

1 **MTSBA**

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3 **Policy # 5223**

4 **Policy Name: Personal Conduct**

5 **Regulation:** -----
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7 School District employees will abide by all district policies, state and federal laws in the course of
8 their employment. Where applicable, employees will abide by and honor the professional educator
9 code of conduct.
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11 All employees are expected to maintain high standards of honesty, integrity, professionalism,
12 decorum, and impartiality in the conduct of District business. All employees shall maintain
13 appropriate employee-student relationship boundaries in all respects, including but not limited to
14 personal, speech, print, and digital communications. Failure to honor the appropriate employee
15 student relationship boundary will result in a report to the Department of Public Health and Human
16 Services and the appropriate law enforcement agency.
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18 While on school property, employees shall not injure or threaten to injure another person; damage
19 another's property or that of the District. While in a school building, employees shall not use,
20 control, possess or transfer any weapon or any item that could be reasonably considered to be a
21 weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in
22 vehicles used for school purposes, or on grounds leased or owned by the school district. "School
23 building" means all buildings owned or leased by a local school district that are used for instruction
24 or for student activities.
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26 In accordance with state law, an employee shall not dispense or utilize any information gained from
27 employment with the District, accept gifts or benefits, or participate in business enterprises or
28 employment that creates a conflict of interest with the faithful and impartial discharge of the
29 employee's District duties. A District employee, before acting in a manner which might impinge on
30 any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care
31 should be taken to avoid using or avoid the appearance of using official positions and confidential
32 information for personal advantage or gain.
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34 Further, employees are expected to hold confidential all information deemed not to be for public
35 consumption as determined by state law and Board policy. Employees also will respect the
36 confidentiality of people served in the course of an employee's duties and use information gained in
37 a responsible manner. The Board may discipline, up to and including discharge, any employee who
38 discloses confidential and/or private information learned during the course of the employee's duties
39 or learned as a result of the employee's participation in a closed (executive) session of the Board.
40 Discretion should be used even within the school system's own network of communication and
41 confidential information and should only be communicated on a need to know basis.
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43 Administrators and supervisors may set forth specific rules and regulations governing staff conduct
44 on the job within a particular building.
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46 **Cross Reference:** Professional Educators of Montana Code of Ethics
47 3310 Student Discipline
48 3311 Firearms and Weapons
49 5232 Abused and Neglected Children

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

Policy History:
Adopted on:
Reviewed on:
Revised on: