

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

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STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and abide by, state and federal laws as these affect their work, the policies of the Board of Education and the regulations designed to implement them.

The realization of District goals is dependent on the contributions of all staff members who provide instruction and other educational programs and services directly to students. In addition, goal attainment requires staff members to consistently demonstrate professionalism in all aspects of their work. This involves the performance of ancillary professional responsibilities in a manner that reflects professional standards of conduct.

Professional responsibilities that enhance staff members' effectiveness in providing instruction and other educational programs and services include, but are not limited to, the following:

- Management of resources (time, data, information)
 - Submits reports and materials in a timely manner.
 - Maintains accurate records and data documentation.
- Engagement in professional growth and development
 - Reflects on effectiveness of job performance.
 - Participates in events and activities to enhance skills and knowledge.
- Participation in the professional community and profession.
 - Provides service to the school (helps plan and coordinate events)
 - Participates in school and district projects and initiatives.
 - Participates in local and state professional associations and committees.
 - Adheres to standards established by professional associations and organizations.
- Communication and engagement with families and the community.

Professional conduct standards that elevate staff members' effectiveness in providing instruction and other educational programs and services include, but are not limited to, the following:

- Compliance with legal requirements (laws, regulations)
 - Avoids "conflicts of interest" prohibited by law and abides by ethical standards outlined in law (e.g., sales agent, solicitor, fees, rewards, personal gain, family/relative gain).
 - Protects confidential information.
- Alignment with district goals and board policies.
 - Supports board policy positions and policy implementation in accordance with administrative rules.
 - Supports conduct rules outlined in job descriptions and employee handbooks (e.g., work rules, attendance, supervisory assignments).
 - Uses school property and other school resources for officially authorized activities.
- Demonstration of ethical and moral qualities.
 - Avoids conflicts of interest not specifically prohibited by law and/or ambiguous in nature (e.g., creates a perception of conflict).
 - Understands that personal conduct may be regarded as representative of the District.
 - Avoids preferential treatment of an outside interest group, company or individual.
 - Conduct reflects qualities of honesty and integrity.

LEGAL REF: Sections 19.41 Wisconsin Statutes
 19.59
 115.31
 118.12

946.10
946.12
946.13

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