

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state that affect their work, the policies of the Board and the regulations designed to implement them.

Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities shall be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for his/her own and the district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under adequate supervision when they are in school, travelling under school auspices or engaging in school-sponsored activities.
6. Careful attention to all professional duties, including student registration, attendance keeping and record keeping, student discipline, reporting to parents/guardians, supervision of students, attendance at appropriate meetings, and the request for, care of and accounting for instructional materials and equipment, as well as effective classroom interaction with students.
7. Adherence to any code of ethics required by state law.

ADOPTED: May 26, 1981

REVISED: July 27, 1987
December 17, 1990
December 18, 2000

REVIEW DATE: May 21, 2012

LEGAL REF.: Wisconsin Statutes: 19.59
115.31

CROSS REF.: GBCA, Staff Conflict of Interest