

TeLA Professional Conduct and Boundaries Policy

The Board expects employees, volunteers, and contractors 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 at work that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees, volunteers and contractors 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, volunteer, and contractor 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.

Inappropriate Conduct

Inappropriate work 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. Contacting students during or outside of the school day via personal text messaging, personal email, personal phone calls, personal video games, or social media platforms (including but not limited to, Instagram, Snapchat, Tik Tok, Facebook, X, etc). Any electronic communication with a pupil must either:
 - a. Explicitly include the pupil's parent or legal guardian; or
 - b. Be conducted strictly through a District-approved electronic communications platform (District email, Google Classroom, Parent Square, Schools PLP) for official school business;
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
7. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
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. 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
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, volunteers, and contractors 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 for the work place

Reports of Misconduct

An employee, volunteer, or contractor who observes or has evidence of another employee violating the law or board policy shall immediately report such conduct to the principal or Superintendent or designee. An employee, volunteer or contractor 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, volunteer, or contractor misconduct shall be promptly investigated. Any employee, volunteer, or contractor 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, volunteer, or contractor who has knowledge of but fails to report unlawful employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint, or reports unlawful conduct. Any employee, volunteer, or contractor 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, volunteer, or contractor 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 websites. (Education Code 44050).