

Administrative Regulation

Employees, Responsibilities and Duties of

A. Speech and Actions

Employees shall, at all times, act and speak in conformity with the ethical standards of their occupation. Confidential information must, under no circumstances, be discussed with unauthorized persons. Names, addresses, and phone numbers of students or employees shall not be released to any person or agency except within the provisions of federal law, state law, and district policy.

B. Grooming and Dress

Employees shall dress appropriately and be groomed in a manner that befits the dignity of their occupation. Current fashion will influence the predominant mode of dress within the best tastes of acceptable style.

C. Propaganda

Employees are responsible for preventing, in any manner whatever, the dissemination of propaganda.

D. Pupil Supervision (Corporal Punishment)

Employees shall exercise watchful and diligent care over the conduct, habits, and discipline of pupils. Discipline shall emanate from reasonable rules and regulations, which help guide students toward responsible behavior. The Board of Education believes adherence to rules and regulations may be accomplished best in an atmosphere of trust and mutual respect. Corporal punishment is prohibited.

E. Record-Keeping

Employees shall maintain records, such as student attendance, scholarship, performance, and other records, which may be prescribed by the education code or other statute or job description.

F. School Equipment and Facility Use

Employees shall be responsible for care of school and district property and equipment assigned to them for their use. Any supplies, materials, or equipment made available to employees by the district shall be used in a professional manner consistent with the employee's assignment and defined responsibilities.

G. Gifts to Employees and/or Students

Gifts of a personal nature from students or their parents to staff members may create a perception that the ability of district employees to treat students equitably and impartially has been compromised. Except for incidental gifts of negligible monetary value, gifts from parents or students to staff members are not condoned. The district encourages parents and students to express their gratitude to staff members through personal letters of appreciation or through items that support the school or the classroom.

Employees are forbidden to give presents to pupils or classes without permission from the superintendent or the designee.

H. Patriotic Ceremonies

Appropriate patriotic exercises shall be an integral part of the daily educational program. The Pledge of Allegiance to the Flag of the United States shall satisfy this requirement.

I. Dangerous and Unsafe Practices

Employees shall be alert to dangerous and unsafe practices. They shall make corrections within their authority and ability. They shall report dangerous and unsafe practices and conditions to their immediate supervisor.

J. Attendance at Meetings

Employees shall attend those required meetings called by their authorized administrative supervisors.

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Ref: EC Sections 35161, 44030, 44420-44440, 44662-44665, 44805- 44809, 49000, 52720; CCR Title 5, Sections 5530-5531, 5550-5556, 5570, 5590

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