

STAFF CONDUCT GUIDELINES

The following list is intended to be universally applied for all District staff/employees and is intended to provide examples of types of unacceptable work conduct, which may lead to discipline up to and including discharge. The following list is not intended to include all types of activity, which could lead to discipline:

1. Violation of an established Board of Education policy.
2. Teacher refusal to follow Board of Education approved District curriculum.
3. Inappropriate or threatening language directed toward another staff/employee.
4. Spreading rumors or gossip about another staff/employee, student, or family.
5. Undermining the school system through destructive criticism of other staff members, or of any department of the school system. Constructive criticism is welcome and is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the District Administrator and Board of Education if necessary.
6. Intentionally or negligently divulging of confidential information in violation of any state or federal law, which guarantees the confidentiality of records, or information.
7. Failing to uphold the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day, and at school sponsored activities.
8. Teachers failing to provide careful attention to all professional duties including student attendance keeping, record keeping, student discipline, reporting to parents/guardians, supervision of students, attendance at appropriate meetings, in-services, seminars, etc., requested accounting documents regarding instructional materials and equipment and effective classroom interaction with students.
9. Theft of school property, the property of another school staff/employee, or the property of a student.
10. Falsification of any school record or employment application.
11. Deliberate destruction of school property or the property of another school staff/employee.
12. Fighting or causing physical harm to another staff/employee during working hours, or while discharging the duties of the school at school events.

13. Unlicensed gambling and/or games of chance during working hours or on school property.
14. Discussion on personal differences with other staff, administration, Board of Education, or other staff/employees during working hours or on school property in the presence of students.
15. Possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon while working or on school property.
16. Any unauthorized absence or failure to report to work on time as per contractual agreement and/or other Board of Education policies and procedures.
17. Refusal to obey a supervisor's work related instructions or the use of threatening language to supervisors as it relates to job responsibilities.
18. Sexual exploitation, sexual assault, and all sexual misconduct defined in Chapter 994 of the Wisconsin Statutes.
19. Solicitation for any cause or distribution of written or printed matter on school property during working hours or while performing other assigned duties.
20. Sleeping while on duty or taking breaks in excess of determined break time.
21. Use of a cell phone during student contact time without the permission of the immediate supervisor unless in an emergency.
22. Leaving assigned work site without permission from immediate supervisor unless in an emergency situation.
23. All staff/employees shall wear clothing that is appropriate and conducive to an educational atmosphere while school is in session.
24. All staff/employees shall dress in an appropriate manner when representing the school before the public so as not to distract from the group or the occasion.

The realization of District goals is dependent upon the behavior of all staff/employees. Therefore, the job responsibilities will be expected to be followed as they may relate to staff/employee job duties, job classification, and job descriptions.

Adopted: 03/12/07
Revised:
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