

Missoula County Public Schools

PERSONNEL

5224

Personal Conduct

District employees shall comply with the following standards:

1. Employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain courteous and professional relationships with students, parents, staff members, and others.
2. Employees have a responsibility to be familiar with, and abide by, federal and state laws, Board policies, and regulations governing their work responsibilities.
3. Employees shall not engage in activities that would obstruct the employee's or another employee's ability to fulfill their work responsibilities to the District.
4. Employees must maintain confidentiality with respect to information pertaining to student records, employee records or confidential communications from staff. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner.
5. Employees should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.
6. Employees have a responsibility to take a sincere and professional interest in students. Employee-student relationships that indicate excessive personal involvement are not compatible with good professional conduct.

Employees who fail to abide by this policy will be subject to disciplinary action up to and including discharge.

Legal References:

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| § 20-1-201, MCA | School officers not to act as agents |
| § 41-3-205, MCA | Confidentiality – disclosure exceptions |

Cross Reference: 5255 Disciplinary Action

Policy History:

Adopted on: August 13, 2002

Revised at PN&P Committee meeting on March 24, 2010 and posted for public comment.

Approved on: May 11, 2010

Revised at PN&P Committee meeting on March 25, 2015 and posted for public comment.

Approved on: May 12, 2015