



## **BOARD POLICY 522**

### **522 – Staff Conduct**

All staff members have a responsibility to be 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.

Since the realization of the District mission is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Promotion of a positive, professional, and respectful school/work environment
2. Uphold confidentiality of records or information
3. Dedication, dependability and promptness in attendance at work
4. Support and enforcement of policies of the Board and regulations of the school administration
5. Diligence in completion of assigned responsibilities
6. Care and protection of school property
7. Concern and attention for the school system's legal responsibility in regard to the safety and welfare of students.
8. Concern and attention for the staff's own legal responsibility, in regard to the safety and welfare of students.
9. Maintain the highest ethical standards in regards to its impact to the School District whether in the context of employment and/or as a representative of the School District.
10. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.

Legal Ref.: Section 120.12(2) Wisconsin Statutes

Cross Ref.: Employee Handbook

Adopted: April 16, 2015