

## **SERIES 500 – PERSONNEL**

### **General Personnel Policies – 520**

#### **Employee Code of Conduct (522.2)**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Norwalk-Ontario-Wilton School District are expected to maintain high standards in their school relationships. These standards include the following:

- 1) Uphold the honor and dignity of his/her profession in all his/her actions and relations with students, colleagues, school board members, parents, and the public.
- 2) Obey local, state, and federal laws and hold himself/herself to the highest ethical and moral standards.
- 3) Comply with standards of conduct set out in Board policies, applicable work rules, job descriptions, and terms of the Employee Handbook(s).
- 4) Accept responsibility throughout his/her career to master and to contribute to the growing body of knowledge, concepts, and skills which characterize public school employment.
- 5) Maintain just and courteous professional relationships with students, colleagues, school board members, parents, and the public.
  - a. Employees may not pursue inappropriate personal relationships with students. It is important to the safety and well-being of students that the relationships between District employees and students carefully maintain the boundaries between responsible adults and students. Conduct by employees that cross these boundaries is harmful to the individual student and disrupts teaching and learning environment and is strictly prohibited.
  - b. Criticism of colleagues should be regarded as unprofessional unless it is constructive and discreet.
  - c. Criticism or a dispute among employees in the presence of students, other staff members, parents or the public is considered inappropriate.
- 6) Refrain from using inappropriate language.
- 7) Respect the confidentiality of personal information concerning student's families, aptitudes and behavior, and use that information for legitimate educational purposes and to assist students. Employees must comply with state and federal laws in protecting the confidentiality of student record information.

## **Board Policy 522.2 – Employee Code of Conduct (Continued)**

- 8) Present controversial issues in a fair and unbiased manner. Employees should not use the classroom or school district privileges to promote partisan politics, sectarian religious views, or other personal opinions.
- 9) Refrain from using his/her position for financial gain or to obtain anything of substantial value for the private benefit of himself/herself, his/her immediate family or any organization to which the employee belongs.
- 10) Refrain from using tobacco or alcohol products on school grounds or while participating in school-sponsored activities or performing work related duties.
- 11) Refrain from the use, being under the influence, selling, distributing or manufacturing of illegal drugs.
- 12) Understand that they represent the school district and their profession when in public and use solid judgment in their activities when in public so as not to embarrass themselves or the school district.
- 13) Use school district technology in accordance with the District’s policies, procedures and rules for using the school district network, internet and e-mail.

Employees violating this policy may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, “immoral conduct” that could result in a revocation of an individual’s licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Approved: March 12, 2012

Cross Reference: Board Policy 381.1 – Teaching About Religion  
Board Policy 411.1 – Student Harassment  
Board Policy 522.9 – Professional and Support Staff Policies,  
Procedures and Rules for Using the School District Network,  
Internet and E-mail

Legal Reference: Section 19.41, 19.59, 115.31, 118.12, 946.10, 946.12, 946.13  
Wisconsin Statutes