

1 **Browning Public Schools**

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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 and prompt in dealing with and  
30 serving students and the public and shall maintain good working relationships with supervisors and  
31 co-workers.

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33 **4. General Conduct:** The Superintendent shall ensure that specific rules and regulations  
34 governing employees' conduct on the job are established.

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

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39 **6. Personal Visitors:** Employees are to discourage personal visitors during work. An employee  
40 may receive personal visitors provided the visits are kept to a minimum in time and frequency and  
41 do not impede the employee or other employees from performing their jobs in an acceptable manner  
42 as determined by the immediate supervisor. All visitors in a school building should first report to the  
43 office of the school. Children of employees may visit them after school with the approval of their  
44 respective supervisors. All such children will be controlled by the parent-employee to avoid  
45 disrupting operations.

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47 **7. Telephones/Cell Phones:** Personal calls will be allowed for emergency purposes. Other use  
48 will be allowed so long as such calls are short and infrequent. Recurring personal telephone

1 conversations are not allowed during working hours. Abuse may lead to telephone restrictions and/or  
2 disciplinary action.

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

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

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

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

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

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37 **Legal References:** § 20-4-301 Duties of Teacher – Nonpayment for Failure to Comply  
38 34 CFR 99.1, et seq. Family Rights and Privacy Act (FERPA) of 1974  
39 IDEA 97

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42 **Policy History:**

43 Adopted on: 3/13/01

44 Revised on: