

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **PERSONNEL**

### **GENERAL PERSONNEL POLICIES**

#### **STAFF CONDUCT**

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The School District of Pittsville expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous, and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook*, and legal obligations; and
2. Comply with the standards of conduct set out in Board policy, the *Employee Handbook*, administrative regulations, and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees.

Violation of any policies, rules, regulations, and guidelines may result in disciplinary action, up to and including discharging. 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 revocation of an individual’s licensure through the Department of Public Instruction, and any other actions that the District deems pertinent.

#### **LEGAL REFERENCES:**

##### **Wisconsin State Statutes**

<i>Sections 19.41-.59</i>	<i>Code of ethics for public officials and employees</i>
<i>Section 101.123</i>	<i>Smoking prohibited</i>
<i>Section 115.31</i>	<i>Staff misconduct reporting, license or permit revocation, reports, investigation</i>
<i>Section 125.09</i>	<i>Restriction on alcoholic beverages on school grounds</i>
<i>Section 943.70</i>	<i>Computer crimes</i>
<i>Section 946.10</i>	<i>Bribery of public officers and employees</i>
<i>Section 946.12</i>	<i>Misconduct in public office</i>
<i>Section 946.13</i>	<i>Private interest in public contract prohibited</i>
<i>Section 946.0125</i>	<i>Unlawful use of computerized communication systems</i>
<i>Chapter 961</i>	<i>Uniform Controlled Substances Act</i>

##### **Federal Statutes**

*Drug-Free Workplace Act of 1988*  
*Pro-Children Act of 2011*  
*Children’s Internet Protection Act*  
*Federal Copyright Law [17 U.S.C]*

1<sup>st</sup> Reading:                      March 11, 2013  
2<sup>nd</sup> Reading & Adoption:      April 8, 2013