

1 Great Falls School District

2
3 **PERSONNEL**

5223

4
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 student's health, safety, and welfare. The Board strongly believes that school
10 staff members have the public's trust and confidence to protect the well-being of all students
11 attending the 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
18 Human Services. The employee may also notify the appropriate law enforcement agency. A staff
19 member's conduct will be held to the professional standards established by the Montana Board
20 of Education. Administrators and supervisors may set forth specific rules and regulations
21 governing an employee's conduct on the job.

22
23 Prohibited Conduct

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25 While on school property, employees shall not intentionally injure or threaten to injure another
26 person; damage another's property or that of the District; or use, control, possess or transfer any
27 weapon or any item that could be reasonably considered to be a weapon as defined in Policy
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 that are used for instruction or for student
30 activities as specified in Section 50-60- 31 101(2), MCA and Section 45-8-361, MCA.

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32 Conflict of Interest

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

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42 Confidentiality

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

1 manner. This includes confidential and/or private information learned during the course of the
 2 employee's duties or learned as a result of the employee's participation in a closed (executive)
 3 session of the Board. Discretion should also be employed even within the school system's own
 4 network of communication. Employees shall not record or cause to be recorded a conversation
 5 by use of a hidden electronic or mechanical device which may include any combination of audio
 6 or video that reproduces a human conversation without the knowledge of all parties to the
 7 conversation.

8 9 Reporting

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

15 16 Consequences

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

20 21 Cross Reference:

22 Professional Educators of Montana Code of Ethics
 23 Policy 4332 Conduct on School Property
 24 Policy 3310 Student Discipline
 25 Policy 3311 Firearms and Weapons
 26 Policy 5220 Prohibition on Aiding Sexual Abuse
 27 Policy 5226 Hazing, Harassment, Intimidation, Bullying
 28 Policy 5232 Abused and Neglected Children
 29 Policy 5460 Electronic Resources and Social Networking
 30 Policy 5610 Intellectual Property Rights

31 32 Legal Reference:

33 § 20-1-201, MCA School officers not to act as agents
 34 § 39-2-102, MCA What belongs to employer
 35 § 45-8-361, MCA Possession or allowing possession of a weapon in school building
 36 §45-5-501, MCA Definitions
 37 §45-5-502, MCA Sexual Assault
 38 §45-8-213, MCA Privacy in Communications
 39 §50-60-101(2), MCA Definitions
 40 ARM 10.55.701(2)(d) Board of Trustees
 41 Title 2, Chapter 2, Part 1 Standards of Conduct

42 43 Policy History:

44 Adopted on: July 1, 2000
 45 Revised on: August 23, 2010
 46 Revised on: March 26, 2018

- 1 Revised on: August 19, 2019
- 2 Revised on: November 9, 2020
- 3 Revised on: April 25, 2022
- 4 Revised on: May 22, 2023