

### PROFESSIONAL STAFF RESPONSIBILITIES

All persons employed by the Board are representatives of the District. As such, they are expected to conduct themselves in a manner that will reflect credit upon themselves and the District. The following is a sampling, but not an all-inclusive list, of District expectations for teachers:

1. Teachers shall not send pupils off school property on a personal errand of any kind or require a student to perform any service not connected with their duty in school.
  2. No teacher shall attempt to indoctrinate the students with his/her own political or religious beliefs.
  3. Teachers shall be expected to remain after school when professional meetings are called by their supervisor or the Superintendent.
  4. No course of study shall be pursued or textbooks used in school except such as may be permitted by the Board of Education.
  5. All books, courses of study, materials, and equipment issued to teachers remain the property of the School District. All courses of study, curriculum and programs developed during and in the normal course of employment also remain the property of the School District.
  6. Field trips and excursions of an educational nature may be planned with the approval of the Principal. When consent is given, permission in writing must be obtained from the parent. All trips must be properly supervised at all times.
  7. No teacher may have permission to remove school equipment for personal use, or for organizations or other individuals, without approval from the Superintendent or Principal.
  8. Teachers should express themselves without the use of vile or improper language.
  9. Staff shall only have contact with students outside of school hours if it is strictly related to school activities/events.
  10. Teachers should not use physical or corporal punishment. Extreme disciplinary cases are to be referred to the building Principal.
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11. All teachers shall, under the direction of the Superintendent and Principal of the building, observe and enforce all rules and regulations of the Board and faithfully perform the duties to which they have been assigned.
12. Teachers shall familiarize themselves with the policies adopted by the Board of Education. They shall also be familiar with the administrative rules and regulations necessary to carry out the policies.
13. All communications to the Board of Education from teachers shall be sent through the office of the Superintendent.
14. Individual teachers or groups of teachers are always welcome to attend Board of Education meetings to discuss any problem related to the schools of the District. Arrangement for conferences with the Board of Education shall be made with the Superintendent.

LEGAL REF: WI. ST. 121.02 (a)

Adopted: January 14, 2004  
Last Revision: February 8, 2017  
Last Review: February 8, 2017

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