

North Orange County Regional Occupational Program
PROFESSIONAL STANDARDS
ROP BP 4119.21
4219.21
4319.21

BP 4119.21 (a)
BP 4219.21 (a)
BP 4319.21 (a)

Policy

All Personnel

The Governing Board expects ROP employees to maintain the highest ethical standards, behave professionally, follow ROP 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 enhances the integrity of ROP, advances the goals of ROP's educational programs, and contributes to a positive school climate.

The Board encourages ROP 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 his/her responsibilities and to contribute to the learning and achievement of ROP students.

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.
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.

Revised: June 5, 2019
Revised: May 16, 2007
Revised: June 21, 2006
Revised: June 20, 2001
Adopted: June 12, 1979

North Orange County Regional Occupational Program
PROFESSIONAL STANDARDS
ROP BP 4119.21
4219.21
4319.21

BP 4119.21 (b)
BP 4219.21 (b)
BP 4319.21 (b)

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 ROP or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on ROP 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, ROP employees, or ROP operations to persons or entities not authorized to receive the information.
11. Using ROP equipment or other ROP resources for the employee's own commercial purposes or for political activities.
12. Using ROP 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 ROP technological resources at any time without the employee's consent.

Revised: June 5, 2019
Revised: May 16, 2007
Revised: June 21, 2006
Revised: June 20, 2001
Adopted: June 12, 1979

North Orange County Regional Occupational Program
PROFESSIONAL STANDARDS
ROP BP 4119.21
4219.21
4319.21

BP 4119.21 (c)
BP 4219.21 (c)
BP 4319.21 (c)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the ROP.
14. Wearing inappropriate attire.

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to ROP'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. 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.

ROP 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 ROP complaint process shall be subject to discipline.

Revised: June 5, 2019
Revised: May 16, 2007
Revised: June 21, 2006
Revised: June 20, 2001
Adopted: June 12, 1979