
PROFESSIONAL STANDARDS POLICY

The Board of Directors of The Collaborative Charter Services Organization (“CSO”) expects employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with staff and members of the Collaborative community. Employees shall engage in conduct that enhances the integrity of the CSO, advances the goals of the Collaborative community and its programs, and contributes to a positive climate.

INAPPROPRIATE CONDUCT

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers staff or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapons
2. Engaging in harassing or discriminatory behavior towards staff or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying 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 at work, 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 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 CSO 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, employees, or CSO operations to persons or entities not authorized to receive the information
11. Using CSO equipment or resources for the employee's own commercial purposes or for political activities
12. Using CSO 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 voicemail, are not private. To ensure proper use, the Chief Executive Officer or designee may monitor employee usage of the CSO technological resources at any time without the employee's consent.

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- 13. Causing damage to or engaging in theft of property belonging to students, staff, or the CSO
- 14. Wearing inappropriate attire.

REPORTS OF MISCONDUCT

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the Chief Executive Officer or designee. An employee who has knowledge of, or suspects, child abuse or neglect shall file a report pursuant to the CSO'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 Chief Executive Officer (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.

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

Notifications

The Professional Standards policy shall be provided to employees upon employment and shall be posted on the CSO website.