

PERSONNEL: [Professional] GENERAL

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

I. PURPOSE

TO PROVIDE GUIDANCE TO EMPLOYEES ON THE SCHOOL SYSTEM'S EXPECTATIONS CONCERNING EMPLOYEE CONDUCT AND RESPONSIBILITIES AS DIRECTED BY BOARD OF EDUCATION POLICY 4115.

II. STANDARDS

- A. EMPLOYEES WILL PERFORM THEIR RESPONSIBILITIES IN A SATISFACTORY MANNER AND WILL EXHIBIT THE PROFESSIONAL CONDUCT NECESSARY TO MEET THESE RESPONSIBILITIES.
- B. EMPLOYEES WILL EXHIBIT PROFESSIONAL CONDUCT THAT MODELS RESPONSIBLE CITIZENSHIP DURING WORK HOURS.
- C. EMPLOYEES WILL USE THE INTERNET AND E-MAIL IN AN APPROPRIATE MANNER AT ALL TIMES.
- D. ANY EMPLOYEE WHO IS CRIMINALLY CHARGED OR INVESTIGATED FOR A CRIME MAY BE SUBJECT TO DISCIPLINARY ACTION REGARDLESS OF WHEN OR WHERE THE CRIME OCCURRED OR THE OUTCOME OF THE CRIMINAL PROCEEDING.

III. DRESS

- A. ALL EMPLOYEES ARE EXPECTED TO BE NEATLY GROOMED AND DRESSED IN CLOTHING SUITABLE FOR THEIR ASSIGNMENT AND/OR THE WORK BEING PERFORMED.
- B. THOSE EMPLOYEES REQUIRED TO WEAR A UNIFORM MUST WEAR THE ENTIRE UNIFORM DURING THEIR WORKDAY.
- C. NO CLOTHING OR ADORNMENT MAY BE WORN THAT DISTRACTS FROM AND/OR DISRUPTS THE INSTRUCTIONAL PROGRAM.

IV. RESTRICTED ACTIVITIES

- A. EMPLOYEES ARE PROHIBITED FROM THE FOLLOWING, THE LIST IS NOT ALL INCLUSIVE:
1. ENGAGING IN CRIMINAL, DISHONEST, OR IMMORAL CONDUCT;
 2. USE OR POSSESSION OF ALCOHOL OR OTHER CONTROLLED DANGEROUS SUBSTANCES DURING THE DUTY DAY ON BOARD-OWNED OR BOARD-LEASED PROPERTY OR AT ANY SCHOOL-SPONSORED EVENT;
 3. SELLING OR USING ANY FORM OF TOBACCO ON BOARD-OWNED OR BOARD-LEASED PROPERTY;
 4. INAPPROPRIATE USE OF BCPS E-MAIL, INTERNET, OR OTHER ELECTRONIC COMMUNICATION DEVICES;
 5. ENGAGING IN SEXUAL MISCONDUCT INCLUDING, BUT NOT LIMITED TO, UNWELCOMED SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE, WHEN THIS CONDUCT IMPLICITLY OR EXPLICITLY AFFECTS AN INDIVIDUAL'S EMPLOYMENT, UNREASONABLY INTERFERES WITH AN INDIVIDUAL'S WORK PERFORMANCE, OR CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORK ENVIRONMENT;
 6. DISPLAYING DISCOURTEOUS CONDUCT OR DISRESPECT TO A STUDENT, EMPLOYEE, OR A MEMBER OF THE PUBLIC WHEN ACTING IN HIS/HER OFFICIAL CAPACITY;
 7. INAPPROPRIATE RELATIONSHIPS WITH STUDENTS OR PARENTS THAT EXTEND BEYOND THE BOUNDARIES OF THE PROFESSIONAL RELATIONSHIP;
 8. INAPPROPRIATE/UNPROFESSIONAL CONDUCT TOWARDS, OR RELATIONS WITH, OTHER PERSONS;
 9. FALSIFYING ANY SCHOOL RECORD OR EMPLOYMENT APPLICATION;
 10. MISUSE OF SCHOOL/SCHOOL SYSTEM FUNDS OR RESOURCES;
 11. DISORDERLY CONDUCT ON SCHOOL PROPERTY OR WHILE ON DUTY INCLUDING FIGHTING, THREATENING, AND/OR ATTEMPTING TO INFLICT BODILY HARM ON ANOTHER PERSON;
 12. POSSESSION ON SCHOOL PROPERTY OF FIREARMS OR OTHER WEAPONS;

13. DATING OR HAVING A SEXUAL OR OTHERWISE INAPPROPRIATE RELATIONSHIP WITH A STUDENT;
14. DISTRIBUTING OR ORALLY CONVEYING, DURING THE DUTY DAY, TO STUDENTS, EMPLOYEES, OR MEMBERS OF THE PUBLIC ANY MATERIALS OR INFORMATION RELATING TO ANY EMPLOYEE DISPUTE WITH THE SCHOOL SYSTEM;
15. OTHER CONDUCT DEEMED INCOMPATIBLE WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM.

[Teachers will be responsible to the principal for carrying out policies of the Board of education as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents. Teachers will be expected to furnish such after-school time as is needed for assisting students, conferring with parents, and doing their necessary out-of-school work. (Also see Master Agreement with Teachers' Association of Baltimore County, Maryland, Inc.)

1. Extracurricular Assignment

Assignments will be made to teachers for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties (however, a duty-free lunch is to be provided), and athletic events. Every effort will be made to make all assignments on an equitable basis.

2. Recommending Educational Materials

No teacher in any public school shall act as an agent for any author, publisher, book seller, or other person to introduce any book, apparatus, furniture, or other article in BCPS the schools of the state.

3. Accident Procedure

If an employee is involved in an accident while on duty, it is necessary to file an accident report with the principal or immediate supervisor within twenty-four hours.]

V. ADVISING

- A. [4.Capacity as Advisers–] Teachers SHALL [are] not [to] serve as advisers to parents of STUDENTS [children] or TO STUDENTS [children] not in their assigned class(es), [. Neither] NOR SHALL [are] they [to] issue any teaching materials, tests, OR OTHER EDUCATIONAL MATERIALS.

[etc., to such parents or children. It is proper procedure to ask these people] INSTEAD, THE TEACHER SHALL REFER THE PARENT OR STUDENT TO THE STUDENT'S [to consult their] respective CLASSROOM teacher[s], guidance counselor[s], OR SCHOOL [and] principal TO ADDRESS ANY CONCERNS [s concerning their problems].

- B. EMPLOYEES SHALL REFRAIN FROM DISCUSSING INDIVIDUAL SCHOOL/OFFICE AND/OR PERSONNEL MATTERS AND SHOULD ADVISE PERSONS TO ADDRESS THESE CONCERNS THROUGH APPROPRIATE ADMINISTRATIVE CHANNELS.

[5. Advertisement and Sale of Commercial Products and Services

Employees may not use their positions to their private commercial advantage. No announcement, advertisement, or informal communication of individual or group lessons, products or services offered by a teacher or other professional staff member to his/her personal advantage may be distributed in the schools to which the employee is assigned. Clubs, classes, or other organizations within the school may offer products or services for sale which have been approved by the principal and which are permissible under this and other policies and regulations, provided that all profits or commissions become the property of the school or school organization and no individual employee receives any rebate, commission, or other consideration from any source.

An individual or organization may advertise goods or services in school newspapers if no conflict of interest is involved. Teachers who are engaged in commercial activities outside school may also advertise in school newspapers except as restricted above.]

- C. [6.] EMPLOYEES SHALL REFRAIN FROM recommending SPECIFIC dentists, physicians, or businessES [Teachers are not to make recommendations] to parents OR STUDENTS [in regard to particular dentists, physicians, or business houses].

VI. ATTENDANCE AND LEAVE

- A. ALL EMPLOYEES MUST OBSERVE DESIGNATED DUTY HOURS AND BE PUNCTUAL IN REPORTING FOR WORK AND RETURNING FROM LUNCH PERIODS.
- B. ALL EMPLOYEES MUST NORMALLY OBTAIN ADVANCE AUTHORIZATION FOR ANY ABSENCE FROM DUTY. APPROVAL OF LEAVE IS A DISCRETIONARY MATTER RESERVED FOR THE SUPERVISOR.

- C. LEAVE IS ADMINISTERED IN ACCORDANCE WITH BOARD POLICIES, RULES, AND SCHOOL SYSTEM PROCEDURES.

VII. PERSONALLY IDENTIFIABLE INFORMATION

- A. EVERY EMPLOYEE WHO HAS ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION OF OTHER EMPLOYEES, STUDENTS, CONTRACTORS, OR OTHERS THROUGH THE COURSE OF HIS/HER EMPLOYMENT IS REQUIRED TO SAFEGUARD AND PROTECT SUCH INFORMATION FROM UNAUTHORIZED DISCLOSURE.
- B. EVERY EMPLOYEE IS REQUIRED TO IMMEDIATELY REPORT ANY KNOWN OR SUSPECTED BREACH, OR ACTUAL UNAUTHORIZED DISCLOSURE OF, THE PERSONALLY IDENTIFIABLE INFORMATION TO HIS/HER IMMEDIATE SUPERVISOR.

VIII. Supervision of Students

Teachers [, at all times,] are responsible for the conduct and safety of students WHO ARE ASSIGNED TO THEIR CLASSROOMS, AS WELL AS ENSURING THAT THESE STUDENTS ARE SUPERVISED AT ALL TIMES DURING THE REGULAR SCHOOL DAY. TEACHERS SHALL ENSURE THAT STUDENTS ARE NOT LEFT UNATTENDED AND SHALL BE RESPONSIBLE FOR PROVIDING [and will see that students observe safety rules. In the case of extreme emergency, the teacher should make every effort to provide] adequate supervision during his/her absence FROM THE CLASSROOM.

[No group of students should be left unattended while participating in school activities, with the exception of students who meet voluntarily to engage in religious activities that are consistent with Board of Education Policy 6113.1. The principal shall provide general supervision in areas where students engage in personal religious activities. The staff may not directly participate in or supervise such personal religious activities.

8. Condition of Classrooms

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period and before the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks, and other items of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers

using the room. On leaving the room for the day, teachers will turn out all lights, close and lock all doors and windows. All teachers have keys to their own rooms. They are privileged to use their own rooms at any time if they are not otherwise assigned, but they are responsible for the locking of all doors and windows after the rooms are used.

9. Cooperation with Custodians

The work of the custodians in protecting the health of everyone in school makes their job one of utmost importance. Cooperation of all staff members with the custodial staff in keeping the school environment clean and safe will be appreciated. If a teacher has suggestions to make about the way his/her room or area is being cleaned, please refer them to the principal, not directly to the custodial personnel.

10. Use of Telephone

The Board of Education shall equip each school and office building with telephone service adequate for the staff to conduct its professional business. This will include a sufficient number of lines and extensions and the placement of instruments so as to provide reasonable availability with adequate privacy for professional use by the staff.]

IX. [11.] Central Office Information, Current

It is the [teacher's] EMPLOYEE'S responsibility to keep the following restricted information currently correct at all times with the [Department of Personnel through his/her principal] APPROPRIATE BCPS OFFICE:

- a. Name
- b. Address
- c. Telephone number
- d. Credits earned to meet requirements to the salary schedule
- e. Dependents (Form W-4)
- [f. School
- g. County where residence is maintained.]

X. DISCIPLINE

A BOARD EMPLOYEE FOUND TO HAVE VIOLATED THESE EXPECTATIONS OF EMPLOYEE CONDUCT AND RESPONSIBILITIES

SHALL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.

LEGAL REFERENCES: *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*

Rule

Superintendent of Schools

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