

**Staff Conduct**

**Code #522.00**

All Tri-County Area School District employees shall exhibit conduct that conforms to community standards, encourages good citizenship, and sets forth a positive model for students. All District employees have a responsibility to make themselves familiar with, and abide by, the laws of the state as they affect their work, the Employee Handbook, the policies of the Board, and procedures designed to implement them. Employees are to exercise good judgment in their dealings with students, parents, other personnel and the public.

The following responsibilities are required by all staff to meet expectations of professional conduct:

- Consistent and punctual attendance at work;
- Support and enforcement of Board policies, regulations and rules and the provision of the Employee Handbook;
- Diligence in submitting required reports at the time specified;
- Care and protection of District property;
- Concern and attention for their own and the District'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 District-sponsored activities;
- Careful attention to all professional duties, including student registration, attendance 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.

The following list is intended to be universally applied for all District employees and is intended to provide examples of types of unacceptable conduct that do not conform to the responsibilities above and 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:

- Violation of an established Board policy.
- Theft of District property, the property of another District employee, or the property of a student.
- Falsification of any District record or employment application.
- Deliberate destruction of District property or the property of another District employee.
- Fighting or causing physical harm to another employee during working hours, or

while discharging the duties of the District at school events.

- Gambling and/or games of chance during work hours or on District property.
- Discussion of professional or personal differences with other staff, administration, Board members, or other employees in the presence of students.
- Possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon during working hours or on District property.
- Any unauthorized absence or failure to report to work on time as per Board policies and procedures or schedule set by the District's Administration.
- Refusal to obey a supervisor's work-related instructions or the use of threatening language to supervisors as it relates to job responsibilities.
- Sexual exploitation, sexual assault and all sexual misconduct defined in Chapter 944 of the Wisconsin Statutes.
- Engaging in immoral conduct as defined by Wis. Stat. §115.31(1)(c).
- Solicitation for any cause or distribution of written or printed materials on District property during working hours or while performing other assigned duties without prior approval of an immediate supervisor or administrator.
- Sleeping during working hours, or taking breaks in excess of determined break time.
- Leaving assigned work site without permission from immediate supervisor.
- Divulging confidential information in violation of any state or federal law which guarantees the confidentiality of records or information.
- Inappropriate or threatening language directed toward another employee/student.
- Refusal to follow Board approved District curriculum.
- Use of District property, facilities, and equipment other than for officially authorized activities.
- Providing preferential treatment of one outside interest group, company, or individual over another for personal gain.
- Failing to uphold the District'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 District-sponsored activities.
- Failing to provide careful attention to all duties applicable to his/her job

assignment, 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 interaction with students.

**Legal Reference:** Sections 19.59, 103.14, 115.31, 118.125, 118.24, 120.13 (1)(a), Chapter 944 Crimes Against Sexual Morality Wisconsin Statutes;

**Cross Reference:** 347.00, Student Records  
347.00AR, Student Records  
363.02, Internet Safety and Acceptable Technology Use  
353.02AR, Internet Safety and Acceptable Technology Use  
447.01, Corporal Punishment/Use of Physical Force  
511.00, Equal Opportunity Employment  
512.00, Employee Harassment  
522.01, Alcohol and Drug Free Workplace  
522.02, Tobacco Use On School Premises by District Employees

Prior Approval:	March 24, 2009
Attorney Review:	March, 2016.
Approved	March 29, 2016