

Policies of the Board of Education

Series 500: Personnel

STAFF CONDUCT

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All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board of Education, 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 will 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 their own and 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.

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.

6. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.

Legal Ref.: Section 120.12(2) Wisconsin Statutes

Cross Ref.: 512, Sexual Harassment
522.1, Drug-Free Workplace
522.3, Staff Misconduct Reporting
524, Staff Ethics
524.1, Staff Conflicts of Interest
525, Staff Participation in Community Life
528, Staff Student Relations

Adopted: 11/8/82

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Waunakee Community School District