

**Staff Member Code of Conduct
Board of Education
Wrightstown Community School District**

The Wrightstown Community School District believes an effective educational program requires the services of educational leaders with integrity, high ideals, and human understanding. All Wrightstown Community School District employees shall exhibit conduct that is a credit to the school system. Therefore the Board of Education holds itself and district employees to the following expectations in regard to ethics and conduct, responsibilities and student relationships.

RESPONSIBILITY

- Be a positive representative for the Wrightstown School District
- Place the welfare of students as the first concern of the school district
- Conscientiously perform all job responsibilities that have been accepted or assigned
- Ask for help when needed
- Accept responsibility for conduct
- Understand that conduct may be regarded as representative of all district employees
- Make decisions based on factual information
- Abide by the laws of the State of Wisconsin as they relate to education, the policies of the Board of Education, and the procedures used to implement Board policy
- Support board decisions and the administrative team in the implementation of their decisions

STUDENT RELATIONS

- Regard and respect each student as an individual
- Provide optimum learning opportunities for all students
- Communicate with students in a manner that fosters the development of a positive self-image
- Implement motivation techniques that enhance self-esteem and achievement
- Utilize problem-solving techniques in correcting and changing unacceptable student behavior
- Conduct conversations with or concerning students in an appropriate place and manner
- Display moral and ethical behavior

HONESTY / TRUST

- Carry out responsibilities carefully and with integrity
- Share ideas openly and willingly support the work of others
- Create a climate of trust within the classroom and building
- Assure that what is written and spoken is honestly expressed
- Be factual in sharing information
- Be consistent in communication with all groups and respond to their concerns in a timely manner
- Build relationships through open, direct communication as part of the educational team
- Establish relationships with parents and community members that encourage their input and support
- Exercise good judgment in dealings with students, parents, other personnel and all educational stakeholders
- Honor confidentiality

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RESPECT

- Value differing opinions
- Respond sensitively to the ideas and needs of others
- Accept differences among people and ideas
- Respect the right of others to disagree
- Accept both praise and constructive suggestions from others
- Maintain respectful and courteous relationships with students, parents, supervisors, administrators, fellow employees, and members of the community
- Conduct interactions with students, parents, supervisors, administrators, fellow employees, and members of the community in a positive, cooperative, collaborative, and respectful nature
- Maintain efficiency and knowledge of new developments in the educational field
- Respect, care for, and protect school property, equipment, and materials as property of the district; and, understand it may be redistributed as deemed necessary by the appropriate district authorities

COMPASSION

- Be considerate and caring
- Reach out to students, parents or other staff and positively respond to the needs of others
- Work to understand others, seek reconciliation where there is conflict, and forgive when necessary

Adopted: 4/23/08

Reviewed: 11/20/13

Revised: