

# **Board Policy**

## **Code of Conduct**

**GCCS**

BP 4119.21 (Certificated), 4219.21 (Classified), 4319.21 (Management)

### **Personnel**

The Governing Board expects Grizzly Challenge Charter School (“GCCS” or the “School”) employees to maintain the highest ethical standards, behave professionally, follow School 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 GCCS, advances the goals of GCCS's educational programs, and contributes to a positive School climate.

The Board encourages GCCS 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 district students.

This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

### **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

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 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 school 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, school employees, or school operations to persons or entities not authorized to receive the information
11. Using school equipment or other school resources for the employee's own commercial purposes or for political activities
12. Using school 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 Principal or designee may monitor employee usage of school 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 school
14. Wearing inappropriate attire
15. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
16. Unprofessional conduct.
17. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.

18. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
19. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
20. Fighting or instigating a fight on School premises.
21. Violations of the drug and alcohol policy.
22. Using or possessing firearms, weapons or explosives of any kind on School premises.
23. Gambling on School premises.
24. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and timecards.
25. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
26. Excessive absenteeism or tardiness excused or unexcused.
27. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
28. Immoral or indecent conduct.
29. Conviction of a criminal act.
30. Engaging in sabotage or espionage (industrial or otherwise).
31. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
32. Sleeping during work hours.
33. Refusal to speak to supervisors or other employees.
34. Failure to possess or maintain the credential/certificate required of the position.

35. Any other conduct detrimental to other employees or the School's interests or its efficient operations.

### **Reports of Misconduct**

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

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 Principal 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.

The school 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 the school's complaint process shall be subject to discipline.

### **Notifications**

The section(s) of the school's employee 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 web sites.

Adopted: March 23, 2023

Revised: June 6, 2024