

CLASSIFIED STAFF CODE OF ETHICS & CONDUCT

The Staff members of Wrangell Public Schools have the honor, as well as the responsibility, to be leaders in our community, and to influence students and community members by their professional conduct.

Staff members:

1. shall comply with state laws and regulations, as well as district policies, regulations, and administrative directives
 2. shall not exhibit moral turpitude; “moral turpitude” means conduct that is wrong in itself even if no statute were to prohibit the conduct
 3. shall follow the chain of command, including the Complaint Procedure, to resolve concerns and disputes, and refrain from making a public issue out of internal district matters and disputes that primarily concern the personal interest of the employee and which do not involve matters of legitimate public interest and concern;
 4. shall dress professionally and appropriately;
 5. shall be present at their respective buildings during duty hours except on official business or by permission of their immediate supervisors;
 6. shall perform the duties for which employed, execute directives from the supervisor and make constructive use of work time and approved leave;
 7. shall conduct oneself, while on duty, in a professional manner so as not to result in personal injury, the injury of others or property damage;
 8. may not sell or offer for sale, or solicit contributions on District property during school and/or working hours any article or service without written permission from the Office of the Superintendent (unless it is school-sponsored fundraiser/event);
 9. shall refrain from falsification of school records, reports, employment applications or payrolls;
 10. shall safeguard and maintain confidentiality of information;
 11. shall keep in confidence information obtained in the course of providing professional service, unless disclosure is required by law;
 12. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure is required by law;
 13. may not intentionally make a false or malicious statement about a colleague’s performance or conduct;
 14. may not remove school property or the property of another employee without authorization;
 15. shall protect school property from damage or destruction;
 16. use district supplies, equipment, materials, and facilities only in the course of performing assigned duties unless permission is obtained in advance from the supervisor.
 17. use or expend district funds, in accordance with established procedures, to the best advantage to the district
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18. shall avoid the possession, use, sale or purchase of any alcoholic beverage, narcotic, or illegal drug during working hours on school premises, or report for work under the influence of a controlled substance or other legal substance that may impair the employee's ability or judgment. *Refer to Board Policy #4020;*
19. shall refrain from use of tobacco or tobacco products on school premises. *Refer to Board Policy #3513.3, Use of Tobacco;*
20. shall accord just and equitable treatment to all staff and students in the exercise of their rights and responsibilities;
21. shall maintain a positive, moral and respectful relationship with all staff and students and not use abusive language or racial slurs;
22. may not harass, discriminate against, or grant a discriminatory advantage to a student or fellow employee on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, or sexual orientation; shall make reasonable effort to assure that all persons are protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable person to develop a prejudice on these grounds;
23. shall provide supervision for students at all times while avoiding inappropriate physical contact with students;
24. may not sexually harass a fellow employee or student;
25. shall take reasonable precautions to distinguish between personal views and those of Wrangell Public Schools;
26. shall not promote political candidates, or engage in partisan political activity during the work hours
27. shall not carry a concealed weapon on district property, or conceal a weapon on district property