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**Board Policies**

**Blair-Taylor School District**

**Series: 500**  
**Section: 520**  
**Policy #: 521**

**PERSONNEL**  
**GENERAL PERSONNEL POLICIES**  
**STAFF DRESS, GROOMING & CONDUCT**

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The Blair-Taylor Board of Education and Superintendent have established policy pertaining to staff dress, grooming and conduct. In addition, the building principals may establish rules and regulations not inconsistent with those created by the Board and Superintendent.

**Grooming should be represented by practicing good hygiene.**

Employees are expected to dress and conduct themselves appropriate for the situation in which they are performing. At all times concern should be toward setting a good example for the young people to follow. It is the responsibility of all employees to wear clothing items free from holes, tears, advertising, and any other wear and/or other body items deemed inappropriate by the building principal or superintendent in an academic setting. Clothing and/or other items should be non-offensive and follow local community values.

The following is a list of actions which may lead to disciplinary action, including suspension with or without pay or termination of employment, for those employees found to have committed them. The list is not intended to include all types of activity which will lead to discipline, but is intended to be suggestive of those types of things which will result in disciplinary action being taken.

- Theft or destruction of school property or another employee's property
- Falsification of any school record or employment application
- Negligent conduct leading to personal injury or property damage
- Fighting with, threatening or intimidating students or other school employees during school hours or on school grounds, or at any other school function
- Possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine or other intoxicant during working hours or on school premises, or reporting to work under the influence of any of the above.
- Gambling during work hours or on school property
- Smoking on school property or in school vehicles
- Possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon during working hours or on school property
- Unauthorized or excessive tardiness or absence from work or improper use of leave provisions
- Unauthorized use of school equipment
- Insubordination such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions
- Taking excessive breaks or sleeping during work hours
- Encouraging or participating in any work slowdown or stoppage
- Immoral conduct or indecency which is not acceptable in a school setting
- Leaving an assigned work station without permission or without making reasonable accommodation for coverage of duties of the work station

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**LEGAL REFERENCE: S. 120.13 (1)(a) Wis. Stats.**

**First Reading: 10/7/91**

**Amended: Adopted: 10/21/91**  
**Amended: 01-18-10**

**Clerk: \_\_\_\_\_**