

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 23, 2012

**TO:** **BOARD OF EDUCATION**

**FROM:** S. Dallas Dance, Superintendent

**SUBJECT:** **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 4002, OBLIGATIONS OF EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY**

**ORIGINATOR:** Kevin A. Hobbs, Deputy Superintendent

**RESOURCE PERSON(S):** Alpheus Arrington, Director of Personnel

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 4002. This is the first reading.

Attachment I – Policy Analysis  
Attachment II – Policy 4002

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 4002  
OBLIGATIONS OF EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY**

**Statement of Issues or Questions Addressed**

In accordance with the Board of Education Policy and Superintendent's Rule 8130, Policy 4100 is scheduled for review in school year 2012-2013. Policy 4002 provides that employees are required to model ethical behavior and exhibit a strong work ethic in the performance of their duties. Staff is recommending that the policy be revised to: (1) include a philosophy statement; (2) conform with 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 1110, *Media, Public Relations and Publications, Events, Television, and Web site*
2. Board of Education Policy 4000, *Precepts, Beliefs, and Values of the Baltimore County Public Schools*
3. Board of Education 4100, *Employee Conduct and Responsibilities*
4. Board of Education Policy 4101, *Drug-Free Workplace*
5. Board of Education Policy 4102, *Sexual Harassment*
6. Board of Education Policy 4103, *Suspected Child Abuse, Neglect and/or Inappropriate Behavior Toward a Student by an Employee of the Baltimore County Public Schools*
7. Board of Education Policy 4104, *Telecommunications Access to Electronic Information, Services and Networks*
8. Board of Education Policy 4402, *Termination of Employment*
9. Board of Education Policy 5440, *Child Abuse and Neglect*
10. Board of Education Policy 8360 Sub Series, *Ethics Code*  
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.*
3. *Annotated Code of Maryland, Family Law Article §5-704, Reporting of abuse or neglect – By health practitioner, police officer, educator, or human service worker.*

**Similar Policies Adopted by Other Local School Systems**

1. Dorchester County Board of Education Policy 603.1, *Behavior of Employees*
2. Howard County Board of Education Policy 7030, *Employee Conduct and Discipline*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First reading – October 23, 2012

Public comment – November 7, 2012

Third reading/vote – December 4, 2012

PERSONNEL: General

Obligations of Employees of the Board of Education of Baltimore County

I. PHILOSOPHY

[As evidenced in its ethics code policies and in the *Blueprint for Progress*,] The Board of Education of Baltimore County (Board) believes that every employee must model ethical behavior, [and] exhibit a strong work ethic, AND PERFORM AT HIGH LEVELS.

II. STANDARDS

A. As models of ethical behavior, all employees must make themselves familiar with, and abide by, FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS; BOARD [, the laws of the United States, State of Maryland, the regulations of the State Board of Education, and local codes that affect their work, as well as the] policies and decisions; [of the Board, and the applicable] Superintendent's rules; AND SCHOOL SYSTEM PROCEDURES.

B. [All] Employees SHALL [are expected to] comply with the lawful direction of their supervisors in the performance of their duties.

C. Failure to adhere to this policy shall be cause for disciplinary action and may be characterized as misconduct in office, insubordination, willful neglect of duty, incompetency, or immorality.

III. IMPLEMENTATION

A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

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*.

*Annotated Code of Maryland, Family Law Article §5-704, Reporting of abuse or neglect – By health practitioner, police officer, educator, or human service worker.*

- Related Policies: Board of Education Policy 1110, *Media, Public Relations and Publications, Events, Television, and Web site*  
Board of Education Policy 4000, *Precepts, Beliefs, and Values of the Baltimore County Public Schools*  
Board of Education 4100, *Employee Conduct and Responsibilities*  
Board of Education Policy 4101, *Drug-Free Workplace*  
Board of Education Policy 4102, *Sexual Harassment*  
Board of Education Policy 4103, *Suspected Child Abuse, Neglect AND/or Inappropriate Behavior TOWARD A STUDENT by an Employee of the Baltimore County Public Schools*  
Board of Education Policy 4104, *Telecommunications Access to Electronic Information, Services and Networks*  
BOARD OF EDUCATION POLICY 4402, *TERMINATION OF EMPLOYMENT*  
Board of Education Policy 5440, *Child Abuse and Neglect*  
BOARD OF EDUCATION POLICY 8360 SUB SERIES, *ETHICS CODE*  
BOARD OF EDUCATION POLICY 8410, *FRAUD REPORTING*

Policy  
Adopted: 11/20/07  
Edited: 07/01/11  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County