

Standards of Professional Conduct

These standards are written and published in support and clarification of the Board of Education's Staff Ethics policy #522, and the Teacher Job Description policy #531.1. These standards are not intended to limit the rights of employees, but rather to define those rights so that our schools can focus on student learning and success. By working with these standards in mind, staff will prevent possible conflicts of interest, improve the standards of public education, and strengthen the faith and confidence of the Evansville community in the process of public education. While the term "teacher" is used throughout, these standards will be applied where appropriate to all district staff.

Failure to follow these standards may lead to disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions. The Board considers corrective action necessary to maintain the integrity of the District and uphold the public trust.

Ethical Behavior

1. Teachers shall display moral and ethical behaviors which model good citizenship, set a positive example for our students, and enlist the respect and appreciation of the Evansville community.
2. Teachers shall serve as positive role models to youth in appearance, mature behavior, cooperation, correct written and oral expression, civility, compassion, and positive mental attitude.
3. Teachers must refrain from intimidation, harassment or discrimination or otherwise creating a hostile or abusive environment that limits a person's ability to participate and benefit from the programs of the District.
4. Teachers shall intervene when they observe students or staff engaging in discrimination or harassment. Procedures as outlined in policy #410-Non-Discrimination, Harassment, or Bullying of Students, shall be followed.
5. Teachers shall not engage in intimate or sexual relationships with students whether consensual or otherwise.
6. Teachers shall not use students to promote personal gain or benefit.
7. Teachers shall maintain proper classroom discipline and order to promote a positive climate for learning. They shall monitor student progress to assure that learning occurs in a manner appropriate to the student's ability.
8. Teachers must observe that all school sponsored events are smoke, alcohol, and drug free and that all school district properties are smoke, alcohol, and drug free zones.
9. Teachers shall devote no portion of their student contact time to agents or advertisers, or vendors of any kind, unless approved by the District. They shall give their undivided attention to the instructional program of the school.
10. No teacher shall sell, or attempt a sale of, any merchandise to any student(s) unless authorized by the District.
11. Teachers should use good judgment in accepting gifts from students or parents, so that at no time will students feel they are expected to give gifts to staff. Only gifts of nominal value may be accepted for personal use.
12. Employees may not use equipment or property of the school district for personal use or gain without permission from the appropriate administrator. Compensation to the district may be required.

13. Personal use of mail and email systems are permitted on a limited basis in accordance with the use policies of the District. Use of the email or mail system for personal gain is prohibited.

Instruction

1. Teachers shall be available as needed to students, parents/guardians, and colleagues in order to improve student achievement and growth.
2. Teachers shall collaborate with appropriate teams to develop and provide an effective process for evaluating student achievement, sharing information with students and parents, and assessing the overall effectiveness of their instruction.
3. Teachers shall fully participate in professional development programs, curriculum planning processes, and program evaluation.
4. Teachers shall plan and prepare lessons based on the district's curriculum standards and the needs of their students. Administrators may require copies of plans to help assure that high, attainable expectations are set for all students, that the approved materials and textbooks are being used, and that the District curriculum is being taught.

Communication

1. Confidential information includes information not meant to be released to the general public. This may be due to statute, a formal decision process, or general rules of professional ethics that prohibit it. Teachers must not disclose confidential information that is gained through their position, for any reason, except as authorized or required by law, and must not use such information for their personal gain or benefit.
2. Teachers shall communicate in a professional manner at all times and confine complaints and criticism to appropriate settings. They shall refrain from participating in, or contributing to harmful or malicious gossip and rumors. They shall not encourage students to violate school or community rules or local laws. Complaints and concerns should be addressed to those who have the most direct responsibility.
3. Teachers shall keep all required educational, attendance and behavioral records in the prescribed manner. Reports must be submitted in a timely manner as specified. Concerns about student absences or failure should be addressed proactively.

Work Rules

1. Teachers shall, under the direction of the District Administrator and the Building Principal or other appropriate administrator, observe and enforce all policies and rules of the Board, and faithfully perform the duties to which they have been assigned. Policies are available on the District website and in Policy Manuals located in each building.
2. Teachers shall endorse and enforce the rules of student conduct as prescribed by the District. Classrooms and spaces under their supervision shall be characterized by a physically, emotionally and socially safe environment for students and staff.
3. Teachers are responsible for the discipline, health and safety of students during the school day. Any accidents or illnesses affecting students in their charge should be promptly reported to the school office.
4. Teachers shall report to work at the established contract time, be at assigned locations on time, contribute positively to the overall conduct of the building and complete assigned tasks according to established rules.
5. Teachers shall not promote a trip outside the continental United States until permission to plan has been approved by the Board (policy #363, School Sponsored Excursions).

Violation of these prohibitions will lead to the discipline of employees up to and including dismissal.

Legal Ref.: Section 118.12 Wisconsin Statutes