

1 Great Falls School District

2
3 **PERSONNEL**

5223

4
5 Personal Conduct

6
7 The Board recognizes its responsibility to protect the health, safety and welfare of all students
8 within the District. Furthermore, the Board recognizes a professional responsibility for all school
9 staff to protect a student’s health, safety, and welfare. The Board strongly believes that school
10 staff members have the public’s trust and confidence to protect the well-being of all students
11 attending the District.

12
13 All employees are expected to maintain high standards of honesty, integrity, professionalism,
14 decorum, and impartiality in the conduct of District business. All employees shall maintain
15 appropriate employee-student relationship boundaries in all respects, including but not limited to
16 personal, speech, print, and digital communications. Failure to honor the appropriate employee
17 student relationship boundary will result in a report to the Department of Public Health and
18 Human Services. The employee may also notify the appropriate law enforcement agency. A staff
19 member’s conduct will be held to the professional standards established by the Montana Board
20 of Education. Administrators and supervisors may set forth specific rules and regulations
21 governing an employee’s conduct on the job.

22
23 Prohibited Conduct

24
25 While on school property, employees shall not intentionally injure or threaten to injure another
26 person; damage another’s property or that of the District; or use, control, possess or transfer any
27 weapon or any item that could be reasonably considered to be a weapon as defined in Policy
28 3311. “School property” means within school buildings, in vehicles used for school purposes, or
29 on grounds leased or owned by the school district that are used for instruction or for student
30 activities as specified in Section 50-60- 31 101(2), MCA and Section 45-8-361, MCA.

31
32 For the purposes of this policy, the term “firearm” means (A) any weapon which will or is
33 designed to or may readily be converted to expel a projectile by the action of an explosive; (B)
34 the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any
35 destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm
36 pursuant to 18 U.S.C. 921 (16). For purposes of this policy, “non-firearm weapon” means any
37 object, device, or instrument designed as a weapon or through its use is capable of intimidating
38 threatening or producing bodily harm or which may be used to inflict injury, including but not
39 limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs;
40 metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants;
41 stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as
42 a weapon.

43
44 District administrators are authorized to take appropriate action, as circumstances warrant, to
45 enforce this section of the policy including but not limited to requesting the assistance of law
46 enforcement in accordance with Montana law.

1 For the purposes of this policy, “school property” means within school buildings, in vehicles
2 used for school purposes, or on owned or leased school land or grounds. “Building” specifically
3 means a combination of any materials, whether mobile, portable, or fixed, to form a structure and
4 the related facilities for the use or occupancy by persons or property owned or leased by a local
5 school district that are used for instruction or for student activities as specified in Section 50-60-
6 101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the
7 words "or part or parts of a building" and is considered to include all stadiums, bleachers, and
8 other similar outdoor facilities, whether temporary or permanently fixed.

9
10 This section does not apply to a law enforcement officer acting in the officer’s official capacity
11 or an individual previously authorized by the Board of Trustees to possess a firearm or weapon
12 in a school building.

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14 Conflict of Interest

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16 In accordance with state law, an employee should not dispense or utilize any information gained
17 from employment with the District, accept gifts or benefits, or participate in business enterprises
18 or employment which creates a conflict of interest with the faithful and impartial discharge of the
19 employee’s District duties. An employee shall not perform an official act directly and
20 substantially affecting its economic benefit to a business or other undertaking in which the
21 employee either has a substantial financial interest or is engaged as counsel, consultant,
22 representative, or agent. An employee shall not perform an official act directly and substantially
23 impacting another business or other undertaking which is of economic detriment when the
24 employee has a substantial personal interest in a competing firm or undertaking.

25
26 A District employee may, prior to acting in a manner which may impinge on any fiduciary duty,
27 shall disclose the nature of the private interest which creates a conflict to avoid disruption to
28 District operations. Care should be taken to avoid using, or avoid the appearance of using,
29 official positions and confidential information for personal advantage or gain. An employee shall
30 not act as an agent or solicitor in the sale or supply of goods or services to a district. An
31 employee shall not use District time, facilities, equipment, supplies, personnel, or funds for the
32 officer's or employee's private business, political, or commercial purposes.

33
34 An employee shall not assist any person for a fee or other compensation in obtaining a contract,
35 claim, license, or other economic benefit from the District. An employee shall not solicit or
36 accept employment or engage in negotiations or meetings to consider employment, with a person
37 whom the officer or employee regulates in the course of official duties without first giving
38 written notification to the District.

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40 Confidentiality

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42 Employees should hold confidential all information deemed to be not for public consumption as
43 determined by state law and Board policy. Employees shall also respect the confidentiality of
44 people served in the course of the employee’s duties and use information gained in a responsible
45 manner. This includes confidential and/or private information learned during the course of the
46 employee’s duties or learned as a result of the employee’s participation in a closed (executive)

1 session of the Board. Discretion should also be employed even within the school system's own
 2 network of communication. Employees shall not record or cause to be recorded a conversation
 3 by use of a hidden electronic or mechanical device which may include any combination of audio
 4 or video that reproduces a human conversation without the knowledge of all parties to the
 5 conversation.

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 7 Administrators and supervisors may set forth specific rules and regulations governing staff
 8 conduct on the job within a particular building.

9 10 Reporting

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 12 School personnel, compensated and uncompensated (volunteers), are required to report to their
 13 immediate supervisor or Building Principal any possible violations of this Policy. In the event
 14 the report alleges conduct by the Building Principal or the immediate supervisor, the school staff
 15 member may report directly to the District Office Administration.

16 17 Consequences

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 19 The Board may discipline, up to and including discharge, any employee who violates any or all
 20 sections of this policy.

21 22 Cross Reference:

23 Professional Educators of Montana Code of Ethics
 24 Policy 4332 Conduct on School Property
 25 Policy 3310 Student Discipline
 26 Policy 3311 Firearms and Weapons
 27 Policy 5220 Prohibition on Aiding Sexual Abuse
 28 Policy 5226 Hazing, Harassment, Intimidation, Bullying
 29 Policy 5232 Abused and Neglected Children
 30 Policy 5460 Electronic Resources and Social Networking
 31 Policy 5610 Intellectual Property Rights

32 33 Legal Reference:

34 § 20-1-201, MCA School officers not to act as agents
 35 § 39-2-102, MCA What belongs to employer
 36 § 45-8-361, MCA Possession or allowing possession of a weapon in school building
 37 §45-5-501, MCA Definitions
 38 §45-5-502, MCA Sexual Assault
 39 §45-8-213, MCA Privacy in Communications
 40 §50-60-101(2), MCA Definitions
 41 ARM 10.55.701(2)(d) Board of Trustees
 42 Title 2, Chapter 2, Part 1 Standards of Conduct

43 44 Policy History:

45 Adopted on: July 1, 2000
 46 Revised on: August 23, 2010

- 1 Revised on: March 26, 2018
- 2 Revised on: August 19, 2019
- 3 Revised on: November 9, 2020
- 4 Revised on: April 25, 2022
- 5 Revised on: May 22, 2023
- 6 Revised on: May 13, 2024