

# **Board Policy**

## **Professional Standards**

BP 4119.21

### **Personnel**

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)  
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
(cf. 5131 - Conduct)  
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)  
(cf. 9005 - Governance Standards)

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

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

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 4158/4258/4358 - Employee Security)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5131.2 - Bullying)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

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 district 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

(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 4020 - Drug and Alcohol Free Workplace)  
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)  
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district 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 district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

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 the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 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.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district 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 district's complaint process shall be subject to discipline.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

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WESTED PUBLICATIONS

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WEB SITES

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California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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WestEd: <http://www.WestEd.org>

Policy McCABE UNION ELEMENTARY SCHOOL DISTRICT

adopted: June 27, 2017 El Centro, California

# **Exhibit**

## **Professional Standards**

E 4119.21  
**Personnel**

### CODE OF ETHICS OF THE EDUCATION PROFESSION

#### Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

#### Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:

- a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
  8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

## Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975

ExhibitMcCABE UNION ELEMENTARY SCHOOL DISTRICT  
version: June 27, 2017 El Centro, California

# **Board Policy**

## **Dress And Grooming**

BP 4119.22

### **Personnel**

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5132 - Dress and Grooming)

#### Legal Reference:

##### EDUCATION CODE

35160 Authority of governing boards  
35160.1 Broad authority of school districts

##### GOVERNMENT CODE

3543.2 Scope of representation  
12949 Dress standards, consistency with gender identity

##### COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850  
Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100  
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Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189  
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS  
Santa Ana Unified School District (1998) 22 PERC P29, 136  
Inglewood Unified School District (1985) 10 PERC P17, 000

#### Management Resources:

##### WEB SITES

Public Employment Relations Board: <http://www.perb.ca.gov>



adopted: June 27, 2017 El Centro, California

# **Administrative Regulation**

## **Professional Appearance Standards**

AR 4119.22

### **Personnel**

The Board of Trustees believes that its employees are role models for students, and that they are instrumental in providing the professional atmosphere in which students learn. The Board also believes that the professional appearance of its employees contributes positively to the education and socialization of students, engenders the confidence of parents and the public in the quality of instruction and district programs, and reflects personal pride in performance and dedication to providing the kind of professional environment which is most conducive to learning.

1. The following items are not permitted for wear by employees while performing work on behalf of the district, during or outside of the workday, representing the district at educational or other events in the course of employment, or while in attendance or participating in any district sponsored event.
  - a. Spandex clothing, leggings or tights (as pants)
  - b. Short skirts and shorts no shorter than three (3) inches above the knee
  - c. See through clothing or clothing, which reveals undergarments, buttocks, or breasts
  - d. Tank tops (sleeveless blouses and shells are appropriate), spaghetti straps, strapless, halter tops, or work-out clothing (sweat pants, shorts)
  - e. Clothing which exposes the midriff - Midriff should not be seen while writing on the board
  - f. Clothing with inappropriate logos (i.e. sex, drugs, rock-n-roll, alcohol, etc.)
  - g. Football Jerseys
  - h. Undershirts
  - i. Undergarments worn as outergarments
  - j. Jewelry which presents a threat to the physical safety of employees or which interferes with the effectiveness of performance of specific required tasks, such as tongue jewelry where it interferes with effective communication skills with the public
  - k. Visible tattoos - tattoos must be covered

- l. Clothing or personal items that display obscene, libelous or slanderous material
- m. Beach sandals, flip flops, bedroom shoes, thongs or other footwear dangerous to the employee.
- n. For gentlemen shirts with tails should be tucked in. Shirts may be left untucked as long as they are long enough to cover the midriff area

Employees whose primary responsibility is instruction of physical education or special activities (i.e. track and field) should wear attire appropriate to the physical activity they are performing.

2. Inclement or extreme weather conditions and health/physical disabilities may impact attire, but they are not an excuse for unprofessional appearance.

3. If an employee believes that an exception should be made in his/her case because of the specific type of assigned work performed, a medical condition/disability, or some other reason, permission must be obtained from administration.

Violations of the above dress standards will be addressed using the Steps for Progressive Discipline as follows:

1. Verbal Warning/Conference
2. Written Warning
3. Memorandum of Concern
4. "Unsatisfactory" on next Evaluation
5. In extreme cases, as determined by administrator an employee may be required to go home to change into appropriate attire.

Regulation McCABE UNION ELEMENTARY SCHOOL DISTRICT  
approved: December 12, 2017 El Centro, California

# **Board Policy**

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(cf. 0200 - Goals for the School District)  
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(cf. 0410 - Nondiscrimination in District Programs and Activities)  
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Policy McCABE UNION ELEMENTARY SCHOOL DISTRICT

adopted: June 27, 2017 El Centro, California

# **Exhibit**

## **Code Of Ethics**

E 4219.21

### **Personnel**

#### CLASSIFIED EMPLOYEES

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

#### AS A SCHOOL EMPLOYEE I WILL:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.



SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

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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 district 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

(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 4020 - Drug and Alcohol Free Workplace)  
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)  
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district 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 district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

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 the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 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.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district 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 district's complaint process shall be subject to discipline.



Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

California Professional Standards for Educational Leaders, February 2014

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.WestEd.org>

Policy McCABE UNION ELEMENTARY SCHOOL DISTRICT

adopted: June 27, 2017 El Centro, California

# **Exhibit**

## **Professional Standards**

E 4319.21

### **Personnel**

#### CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Standard 1. Development and Implementation of a Shared Vision: Education leaders facilitate the development and implementation of a shared vision of learning and growth of all students.

1A. Student-Centered Vision: Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.

1B. Developing Shared Vision: Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.

1C. Vision Planning and Implementation: Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.

Standard 2. Instructional Leadership: Education leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.

2A. Professional Learning Culture: Leaders promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.

2B. Curriculum and Instruction: Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.

2C. Assessment and Accountability: Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.

Standard 3. Management and Learning Environment: Education leaders manage the organization to cultivate a safe and productive learning and working environment.

3A. Operations and Facilities: Leaders provide and oversee a functional, safe, and clean learning environment.

3B. Plans and Procedures: Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.

3C. Climate: Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.

3D. Fiscal and Human Resources: Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.

Standard 4. Family and Community Engagement: Education leaders collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.

4A. Parent and Family Engagement: Leaders meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.

4B. Community Partnerships: Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.

4C. Community Resources and Services: Leaders leverage and integrate community resources and services to meet the varied needs of all students.

Standard 5. Ethics and Integrity: Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.

5A. Reflective Practice: Leaders act upon a personal code of ethics that requires continuous reflection and learning.

5B. Ethical Decision-Making: Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.

5C. Ethical Action: Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.

Standard 6. External Context and Policy: Education leaders influence political, social, economic, legal, and cultural contexts affecting education to improve education policies and practices.

6A. Understanding and Communicating Policy: Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.

6B. Professional Influence: Leaders use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead all students to graduate ready for college and career.

6C. Policy Engagement: Leaders engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.

ExhibitMcCABE UNION ELEMENTARY SCHOOL DISTRICT  
version: June 27, 2017 El Centro, California

# **Board Policy**

## **Dress And Grooming**

BP 4319.22

### **Personnel**

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5132 - Dress and Grooming)

#### Legal Reference:

##### EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

##### GOVERNMENT CODE

3543.2 Scope of representation

12949 Dress standards, consistency with gender identity

##### COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

##### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

#### Management Resources:

##### WEB SITES

Public Employment Relations Board: <http://www.perb.ca.gov>

adopted: June 27, 2017 El Centro, California

# **Administrative Regulation**

## **Professional Appearance Standards**

AR 4319.22

### **Personnel**

The Board of Trustees believes that its employees are role models for students, and that they are instrumental in providing the professional atmosphere in which students learn. The Board also believes that the professional appearance of its employees contributes positively to the education and socialization of students, engenders the confidence of parents and the public in the quality of instruction and district programs, and reflects personal pride in performance and dedication to providing the kind of professional environment which is most conducive to learning.

1. The following items are not permitted for wear by employees while performing work on behalf of the district, during or outside of the workday, representing the district at educational or other events in the course of employment, or while in attendance or participating in any district sponsored event.
  - a. Spandex clothing, leggings or tights (as pants)
  - b. Short skirts and shorts no shorter than three (3) inches above the knee
  - c. See through clothing or clothing, which reveals undergarments, buttocks, or breasts
  - d. Tank tops (sleeveless blouses and shells are appropriate), spaghetti straps, strapless, halter tops, or work-out clothing (sweat pants, shorts)
  - e. Clothing which exposes the midriff - Midriff should not be seen while writing on the board
  - f. Clothing with inappropriate logos (i.e. sex, drugs, rock-n-roll, alcohol, etc.)
  - g. Football Jerseys
  - h. Undershirts
  - i. Undergarments worn as outergarments
  - j. Jewelry which presents a threat to the physical safety of employees or which interferes with the effectiveness of performance of specific required tasks, such as tongue jewelry where it interferes with effective communication skills with the public
  - k. Visible tattoos - tattoos must be covered

- l. Clothing or personal items that display obscene, libelous or slanderous material
- m. Beach sandals, flip flops, bedroom shoes, thongs or other footwear dangerous to the employee.
- n. For gentlemen shirts with tails should be tucked in. Shirts may be left untucked as long as they are long enough to cover the midriff area

Employees whose primary responsibility is instruction of physical education or special activities (i.e. track and field) should wear attire appropriate to the physical activity they are performing.

2. Inclement or extreme weather conditions and health/physical disabilities may impact attire, but they are not an excuse for unprofessional appearance.

3. If an employee believes that an exception should be made in his/her case because of the specific type of assigned work performed, a medical condition/disability, or some other reason, permission must be obtained from administration.

Violations of the above dress standards will be addressed using the Steps for Progressive Discipline as follows:

1. Verbal Warning/Conference
2. Written Warning
3. Memorandum of Concern
4. "Unsatisfactory" on next Evaluation
5. In extreme cases, as determined by administrator an employee may be required to go home to change into appropriate attire.

Regulation McCABE UNION ELEMENTARY SCHOOL DISTRICT  
approved: December 12, 2017 El Centro, California