RULE 4100

PERSONNEL: Conduct

Employee Conduct and Responsibilities

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 4100 by providing guidance to employees on the school system’s expectations concerning employee conduct and responsibilities.

II. Definitions

A. Board Property – Any Board-owned, controlled or leased property or vehicle, regardless of whether students are present.

B. Internet – A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

C. School-Sponsored Activity – Any activity that is sponsored, approved, conducted, planned and/or supervised by Board employees regardless of whether the activity takes place on or off school property or occurs during regular instructional hours.

D. Social Media – Any form of online publication or presence that allows interactive communication including, but not limited to, social networks, blogs, Internet Web sites, Internet forums and Wikis. Examples of social media include, but are not limited to, Facebook™, Twitter™, YouTube, Google+, Instagram, Snap Chat and LinkedIn.

E. Technology – Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

III. 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 and model responsible citizenship during work hours.

C. Employees shall comply with the Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees when using Baltimore County Public Schools’ (BCPS) technology, e-mail and social media.

D. Social media communication involving BCPS activities must comply with existing Board policies, Superintendent’s rules and school system procedures related to prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.

E. An 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.

F. Employees are required to comply with Board Policies, Superintendent’s Rules and school system procedures in the performance of their duties.

IV. 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.

V. Restricted Activities

Employees are prohibited from engaging in the following; the list is not all inclusive.

A. Engaging in criminal, dishonest or immoral conduct.

B. Using, possessing or dispensing to another a controlled dangerous substance, unless obtained directly or by prescription or order from an authorized provider acting in the course of professional practice, on Board property or when attending any school-sponsored activity.
C. Using, possessing or dispensing alcohol in any quantity on Board property or when attending any school-sponsored activity.

D. Selling or using tobacco products and tobacco-related devices, imitation tobacco products and electronic cigarettes on Board property or when attending a school-sponsored activity.

E. Inappropriate use of BCPS e-mail, internet, social media or other electronic communication technology.

F. 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.

G. Displaying discourteous conduct or disrespect to a student, employee or a member of the public when acting in his/her official capacity.

H. Inappropriate relationships with students or parents that extend beyond the boundaries of the professional relationship.

I. Inappropriate communications with students in any format, including, but not limited to: written communications, electronic mail and social media.

J. Inappropriate/unprofessional conduct toward, or relations with, other persons.

K. Forging, altering, falsifying or otherwise tampering with any Board document, account, invoice, purchase order, transaction or files in any form.

L. Falsifying an employment application and all related documents pertaining to employment.

M. Misappropriating cash, securities, inventory, supplies, fixed assets or other Board assets.

N. Removing, borrowing, destroying or using school system records, furniture, fixtures or equipment without permission.
O. Improper handling or reporting of cash, Board assets or transactions.

P. Falsifying time records or expense reports.

Q. Abusing leave time, including overtime and compensatory time, and/or failing to obtain required authorization for overtime and/or compensatory time.

R. Falsifying medical documentation from health care providers.

S. Disorderly conduct on school property or while on duty including fighting, threatening and/or attempting to inflict bodily harm on another person.

T. Possessing a firearm or other weapon on Board property or while attending a school-sponsored activity.

U. Dating or having a sexual or otherwise inappropriate relationship with a student.

V. 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.

W. Other conduct deemed incompatible with the educational mission of the school system.

VI. Advising

A. Teachers shall not serve as advisers to parents of students or to students not in their assigned class, nor shall they issue any teaching materials, tests or other educational materials. Instead, the teacher shall refer the parent or student to the student’s respective classroom teacher, guidance counselor or school principal to address any concerns.

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.

C. Employees shall refrain from recommending specific dentists, physicians or businesses to parents or students.
RULE 4100

VII. Confidential Information

A. Employees who have access to confidential information on other employees, students, contractors and/or others through the course of their employment are required to safeguard and protect such information from unauthorized disclosure. Confidential information and records may not be disclosed except as authorized by federal or state law and regulation or by Board policy, Superintendent’s rule or school system procedures.

B. Employees shall comply with all school system policies, rules and procedures on student privacy, including Board Policy and Superintendent’s Rule 4104, Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees, Board Policy and Superintendent’s Rule 5230, Student Records, and Board Policy and Superintendent’s Rule 6202, Technology Acceptable Use Policy (TAUP) for Students. Employees are required to comply with parental privacy options for the release of a student’s directory information, including the release of directory information through social media platforms.

C. Employees recognize that violation of any breach of confidentiality may lead to disciplinary action against them, up to and including termination of employment.

D. Employees are required to exercise a reasonable degree of care to prevent the loss of information or the disclosure of such confidential information and immediately report any known or suspected breach, or actual unauthorized disclosure of, any personally identifiable information to their immediate supervisor.

VIII. Supervision of Students

A. Employees who are responsible for the conduct and safety of students under their care shall ensure that these students are appropriately supervised at all times during the regular school day, while being transported on Board-owned or leased vehicles and/or during school-sponsored activities.

B. Employees shall ensure that students are not left unattended and shall be responsible for providing the required level of necessary and adequate supervision.

IX. Personal Central Office Information, Current
A. All employees are required to keep the following personal information updated at all times in the human resources information system:
   1. Name;
   2. Current address;
   3. Home, cell and office telephone numbers;
   4. Credits earned to meet requirements to the salary schedule; and
   5. Dependents (Form W-4).

B. Employees shall notify the school system of any changes to their personal information by making the changes directly through the Employee Self Service (ESS) system on the school system’s Intranet or by completing applicable forms and submitting them to the Department of Human Resources and/or the Office of Payroll.

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 Supervisors, Assistant Superintendents or Other Professional Personnel

Related Policies:  
Board of Education Policy 0200, Precepts, Beliefs and Values of the Baltimore County Public Schools  
Board of Education Policy 2372, Tobacco-Free and Smoke-Free School Environment  
Board of Education Policy 4002, Obligations of Employees of the Board of Education of Baltimore County  
Board of Education Policy 4005, Tutoring/Educational Services  
Board of Education Policy 4008, Data Governance  
Board of Education Policy 4101, Drug-Free Workplace  
Board of Education Policy 4102, Sexual Harassment  
Board of Education Policy 4103, Child Abuse and Neglect  
Board of Education Policy 4104, Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees
Board of Education Policy 4203, *Absences and Leaves*
Board of Education Policy 5230, *Student Records*
Board of Education Policy 6202, *Technology Acceptable Use Policy (TAUP) for Students*
Board of Education Policy 8360, *Applicability and Definitions*
Board of Education Policy 8361, *Statement of Purpose and Policy*
Board of Education Policy 8363, *Conflict of Interest – Prohibited Conduct*
Board of Education Policy, 8364, *Financial Disclosure Statements*
Board of Education Policy 8410, *Reporting Fraud, Waste, Abuse or Unlawful Acts*
Board of Education Policy 8420, *Anti-Retaliation*

Related Rule: Superintendent’s Rule 4101, *Drug-Free Workplace*

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