

### STAFF CONDUCT

The School Board of the School District of Brodhead establishes policies, rules and regulations governing conduct and activities. In addition, each supervisor/principal may establish rules and regulations consistent with those established by the Board, Superintendent, or Employee Handbook between the School District of Brodhead and its employees.

The following list of behaviors may lead to disciplinary action, up to and including suspension with or without pay, or termination of employment. The list is not intended to include all behaviors, which will lead to discipline, but is intended to be suggestive of behaviors or activities, which will not be tolerated.

1. Theft of school property, or the property of others during working hours.
  2. Falsification of any school record or employment application.
  3. Deliberate and inappropriate destruction of school property or the property of others.
  4. Negligent conduct or horseplay resulting in personal injury or property damage.
  5. Fighting or causing physical harm to another during working hours or on school property.
  6. Threatening or intimidating other school employees, students, or visitors.
  7. Possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant, exclusive of prescription medications, during working hours or on school premises; or reporting for work under the influence of the above.
  8. Tobacco use on school property or in vehicles parked on school property at any time.
  9. Possession or use of firearms or other objects on school property that could be considered dangerous weapons.
  10. Absence unauthorized by immediate supervisor.
  11. Insubordination such as refusal to obey a supervisor's instructions or use of threatening language to supervisors in connection with instructions.
  12. Unauthorized use of school equipment.
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13. Immoral conduct or indecency, which is not acceptable in a school setting.
14. Deliberate or excessive waste of school materials or abuse of school equipment.
15. Excessive tardiness
16. Sleeping during working hours.
17. Wasting time, loafing, or taking excessive breaks.
18. Failure to promptly report an accident or injury occurring on school property or during working hours.
19. Leaving assigned workstation without permission.
20. Placing or receiving an excessive number of non-emergency phone calls, text messages, and/or e-mails during working hours.
21. Swearing, or use of profane or obscene language.
22. Unauthorized lending of school keys or equipment to non-school personnel.
23. Use of corporal punishment with students
24. Failure to provide proper supervision to students assigned.

#### Protection and Care of School Property

It is the duty of each school employee to safeguard and protect the properties of the School District. Care should be taken to ensure that windows and doors are properly secured before leaving the school building at the close of the school day. Students shall be instructed in the proper use of textbooks, supplies, and equipment, and to show respect for public property.

LEGAL REF: WI. ST. 118.001

Adopted: \_\_\_\_\_

Last Revision: February 8, 2017

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