

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 10, 2011

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO POLICY 4115, PERSONNEL: RESPONSIBILITIES AND DUTIES**

ORIGINATOR: Joe A. Hairston, Superintendent

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources
George Duque, Manager, Staff Relations

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 4115.
This is the third reading.

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Attachment I – Policy Analysis
Attachment II – Policy 4115

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4115
EMPLOYEE CONDUCT AND RESPONSIBILITIES**

Statement of Issues or Questions Addressed

Board of Education Policy 4115 has not been revised since 1998. Policy 4115, as written, outlines the responsibilities and duties of teachers. Staff is recommending that Policy 4115 be revised to clearly define the Board of Education's expectations for all employees as it relates to employee conduct, responsibilities, and the belief that every employee conduct him/herself in a professional manner in the performance of their duties. The Policy has further been revised to conform to the Policy Review Committee's editing conventions.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 2372, *Conduct: Tobacco*
2. Board of Education Policy 4001, *Drug-Free Workplace*
3. Board of Education Policy 4002, *Precepts, Beliefs, and Values of the Baltimore County Public Schools*
4. Board of Education Policy 4003, *Sexual Harassment*
5. Board of Education Policy 4004, *Suspected Child Abuse, Neglect, and/or Inappropriate Behavior Toward a Student by an Employee of the Baltimore County Public Schools*
6. Board of Education Policy 4006, *Telecommunications Access to Electronic Information, Services and Networks*
7. Board of Education Policy 4008, *Obligations of Employees of the Board of Education of Baltimore County*
8. Board of Education Policy 4133, *Tutoring*
9. Board of Education Policy 4400, *Absences and Leaves*
10. Board of Education Policy 5440, *Child Abuse and Neglect*
11. Board of Education Policy 8360, *Definitions*
12. Board of Education Policy 8361, *General*
13. Board of Education Policy 8363, *Conflict Of Interest*
14. Board of Education Policy, 8364, *Financial Disclosure*
15. Board of Education Policy 8410, *Fraud Reporting*

Legal Requirements

1. *Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent.*
2. *Annotated Code of Maryland, Education Article §6-202, Suspension or dismissal of teachers, principals and other professional personnel.*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy 801.07, *Duties and Responsibilities – Teachers*
2. Howard County Board of Education, Policy 7030, *Employee Conduct and Discipline*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timeline

First reading – March 22, 2011

Public comment – April 5, 2011

Third reading/vote – May 10, 2011

PERSONNEL: [Professional] GENERAL

[Permanent:] EMPLOYEE CONDUCT AND Responsibilities [and Duties]

I. PHILOSOPHY

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THE CRITICAL ROLE ITS EMPLOYEES PLAY IN MAINTAINING THE PUBLIC IMAGE OF THE SCHOOL SYSTEM. THE BOARD FURTHER BELIEVES THAT ALL EMPLOYEES SHOULD CONDUCT THEMSELVES IN ACCORDANCE WITH STANDARDS OF BEHAVIOR THAT REFLECT THE EDUCATIONAL GOALS OF THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).
- B. THE BOARD BELIEVES THAT EVERY EMPLOYEE MUST MODEL ETHICAL BEHAVIOR, EXHIBIT A STRONG WORK ETHIC, WORK PRODUCTIVELY, AND PERFORM HIS/HER DUTIES IN A PROFESSIONAL MANNER.

[The professional tasks of teachers involve considerably more time than that devoted to actual class instruction, at all levels of teaching, kindergarten through grade 12. Some of these duties include but are not limited to: study and research to keep abreast of new knowledge and techniques; evaluation of students' work; record keeping; lesson planning and preparation; student, parent, and principal conferences; inservice training meetings; and pupil supervision outside the classroom, and other related duties.

Teachers are expected to be in their classrooms or at assigned duties prior to the beginning of their instructional day and after the close of their instructional day. This time is necessary for educational planning, preparation, and conferences with students, parents, and faculty members. Teachers whose effectiveness is impaired by a lack of lesson planning and participation in sufficient necessary activities before and after school should be dealt with as individuals. Rigid duty hours should not be imposed upon all teachers in order to discipline the few exceptions who take advantage of being treated as professional educators.]

- C. All EMPLOYEES [staff members] are expected to maintain a standard of dress, personal appearance, and general decorum, as well as moral standards and behavior that reflect their professional status in the community.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT APPROPRIATE RULES AND PROCEDURES TO ARTICULATE THESE EXPECTATIONS, INCLUDING PROVISION FOR TAKING APPROPRIATE DISCIPLINARY OR OTHER ACTION WHEN THIS POLICY HAS BEEN VIOLATED.

[It shall be the responsibility of the building principal to establish necessary regulations to accomplish effectively the goals of the instructional program in the school.]

Legal ReferenceS: [Annotated Code of Maryland,
Education Article § 6-201]

*ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE
§4-205, POWERS AND DUTIES OF COUNTY
SUPERINTENDENT.*

*ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE
§6-202, SUSPENSION OR DISMISSAL OF TEACHERS,
PRINCIPALS AND OTHER PROFESSIONAL PERSONNEL.*

RELATED POLICIES: BOARD OF EDUCATION POLICY 2372, *CONDUCT:
TOBACCO*
BOARD OF EDUCATION POLICY 4001, *DRUG-FREE
WORKPLACE*
BOARD OF EDUCATION POLICY 4002, *PRECEPTS,
BELIEFS, AND VALUES OF THE BALTIMORE COUNTY
PUBLIC SCHOOLS*
BOARD OF EDUCATION POLICY 4003, *SEXUAL
HARASSMENT*
BOARD OF EDUCATION POLICY 4004, *SUSPECTED
CHILD ABUSE, NEGLECT, AND/OR INAPPROPRIATE
BEHAVIOR TOWARD A STUDENT BY AN EMPLOYEE OF
THE BALTIMORE COUNTY PUBLIC SCHOOLS*
BOARD OF EDUCATION POLICY 4005, *DATING OR
SEXUAL RELATIONS BETWEEN STAFF AND STUDENTS*
BOARD OF EDUCATION POLICY 4006, *TELECOMMUNICATIONS ACCESS TO ELECTRONIC
INFORMATION, SERVICES, AND NETWORKS*

BOARD OF EDUCATION POLICY 4008, *OBLIGATIONS OF EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY*

BOARD OF EDUCATION POLICY 4133, *TUTORING*

BOARD OF EDUCATION POLICY 4400, *ABSENCES AND LEAVES*

BOARD OF EDUCATION POLICY 5440, *CHILD ABUSE AND NEGLECT*

BOARD OF EDUCATION POLICY 8360, *DEFINITIONS*

BOARD OF EDUCATION POLICY 8361, *GENERAL*

BOARD OF EDUCATION POLICY 8363, *CONFLICT OF INTEREST*

BOARD OF EDUCATION POLICY, 8364, *FINANCIAL DISCLOSURE*

BOARD OF EDUCATION POLICY 8410, *FRAUD REPORTING*

Policy

Adopted: 08/29/68

Revised: 09/23/98

REVISED: _____

Board of Education of Baltimore County