
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATION REGULATIONS**

**BOARD POLICY BHC: REPORTING IMPROPER ACTIONS BY CARROLL
COUNTY PUBLIC SCHOOLS EMPLOYEES, CONTRACTORS, OR AGENTS**

1. REPORTING PROCEDURES

In keeping with the intent of this policy, these procedures are designed to facilitate, rather than to discourage, employees and other persons to report known or suspected improprieties committed by any employee at any level of authority or by the Board of Education's agents or independent contractors.

1. Employee: When an employee of Carroll County Public Schools becomes aware of actions that the employee, in good faith, reasonably believes constitutes any act of impropriety covered by this policy, that employee should raise the matter first with the employee's direct supervisor. The supervisor shall then promptly report the matter to the Superintendent. If an employee is uncomfortable in making a report to his or her supervisor, then the employee should report the matter to the Superintendent. In the event that the employee reasonably believes that the Superintendent is in any way involved in the act of impropriety, then the employee should report the matter to the President of the Board of Education of Carroll County. Reports may be made orally or in writing.
2. Non-employee: When a person other than an employee of the Carroll County Public Schools becomes aware of actions that the person, in good faith, reasonably believes constitutes any act of impropriety covered by this policy, that person is encouraged to report the matter to the Superintendent or to any elected member of the Board of Education of Carroll County. Reports may be made orally or in writing.
3. All Persons: Any person who makes a report under this policy shall be given a copy of this policy and advised of the procedures set forth herein.

2. INVESTIGATION PROCEDURES

1. Every report made in accordance with this policy shall be investigated in as prompt and thorough a manner as possible and as warranted by the circumstances of the report.
2. To the extent allowed by law, and subject to the need to conduct a thorough investigation, the identity of the person making the report, the identity of the person named in the report, and the identity of any other witness shall be kept confidential. All persons involved in conducting an investigation under this policy must take appropriate steps necessary to safeguard the confidential nature of the information obtained in an investigation.
3. Under no circumstances should any employee conduct an independent investigation

or attempt to negotiate or resolve any report under this policy without the express direction of the Superintendent or the Board of Education of Carroll County.

4. In any investigation conducted under this policy, the Superintendent or the Board of Education of Carroll County may designate an administrative employee, legal counsel, or outside investigators to assist in, or conduct the investigation.
5. After an investigation has been commenced or concluded, the person making a report under this policy will be encouraged to meet with the person responsible for conducting the investigation. The person making the report will be given an oral summary of the investigation findings but shall be advised that personnel actions, if any, must be kept confidential and may not be revealed to the person making a report.

3. PROTECTION AGAINST RETALIATION

1. No retaliatory act of any kind will be taken against any person who, in good faith, submits a report under this policy.
2. Any retaliatory action taken by an employee against any person who, in good faith, submits a report under this policy shall be considered an act of misconduct subject to appropriate discipline under Sections 6-201 and/or 6-202 of the Education Article to the *Annotated Code of Maryland*.
3. Any person who believes that he or she is being subjected to retaliation in violation of the terms of this policy should immediately report this matter to the Superintendent or to the President of the Board of Education of Carroll County.