

STAFF CONDUCT

The Oak Creek-Franklin Joint School District expects its employees to look and act in a professional manner at all times when they are representing the school district. This includes being prepared, dressing appropriately, maintaining confidentiality of students and their families, treating students and colleagues with respect, being a positive role model for students, effectively performing assigned duties, and demonstrating integrity and ethical behavior.

District employees are also expected to comply with all applicable work rules, job descriptions, legal obligations, board policies, and standards of conduct as noted in the *Professional Staff Handbook* and the *Support Staff Handbook*.

The use of tobacco products shall be prohibited at all times on school premises. "School premises" include all property owned by, rented by, or under the control of the Oak Creek-Franklin Joint School District.

The Oak Creek-Franklin Joint School District recognizes that illicit drug use and alcohol dependency or abuse creates an adverse impact upon the education and working environment of the school district. The administration will direct a proactive approach to drug and alcohol awareness and support services through education, prevention, and other resources to include employee referrals to the immediate supervisor and/or the Director of Human Resources for appropriate intervention. Staff members who appear to be under the influence of drugs or alcohol while performing their duties will be reported to the Director of Human Resources, who will investigate and coordinate any possible disciplinary action and/or referral to an agency.

The Oak Creek-Franklin Joint School District prohibits the unlawful manufacture, distribution, dispensation, and possession of prescription and illicit drugs on any school premises or while acting as an agent of the district at officially sponsored school events off school premises. Violations of this policy will result in appropriate progressive disciplinary action up to and including termination of employee from the Oak Creek-Franklin Joint School District in accordance with applicable civil, state, and federal law.

Violations of any policies, rules, regulations and guidelines may result in disciplinary action up to and including discharge. Some infractions may have implications beyond the employment relationship between the District and employee, and the District may inform local, state, or federal officials of such conduct, particularly any immoral conduct as defined by the state that could result in revocation of the employee's licensure through the Department of Public Instruction.

LEGAL REF: State statutes
101.123
115.31
120.12(20)
125.09

CROSS REF: 529 – Staff Disciplinary Action
528 – Staff Conflict of Interest

APPROVED: July 1990

REVISED: January 2004
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