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3 **PERSONNEL**

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5 Personal Conduct

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7 The Board recognizes its responsibility to protect the health, safety and welfare of all students
8 within the District. Furthermore, the Board recognizes a professional responsibility for all school
9 staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff
10 members have the public's trust and confidence to protect the well-being of all pupils attending
11 the school district.

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13 All employees are expected to maintain high standards of honesty, integrity, professionalism,
14 decorum, and impartiality in the conduct of District business. All employees shall maintain
15 appropriate employee-student relationship boundaries in all respects, including but not limited to
16 personal, speech, print, and digital communications. Failure to honor the appropriate employee
17 student relationship boundary will result in a report to the Department of Public Health and Human
18 Services and the appropriate law enforcement agency. A staff member's conduct will be held to
19 the professional standards established by the Montana Board of Education. Administrators and
20 supervisors may set forth specific rules and regulations governing an employee's conduct on the
21 job.

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23 Prohibited Conduct

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25 While on school property, employees shall not injure or threaten to injure another person;
26 damage another's property or that of the District; or use, control, possess or transfer any weapon
27 or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and
28 3311. "School property" means within school buildings, in vehicles used for school purposes, or
29 on grounds leased or owned by the school district.

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31 Conflict of Interest

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33 In accordance with state law, an employee should not dispense or utilize any information gained
34 from employment with the District, accept gifts or benefits, or participate in business enterprises
35 or employment which creates a conflict of interest with the faithful and impartial discharge of the
36 employee's District duties. A District employee may, prior to acting in a manner which may
37 impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict.
38 Care should be taken to avoid using, or avoid the appearance of using, official positions and
39 confidential information for personal advantage or gain.

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41 Confidentiality

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43 Employees should hold confidential all information deemed to be not for public consumption as
44 determined by state law and Board policy. Employees shall also respect the confidentiality of
45 people served in the course of the employee's duties and use information gained in a responsible
46 manner. This includes confidential and/or private information learned during the course of the

1 employee's duties or learned as a result of the employee's participation in a closed (executive)
2 session of the Board. Discretion should also be employed even within the school system's own
3 network of communication.

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5 Reporting

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7 School personnel, compensated and uncompensated (volunteers), are required to report to their
8 immediate supervisor or Building Principal any possible violations of this Policy. In the event the
9 report alleges conduct by the Building Principal or the immediate supervisor, the school staff
10 member may report directly to the District Office Administration.

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12 Consequences

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14 The Board may discipline, up to and including discharge, any employee who violates any or all
15 sections of this policy.

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18 Cross Reference:

19 Professional Educators of Montana Code of Ethics
20 Policy 4332 Conduct on School Property
21 Policy 3310 Student Discipline
22 Policy 3311 Firearms and Weapons
23 Policy 5220 Prohibition on Aiding Sexual Abuse
24 Policy 5226 Hazing, Harassment, Intimidation, Bullying
25 Policy 5232 Abused and Neglected Children

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27 Legal Reference:

28 § 20-1-201, MCA School officers not to act as agents
29 § 39-2-102, MCA What belongs to employer
30 § 45-8-361, MCA Possession or allowing possession of a weapon in school building
31 §45-5-501, MCA Definitions
32 §45-5-502, MCA Sexual Assault
33 Title 2, Chapter 2, Part 1 Standards of Conduct

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35 Policy History:

36 Adopted on: July 1, 2000
37 Revised on: August 23, 2010
38 Revised on: March 26, 2018
39 Revised on: August 19, 2019
40 Revised on: November 9, 2020