

BILLINGS PUBLIC SCHOOLS HUMAN RESOURCE SERVICES

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Rules Of Conduct

Billings Public Schools adheres to the established codes of professional ethics as they apply to all staff.

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

1. Conflict of Interest/Personal Gain - In accordance with Montana Codes Annotated (MCA) 2-2-104, 2-2-105, and 2-2-125, an employee may not dispense or utilize any information gained from employment with Billings Public Schools, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of his or her District duties. A District employee may, prior to acting in a manner which may impinge on his/her fiduciary duty, disclose the nature of his/her private interest which creates 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.
2. Confidentiality - Employees shall hold confidential all information deemed to be not for public consumption as determined by state law and department policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even with the school system's own network of communication.
3. Public Relations - In an effort to strive for the highest level of service, the Billings Public Schools expects that employees shall be courteous, considerate and prompt in dealing with and serving the public.
4. General Conduct - Administration and supervisors may set forth specific rules and regulations governing employee's conduct on the job within a particular building.
5. Mode of Dress - Administration and supervisors establish standards of appearance so that all employees are appropriate role models for students within their own areas. Such standards shall be approximately the same as those of like professions in the community.

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Rules of Conduct (continued)

6. Personal Visitors - An employee may' receive personal visitors provided the visits are kept to a minimum in time and frequency and do not impede the employee or other employees from performing their jobs in an acceptable manner when classes are in session. All visitors in a school building should first report to the school's office.

7. Telephones - Personal calls shall be made with discretion, and shall be brief so as to maintain telephones for the conduct of District business. In no case shall any cost accrue to the District for personal calls. Telephone use shall be limited to District business except for emergencies.

8. Staff Meetings After School Hours
Procedures will be established and maintained by the Superintendent for use of after school hours for meetings, and staff members shall be expected to attend.

9. Physician's Statement of Disability - It shall be the policy of Billings Public Schools to require a physician's statement of disability before employees will be reimbursed for sick leave absences of five or more consecutive days. The physician's statement must include the employee name, the term of disability, and suggest the date when the employee will be fit to return to the assigned duties.

Legal Reference: 2-2-101 et. seq., MCA Code of Ethics

Date Adopted: March 18, 1996