

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 7046

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CLASSIFICATION PERSONNEL, STAFF ETHICS

EFFECTIVE 1-29-62

SUBJECT PROFESSIONAL RESPONSIBILITIES OF
CERTIFICATED EMPLOYEES

REVISED 5-13-85

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing duties, rights, and privileges of certificated employees.
2. Definitions of full-time assignment, workday, on-site expectancies and weekly teaching load of represented certificated employees are covered under the current collective negotiation contract.
3. Outside obligations prior to end of required on-site workday are covered in Procedure No. 7035.
4. Proper handling of controversial issues in the classroom is covered in Procedure No. 4910.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Ed. Code 44334, 44932, 49406, 60070-76; Penal Code 337a; Business and Professions Code 25608.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to School Operations Division.
2. Principal or designee must report to the school site 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). (See Procedures No. 4022 and No. 4026.)
3. Meetings. Certificated employees are required to attend a reasonable number of meetings as determined by the principal. Districtwide agreement presumes certain days are reserved for particular types of meetings, as follows:
 - a. Mondays: School and area faculty meetings
 - b. Tuesdays:
 - (1) Board of Education (afternoon)
 - (2) Instructional improvement and inservice education activities (instructional and curriculum planning committees)

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- c. 3. c. Wednesdays:
- (1) Administrative groups
 - (2) Employee organizations (organizations with a primary purpose of representing employees in their relations with the district)
- d. Thursdays, first and fourth weeks:
- (1) Instructional improvement and inservice education activities (instructional and curriculum planning committees)
 - (2) Professional improvement
 - (3) Department meetings
- e. Fridays: Department meetings
- f. Area or districtwide meetings: May be required and, unless announced as optional, must be attended by staff members.
4. Gifts. District employees shall not (a) receive gifts, presents, or articles of value from students or classes, nor shall they give such gifts; (b) receive gifts from any vendor doing business with or attempting to do business with the school district. (Procedure No. 9300)
5. Commercial Activities. Employees shall not act as agents to introduce any article into the school district. (Education Code 60070-76) (Also see Procedure No. 9350.)
- a. Solicitation or sale of any form of educational or instructional materials by a teacher to students or families within attendance zone of the teacher's school **outside** the assigned workday shall be considered professionally unethical and is not permissible.
 - b. Promotion of student tours to foreign countries and other educational programs **requiring** personal financing is prohibited unless sponsored by the school district and specifically authorized as such by Board of Education. (Procedures No. 4307 and No. 4590)
 - c. Purchase of any instructional materials for a student's use in the schools may not be required of any student by a district employee.
6. Dress. Appropriate dress is required of all personnel; interpretation of this requirement is a responsibility of the site principal.

- c. 7. Political Activities. During assigned hours of duty, political activities are prohibited. Proposed legislation affecting the school program shall not be discussed with students with the intent of influencing parents' support for, or opposition to, a particular measure.
8. Nondiscrimination. Teachers shall incorporate appropriate ethnic content instructional material as an integral part of regular classroom instruction; they are urged to participate in inservice classes involving use of such materials. Continued teacher participation in development of ethnic content material is encouraged.
9. Academic Freedom. Instructors and teachers are free to follow their own political or **religious** beliefs without interference. However, when such subjects are properly a matter of class concern, instructors or teachers must present opposing viewpoints fully without attempting to indoctrinate students with their own personal beliefs. (Procedure No. 4910)
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, or who were enrolled in his/her classes during the previous school year, 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 Personnel Services Division prior to reporting for duty. Failure to do so will result in the pay warrant being withheld. Employees shall not be paid for service rendered prior to date of a valid teacher credential. (Procedure No. 7210)
13. First Aid Requirements. First aid training conducted by the school district must be taken by designated employees who do not have a valid Red Cross First Aid Certificate. (Procedure No. 7071)
14. Physical Examinations. To establish physical or mental fitness, a physical examination may be required of any employee as deemed necessary by the superintendent. (Procedure No. 7060)
15. Tuberculosis Examinations. Tuberculosis examinations must be made every four years upon notification by Personnel Services Division. (See Procedure No. 7065.) (Education Code 49406)
16. 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. (See Procedure No. 2705.)
17. Oath. All teachers are required to take an oath to support and defend constitutions of the United States and of California.

- c. 18. 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. (Penal Code 337a)
- 19. 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 district has granted authorization. (Business and Professions Code 25608)
- 20. Professional Relationships with Students. All certificated employees are to maintain a professional relationship with students of the school district. Certificated employees are specifically prohibited from dating, making sexual advances to, engaging in sexually provocative or **exploitive** conduct with, or having **sexual** relations with district students.
- 21. Compliance with Law and District Policies and Administrative Procedures. Failure to comply with provisions of the Education Code, regulations of the state and local boards of education, or district policies and procedures may be cause for dismissal. (Education Code 44932)

Added
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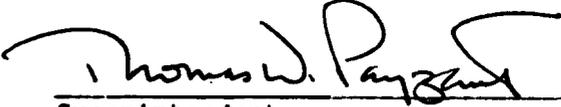
D. IMPLEMENTATION:

E. FORMS AND AUXILIARY REFERENCES:

F. REPORTS AND RECORDS:

G. APPROVED BY:


 Assistant Superintendent
 School Operations


 Superintendent