

**FILE: GBCB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: March 18, 1980**  
**DATE REVISED: January 24, 1995**  
**DATE REVISED: December 16, 1999**  
**DATE REVISED: January 19, 2004**  
**DATE REVISED: September 15, 2005**  
**DATE REVISED: June 21, 2012**  
**DATE REVISED: April 17, 2014**

**FILE SECTOR: PERSONNEL**  
**POLICY TITLE: STAFF CONDUCT**

All staff members and volunteers have a responsibility to make themselves familiar with, and abide by, the laws of the state as they affect their work, the policies of the board of education and the regulations designed to implement them.

The realization of the Medford Area Public School District mission is dependent upon the professional behavior of all staff. The following list is intended to provide concrete examples of types of unacceptable conduct which may lead to discipline. It is not intended to include all types of activity which could lead to discipline. The following are specifically prohibited:

1. Refusal to follow the board approved district curriculum.
2. Violation of an established board policy or administrative procedure.
3. Theft.
4. Falsification of any school record or employment application.
5. Deliberate destruction of school property or the property of another school employee.
6. Fighting or causing physical harm to others during working hours or on school property.
7. Gambling and/or games of chance during working hours or on school property.
8. Volatile discussion of professional or personal differences with other staff members in the presence of students.
9. Unauthorized absence.
10. Refusal to obey a supervisor's work related instructions or the use of threatening language or actions directed toward supervisors in connection with those instructions.
11. Sexual exploitation, sexual assault and all sexual conduct defined in Chapters 944 and 948 of the Wisconsin Statutes.

12. Sleeping during working hours or taking breaks in excess of determined break time.
13. Leaving assigned work site without permission.
14. Divulging confidential information in violation of any state or federal law which guarantees the confidentiality of said information.
15. Inappropriate or threatening language directed toward others, including such acts as prohibited by Chapter 947 of the Wisconsin Statutes.
16. Failure to demonstrate 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.
17. Failure to provide 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.

**CROSS REFERENCE:** GBCBB, GBCD, & Employee Handbook  
**LEGAL REFERENCE:** §115.31, §120.12(2), Chapters 940, 944, 947, 948, 961