

BOARD OF EDUCATION
POLICY 7030
EMPLOYEE DISCIPLINE

Effective: March 14, 1996

Policy Statement

The Board of Education for The Howard County Public School System (HCPSS) affirms that all employees, students, and representatives of the Howard County Public School System are expected to conduct themselves in accordance with applicable laws and the standards of behavior that reflect and support the educational and human relations philosophies of the Howard County Public School System.

All employees are expected to perform their job duties as specified in the appropriate job descriptions for their respective positions in a professional manner.

To that end, the Superintendent is directed to develop regulations and procedures to provide uniform and consistent application of disciplinary action. This disciplinary action will be used when employees' behavior and/or work performance is/are below the acceptable level of performance and/or standards of behavior.

Original Approval: March 14, 1996

I. Definitions

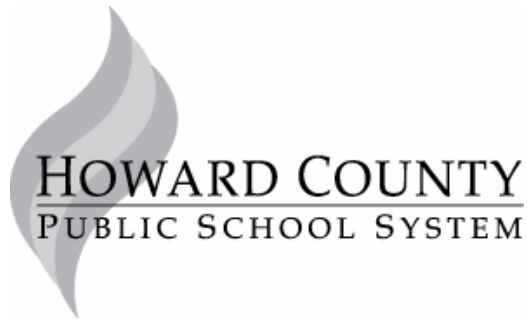
- A. Immorality - An act or course of conduct or behavior that conflicts with generally held moral principles of the community and is not in keeping with the standards expected of individuals who are employed by the Howard County Public School System.
- B. Misconduct in Office - Any wrongdoing by an employee in relation to the duties of his/her assigned position.
- C. Insubordination - Failure to follow a valid directive from a person in a position of authority, (e.g., supervisor, administrator).
- D. Incompetency - Lacking the knowledge, skills, ability, and/or failing to adequately perform the duties of an assigned position.
- E. Willful Neglect of Duty - Failure to follow a requirement of Public School Law, Regulations of the Department of Education, policies, and procedures of the school system, directives, or job requirements known to the employee.
- F. Oral Warning - An oral statement to the employee indicating that conduct or performance fails to meet an acceptable level..
- G. Written Warning - A written statement to the employee indicating that conduct or performance fails to meet an acceptable level which will be made a part of the employee's personnel file.
- H. Letter of Reprimand - A written statement which specifies it is a reprimand and that there has been a serious and/or repeated violation of expected conduct or performance and which shall be made a part of the employee's personnel file.
- I. Demotion - Reduction to a lower salary grade, rate of pay, and/or position for disciplinary reasons or in conjunction with another disciplinary measure(s).
- J. Dismissal - Discharge from employment.
- K. Suspension - The temporary removal for disciplinary reasons, without pay, of an employee from his/her assignment.

II. Regulations

- A. Administrators and supervisors shall take appropriate action to resolve any situations in which an employee has failed to conform to this policy.
- B. The Howard County Public School System recognizes that action taken by the administrator/supervisor will be influenced by the standards established for employees by laws, regulations, policies, and procedures of the Howard County Public School System. Additionally, the Howard County Public School System recognizes that appropriate disciplinary action for all employees may include suspension or dismissal of the employee.
- C. This policy may be used in conjunction with any other existing policy and future policies which include a specification for disciplinary action toward an employee. (Example: Policy 1030 calls for disciplinary action for child abuse-related incidents.)
- D. The Howard County Public School System recognizes the following kinds of disciplinary action, any of which are available and will be used in accordance with the circumstances.
- Dismissal
 - Demotion
 - Suspension
 - Letter of Reprimand
 - Written Warning
 - Oral Warning
- E. The Board of Education recognizes the following as reasons for imposing discipline. Cited here are categories with examples of infractions that might warrant disciplinary action. This list is not inclusive, and examples may apply to more than one category.
1. Immorality
 - a. Immodest, lewd, obscene conduct or language that renders the employee unfit for the performance of his/her duties.
 - b. Inducing students or others to participate in/or commit an act or acts which are immodest, indecent, or obscene.
 - c. Other conduct deemed incompatible with the educational mission of the school.
 - d. Conduct contributing to the delinquency of a minor
 - e. Child Abuse

2. Misconduct in Office
 - a. Knowingly failing to report suspected child abuse
 - b. Sexual harassment (Policy 1020, Sexual Harassment)
 - c. Intimidation of students, staff or citizens at large, including use of racial slurs and/or other derogatory remarks
 - d. Misuse or negligent treatment of Board of Education property
 - e. Disclosing confidential information to unauthorized persons
 - f. Inappropriate relationships with students or parents
 - g. Inappropriate/unprofessional conduct toward or relations with other persons.
 - h. Abuse of alcohol and other controlled dangerous substances and possession and use of illegal drugs and controlled dangerous substances (Policy 7040 and 7050)
 - i. Falsifying of any school record or employment application
 - j. Misuse of school/school system funds
 - k. Disorderly conduct on school property or while on duty to include: fighting, threatening, and/or attempting to inflict bodily harm on another person
 - l. Possession of firearms or other weapons on Board property
 - m. Dating and/or having a sexual relationship with a student
3. Insubordination
 - a. Failure to perform all work and duties assigned by a supervisor/administrator in charge
 - b. Failure to follow the written or verbal instruction of a supervisor/administrator
4. Incompetence
 - a. Failing to complete work assignments
 - b. Performing work assignments in an inappropriate or unsatisfactory manner
5. Willful Neglect of Duty
 - a. Unexcused absences
 - b. Excessive tardiness
 - c. Unauthorized absence or misuse of leave
 - d. Failure to follow specified course of studies adopted by the Board of Education

Original Approval: March 14, 1996



POLICY 7030-PR
IMPLEMENTATION PROCEDURES
EMPLOYEE DISCIPLINE

Effective: March 16, 1996

-
- I. The specific form of discipline chosen in an individual case will be solely at the discretion of the Superintendent or designee. In implementing this policy, every attempt will be made to follow the progressive forms of discipline where appropriate.
 - II. The Howard County Public School System recognizes the constitutional rights of employees and assures them the protection of due process of law. In implementing this policy, all supervisors/administrators shall follow due process in the disciplining of employees.
 - III. The Superintendent or his designee may make changes in regular assignments or temporarily reassign employees to positions pending completion of personnel investigations and/or appropriate disciplinary action.

Administrative Approval: March 14, 1996