

**Subject: Professional Responsibilities of Certificated Employees Policy**

**Effective Date: September 12, 2008**

**Approved By: Board of Directors**

**Policy:** The Executive Director, with Board approval, shall outline administrative procedures duties, rights, and privileges of certificated employees. Definitions of full-time assignment, on-site expectancies and teaching load of certificated employees are covered under the current work agreements, work assignments, job descriptions, employee handbook, and other published policies and procedures of the school.

### **Procedure:**

1. Originating Office: Suggestions or questions concerning this procedure should be directed to the Executive Director.
2. Executive Director or designee must report to the school site (if site instruction is included in the program) thirty minutes before classes begin each morning and remain until all students are dismissed (except those who remain under teacher supervision for sports or other activities).
3. Meetings. Teachers are required to attend a reasonable number of meetings as determined by the Executive Director.
  - a. Area or Teacher meetings: May be required and, unless announced as optional, must be attended by staff members.
4. Gifts: School employees shall not receive gifts of significant value from any vendor doing business with or attempting to do business with the School.
5. Commercial Activities: Employees shall not act as agents to introduce any article into the school.
  - a. Solicitation or sale of any form of education or instructional materials by a teacher, to students or families within attendance zone of the teacher's school, outside or within the work assignment, shall be considered professionally unethical and is not permissible.
  - b. Purchase of any instructional materials for a student's use in the school may not be required of any student by a school employee.
6. Dress: Appropriate dress is required of all personnel; interpretation of this requirement is a responsibility of the Executive Director or designee.

7. Political Activities: In the execution of assigned work, political activities are prohibited. Proposed legislation affecting the school program shall not be discussed with students with the intent of influencing parent's support for, or in opposition to, a particular measure.
8. Nondiscrimination: Teachers shall incorporate appropriate ethnic content instructional material as an integral part of regular instruction; they are urged to participate in in-service classes involving use of such materials. Continued teacher preparation in development of ethnic content material is encouraged.
9. Academic Freedom: Teachers are free to follow their own political or religious beliefs without interference. However, when such subjects are properly a matter of class concern, teachers must present opposing viewpoints fully without attempting to indoctrinate students with their own personal beliefs.
10. Joining Organizations: Employees may join any organization provided the aims of such organization(s) are compatible with California Laws.
11. Tutoring or Private Instruction: A teacher's acceptance of remuneration for tutoring or private instruction of students presently enrolled shall be considered professionally unethical and is not permissible.
12. Credential Registration: It is responsibility of each certificated employee to register his/her credential with Human Resources prior to reporting for duty.
13. First Aid Requirements: Designated employees who do not have a valid Red Cross First Aid Certificate must take first aid training.
14. Tuberculosis Examinations: Tuberculosis examinations must be made every four years upon notification by Human Resources.
15. Custody of Funds: Teachers and students must not accept the custodial care of funds for youth groups or children. This does not apply to lunch-money regulations, which may be formulated by the school. Regulations regarding fund-raising activities may be approved by the board.
16. Gambling: Participation in any way in any pool-selling or bookmaking activity, whether as a stakeholder, bettor, or otherwise, is a criminal offense. Any employee who engages in any form of gambling may be subject to disciplinary action up to and including dismissal.
17. Alcoholic Beverages on School Grounds: It is a misdemeanor for any person to possess, consume, sell, give or deliver to any other person, any alcoholic beverage in any public school house or on any public school grounds unless the school board has granted authorization. (Business and Professions Code 25608)

18. Professional Relationships with Students: All certificated employees are to maintain a professional relationship with students of the school. Teachers are specifically prohibited from dating, making sexual advances to, engaging in sexually provocative or exploitive conduct with, or having sexual relations with students.
  
19. Compliance with Law and School Policies and Administrative Procedures: Failure to comply with applicable provisions of the Education Code, regulations of the state and JCS Governing Board, or JCS policies and procedures may be cause for dismissal.

Original Policy 02/27/01  
Revised Policy 09/12/08