

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

II.

Board Policies Covering Certificated Employees

RULES OF CONDUCT

First Reading 07-07-92
Adopted 08-18-92
Revised 06-06-00
Revised 10-02-01
Revised 06-21-05

BP 6100

- A. Each employee is required to perform all listed duties and responsibilities contained in applicable board policies, the applicable job description and applicable law. Each employee shall furnish to the superintendent or designee the employee's correct mailing address and telephone number. Changes in these shall be reported within ten days to the superintendent or designee.
- B. Each employee shall follow all reasonable directives from the employee's immediate supervisor, the superintendent or designee, and the board. Each employee is required to follow all such directives unless they necessarily place the employee, another employee or a student in an unsafe or dangerous condition; or they necessarily require the violation of applicable law.
- C. Each employee shall adhere to relevant working conditions, the employee's assignment, including any rules or regulations regarding discipline, established by the board, the superintendent or the employee's immediate supervisor.
- D. Each employee shall adhere to all applicable law, including the law covering the operations of the ROP, the educational program of the ROP, the rights of students, the rights of employees, and the rights of parents and the public.
- E. The ROP is an equal employment opportunity employer which complies with all applicable federal and state non-discrimination laws. The ROP does not tolerate the violation of such laws by any employee. The ROP also does not tolerate illegal sexual harassment or any other illegal harassment by an employee.
- F. The ROP is committed to all applicable laws concerning equal educational opportunity for all the students enrolled in the ROP. The ROP does not tolerate the violation of such laws by any employee.

- G. Each employee is prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in any workplace or facility of the ROP. Each employee must notify the superintendent or designee in writing within five (5) days of any drug statute conviction for a violation occurring in any workplace or facility of the ROP. A conviction includes any finding of guilt, including a no contest plea, or imposition of a sentence.
- H. No employee shall be under the influence of alcohol or a controlled substance while the employee is acting within the scope of employment. An employee may use prescribed drugs while acting within the scope of employment as long as such use is under and consistent with the directions of a physician and such does not unreasonably impair the performance of the employee.
- I. Each employee shall report any unsafe condition or illegal activity to the superintendent or immediate supervisor as soon as possible after discovering the unsafe condition or illegal activity. Each teacher has the responsibility for the safety and protection of students in the assigned classroom or under the teacher's direct supervision at any time. Each teacher must exercise good judgment in anticipating and eliminating all avoidable hazards in an effort to prevent accidents. Each teacher shall have a written plan of action in the event of a serious injury, including the location of the nearest operable telephone, the telephone number of emergency services, the nearest first aid kit and the students' emergency information cards. All accidents or injuries must be orally reported immediately or as soon as possible to the superintendent or immediate supervisor, and must be reported in writing within twenty-four hours. The ROP does not tolerate the observance of illegal activity without reporting it as soon as possible to a representative of the ROP
- J. The ROP requires each employee to adhere to the Child Abuse And Neglect Reporting Act (Penal Code section 11164-11174.3). Each employee who has knowledge of or observes a child in the employee's professional capacity or within the scope of employment when the employee knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. Each employee then shall prepare and send a written report to the child protective agency within 36 hours of receiving the information concerning the incident.
- K. No employee shall inflict, or cause to be inflicted, corporal punishment upon a student. The term "corporal punishment" means the same as it is defined by Education Code Section 49001. Each employee is required to adhere to Education Code Sections 49000 and 49001 which prohibit corporal punishment.
- L. No employee shall release confidential information involving another employee or a student to a parent or any other member of the public unless expressly authorized by applicable law, the superintendent or designee, or the Joint Board. Each employee is required to adhere to all applicable laws protecting the privacy rights of employees and students.

- M. No employee shall smoke at any workplace or facility of the ROP. The ROP discourages all employees from smoking, and prohibits smoking wherever an employee is acting within the scope of employment.
- N. The ROP is committed to adherence to all applicable copyright laws. Each employee shall comply with such laws including their application to computer software.
- O. Each teacher is to account for all enrolled students through an attendance accounting system on a daily basis. Students shall not be allowed to sign their own attendance roll sheets. Each teacher is required to submit all necessary attendance reports, in ink.
- P. Each teacher must order any supplies and equipment through the appropriate management employee according to established procedures. In no case shall a teacher order directly from vendors. In no case shall a teacher purchase or attempt to purchase supplies or equipment without prior written approval by the appropriate management employee.
- Q. The Commission on Teacher Credentialing has adopted Rules of Conduct For Professional Educators which became operative on February 3, 1989. Each employee is required to abide by such rules which are set forth in the California Code of Regulations, Title 5, Sections 80331-80338.
- R. The board delegates to the superintendent the authority to adopt written rules or directives regarding the conduct of employees as long as they are not inconsistent with policies adopted by the board. Any such written regulations shall be adhered to as if they were adopted by the Joint Board.
- S. All employees are prohibited from "dating" students currently enrolled in the ROP. Dating is off-campus conduct which may be a basis for discipline. The ROP staff serve as role models for the ROP students in the development of social attitudes and behaviors. Dating with a student is improper because it involves an exercise of influence over students which may adversely affect the professional relationship between staff and students. The ROP, as a community based education program, has a vested interest in maintaining a reputation that is respected in the community it serves. Accordingly, the ROP prohibition against student dating is consistent with its commitment to provide comprehensive educational services in an environment which maintains favorable community/school relations.