

Lewis Center for Educational Research

BP 4119.21: PERSONNEL PROFESSIONAL STANDARDS

Adopted: June 5, 2003

Revised: November 13, 2023

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) expects employees to maintain the highest ethical standards, behave professionally, follow LCER policies and procedures, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees should engage in conduct that enhances the integrity of LCER, advances the goals of LCER’s educational programs, and contributes to a positive school climate.

Employees are expected to acquire the knowledge and skills necessary to fulfill their responsibilities and to contribute to the learning and achievement of LCER students. 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 school-issued devices, 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 LCER 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 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, LCER employees, or LCER operations to persons not authorized to receive the information.
11. Using LCER equipment or other LCER resources for the employee's own commercial purposes or for political activities.
12. Using LCER equipment or communications devices for inappropriate personal purposes. Employees shall be notified that computer files and all electronic communications, including,

but not limited to, text messages, email and voice mail, are not private. To ensure proper use, the President/CEO or designee may monitor employee usage of LCER 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 LCER.
14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or President/CEO or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the LCER'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 up to release from at-will employment and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The President/CEO 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 up to and including release from at-will employment.

The LCER 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 LCER's complaint process shall be subject to discipline up to and including release from at-will employment.

Notifications

The section(s) of the LCER'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 and/or LCER web sites. (Education Code 44050)