

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 522
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Staff Conduct

It is the responsibility of each district employee to make themselves familiar with, and abide by, the laws of the United States and the State of Wisconsin, and the policies of the Board of Education as these affect their work. Since the realization of district goals and objectives is dependent upon the professional behavior of each employee, the following responsibilities shall be required:

1. All employees of the Johnson Creek School District must be sensitive at all times to the welfare of students served. No action detrimental to the best interest of students shall be taken.
2. All employees of the district shall be faithful, punctual, and have regular attendance at their work.
3. Each staff member is to support and enforce policies of the Board of Education and regulations of the district's administration.
4. There shall be due concern and attention for the staff's own and the school district's legal responsibility for the safety and welfare of the students including the need to ensure that students are under supervision at all times.
5. Special care shall be taken by each employee in the use, care, and proper maintenance of district property.
6. For teachers there shall be careful attention to all professional duties which include but are not necessarily limited to pupil registration, attendance and record keeping, pupil discipline, confidentiality, reporting to parents, supervision of pupils, attendance at appropriate meetings, and effective classroom interaction with students.
7. Reports shall be diligently and promptly submitted.
8. Teachers shall be available to individuals or to groups of students as the need arises and time is available and shall let students know of their availability and their desire to help each student to the best of their abilities.

Adopted: 12/79
 Adopted: 10/8/90
 Reviewed: 11/12/97
 Reviewed: 12/11/02

Reviewed: 1/15/03
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Reviewed: 4/11/16
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