana Unified School District

BOARD POLICY NO: 4119.21, 4219.21, 4319.21

SUBJECT: **Code of Ethics/All Personnel** EFFECTIVE: 12/11/18
CATEGORY: Personnel
RESPONSIBLE: Human Resources Department
OFFICE(S):

SCOPE:

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

POLICY:

The Governing 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. Employee shall engage in conduct that enhance the integrity of the District, advance the goals of the District's educational programs, and contributes to a positive school climate.

- (cf. 0200 - Goals for the School District)
- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
- (cf. 5131 - Conduct)
- (cf. 5137 - 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.

- (cf. 2111 - Superintendent Governance Standards)
- (cf. 9005 - Governance Standards)

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 District students.

- (cf. 4112.2 - Certification)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

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;

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3515.7 – Firearms on School Grounds)
- (cf. 4158/4258/4358 - Employee Security)



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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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

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, including through use of social media or other electronic communications;

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 actions intended to cause disruption;

(cf. 3515.32 – Disruptions)

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;

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)



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9. Dishonesty 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. Divulging confidential information about students, District employees, or District operations to persons or entities not authorized to receive the information;

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using District equipment or other District resources, including use of duty time for the employee's own commercial purposes or for political activities;

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

(cf. 4040 – Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the District;

14. Wearing inappropriate attire.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

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.



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(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 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.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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)

(cf. 1113 – District and School Web Sites)
(cf. 5145.6 – Parental Notifications)

DESIRED OUTCOME:

Through this policy, the District shall comply with applicable State and federal laws.



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IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

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

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 Standards for the Teaching Profession, 2009

California Professional Standards for Educational Leaders, February 2014

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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ADOPTION AND REVISION HISTORY:

Adopted: 5/76, 3/88, 10/96, 3/13/18 12/11/18

Santa Ana, CA