

Personnel

General Personnel Policies

Code of Ethics

An effective educational system requires employees of integrity. To maintain such high standards the Board of Education expects all District employees to:

- Recognize the basic dignities of all individuals with whom they interact in the performance of their duties.
- Act in a professional manner at all times and in a manner that does not discredit the District.
- Develop positive relationships with students in such a way that fosters the development of a positive self-image for all students.
- Exercise good judgment in dealings with students, parents, other staff and the public.
- Be a positive ambassador of the District to the public, students, and parents.
- Display moral and ethical behavior of the highest standard including never engaging in intimate, sexual or otherwise inappropriate relationships with students whether consensual or otherwise.
- Conduct oneself in a manner that will not conflict with local, state, or federal laws.
- Exercise due care to protect the mental and physical safety of students and fellow employees.
- Use the utmost discretion in regard to confidential information of any type.
- Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- Use time granted for leave, planning or workshops for purposes for which it was intended.
- Refrain from using institutional privileges for private gain.
- Refrain from soliciting or receiving compensation that might impair professional judgment or performance of duties.
- Refrain from soliciting funds, services or goods in the schools during the work day or at any District activity.
- Refrain from knowingly authorizing or employing the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family or any of his/her business associates, has an interest.
- Refrain from offering any favor, service, or item of value to obtain special advantage.
- Refrain from using, diverting, or appropriating District equipment, property, services, or assets for personal use or benefit.
- Refrain from using students for personal errands of any kind or to perform any service not connected to the students' educational program.

Any employee who is unsure of his/her action in relation to this policy shall contact either his/her supervisor or the Director of Human Resources and have the question clarified. Each employee has the obligation and responsibility to report real or apparent violations of this policy. Employees shall first report questionable practices to their immediate supervisor, or to the Director of Human Resources.

The District relies upon the ethical behavior of its employees and considers any violation of this policy to be an important matter. The District shall take appropriate disciplinary action after considering the

circumstances of the situation. In the event the situation is a violation of state or federal law, the District may refer the employee to the appropriate governing authorities.

Legal Reference:**Wisconsin Statutes Sections:**

19.59 (Code of ethics for local government officials, employees and candidates)

118.01 (Educational goals and expectations)

118.12 (Sale of goods and services at school)

118.125 (Pupil Records)

946.10 (Bribery of public officers and employees)

946.12 (Misconduct in public office)

946.13 (Private interest in public contract prohibited)

946.18 (Misconduct sections apply to all public officers)

948.095 (Sexual assault of a student by a school staff person or a person who works or volunteers with children)

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