

1 **Browning Public Schools**

2
3 Policy #5150

4 Policy Name: *Professional Conduct*

5 Regulation: -----

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7 Employees of the District are expected to maintain high standards of honesty, integrity and
8 impartiality in the conduct of District business. Teachers must also abide by all duties specifically
9 set forth in § 20-4-301, MCA.

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11 **1. Conflict of Interest/Personal Gain:** In accordance with Montana Codes Annotated (M.C.A.) 2-
12 2-104, 2-2-105, and 2-2-125, an employee shall not dispense or utilize any information gained from
13 employment with the Browning Public Schools or participate in business enterprises or employment
14 which creates a conflict of interest with the faithful and impartial discharge of his or her District
15 duties. A District employee may, prior to acting in a manner which may impinge on his/her
16 fiduciary duty, disclose the nature of his/her private interest which creates a conflict. Care should be
17 taken to avoid using, or avoid the appearance of using, official positions and confidential
18 information for personal advantage or gain.

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20 Employees shall not accept gifts or benefits from vendors, contractors or others who do business
21 with the District. The single exception is promotional products or materials having little or no value.

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23 **2. Confidentiality:** Employees will not disclose and will protect any privileged or confidential
24 information deemed to be not for public consumption as determined by state law and school policy.
25 Employees shall also respect the confidentiality of people served in the course of the employee's
26 duties and use information gained in a responsible manner. Discretion should be employed even
27 within the school system's own network of communication.

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29 **3. Public Relations:** Employees shall be courteous, considerate, prompt in dealing with and serving
30 students and public, and shall maintain good working relationships with supervisors and co-workers.

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32 **4. General Conduct:** Employees shall honor all policies and laws governing their employment with
33 the District. Certified staff shall honor the professional educators code of conduct. The
34 Superintendent shall ensure that specific rules and regulations governing employees' conduct on the
35 job are established. All employees are expected to maintain high standards of honesty, integrity,
36 professionalism, decorum, and impartiality in the conduct of District business. All employees shall
37 maintain appropriate employee-student relationship boundaries in all respects, including but not
38 limited to personal, speech, print, and digital communications. Failure to honor the appropriate
39 employee student relationship boundary will result in a report to the Department of Public Health
40 and Human Services and the appropriate law enforcement agency.

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42 **5. Mode of Dress:** The Superintendent shall ensure that professionally and functionally appropriate
43 standards of appearance are established.

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45 **6. Personal Visitors:** Employees are to discourage personal visitors during work. An employee
46 may receive personal visitors provided the visits are kept to a minimum and frequency, and do not
47 impede the employee or other employees from performing their jobs in an acceptable manner as
48 determined by the immediate supervisor. All visitors in a school building should first report to the
49 office of the school. Children of employees may visit them after school with the approval of their

1 respective supervisors. All such children will be controlled by the parent-employee to avoid
2 disrupting operations.

3
4 **7. Telephones/Cell Phones:** Personal calls will be allowed for emergency purposes. Other use
5 will be allowed so long as such calls are short and infrequent. Recurring personal telephone
6 conversations are not allowed during working hours. Abuse may lead to telephone restrictions and/or
7 disciplinary action.

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9 In no case shall any cost accrue to the District for personal calls. Telephone calls to and from
10 classrooms shall not be made while classes are in session excepting only emergencies. Employees
11 will become familiar with and use telephone manners in conducting District business by telephone.

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13 **8. Supplies/Copies:** Minor or de minimus use of supplies and copies for personal purposes is
14 allowed if approved in advance by the supervisor. Such use is only for convenience and shall not,
15 over time result in significant cost to the District. All supplies shall be kept secure in the buildings
16 and employees shall not remove them for personal or other use without specific permission.

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18 **9. Claims for Payment:** Employees who submit claims for payment with the District must ensure
19 that such claims are accurate and do not duplicate, in any manner, previous payments or credits.
20 Claims for hourly pay must be accurate to the time actually worked and submitted on approved
21 timesheets in accordance with standard payroll procedures. The superintendent will institute
22 procedures, means, and methods for verifying the accuracy of such claims. Fraudulent claims may
23 lead to disciplinary action, including termination, and the filing of charges with law enforcement
24 authorities.

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26 **10. Work Environment:** All places of work are to be reasonably suited and conducive to the
27 efficiency and comfort of the employees who work there and to the students, co-workers, and public
28 who visit those workplaces. Employees are to maintain their respective workplaces and areas
29 (including assigned vehicles) in a clean, organized, and secured manner suitable and appropriate to
30 the nature of the work. Such areas shall be kept free of noise, pollution, odors and other
31 environmental impacts introduced by the employee which may disrupt the efficiency of operations
32 or offend others. Personal radio/CD players and computer music may be allowed subject to specific
33 approval of the supervisor. Approval will continue so long as the employee complies with ground
34 rules established by the supervisor.

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36 **Cross References:** #3215 Acceptable Use of Electronic Network

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38 **Legal References:** § 20-4-301 Duties of Teacher – Nonpayment for Failure to Comply
39 34 CFR 99.1, et seq. Family Rights and Privacy Act (FERPA) of 1974
40 IDEA 97
41 § 20-1-201, MCA School officers not to act as agents
42 Title 2, Chapter 2, Part 1 Standards of Conduct
43 § 39-2-102, MCA What belongs to employer
44 § 45-8-361, MCA Possession or allowing possession of a weapon in a school
45 building
46 § 45-5-501, MCA Definitions
47 § 45-5-502, MCA Sexual Assault

48 **Policy History:**

49 Adopted on: 3/13/01

50 Revised on: 2/9/21