

# Frederick Classical Charter School

## Board of Trustees

### Code of Conduct

As a member of the Board of Trustees of Frederick Classical Charter School, Inc., I \_\_\_\_\_,  
commit to an understanding, respect and adherence of the following statements:

1. I will serve the children and parents of Frederick Classical Charter School (FCCS) in accordance with Frederick Classical Charter School, Inc.(FCCS, Inc.) Bylaws and FCCS Policies and Procedures (as well as the Charter of FCCS and the bylaws therein) and any other documents approved by the State of Maryland or Frederick County, Maryland District, in an effort to have all advisements made for the best interest of all the stakeholders of FCCS.

2. I agree to ensure that FCCS, Inc. maintains its mission and vision in following a classical approach to education. I will keep abreast of important developments in research and practices by individual study and through participation in all Board training opportunities.

3. I will support the delegation of authority for the day-to-day administration of FCCS to the school's Administrator(s) and act accordingly.

4. I will hold the school leadership accountable to the Board and at least annually participate in a comprehensive evaluation of the Head of School based on his or her job description, contract, and any identified performance standards.

5. I will abide by and support the majority advisements of FCCS, Inc. The right of dissent is accommodated by recording dissention during meeting discussions.

6. I will never attempt to exercise any authority over the school or speak for FCCS, Inc., respond to media requests as a Board member or send out communication from the Board on any issue, unless I have been authorized by a majority of the FCCS, Inc. Board.

7. I recognize that individual FCCS, Inc. Board members have no legal authority as an individual to act as FCCS, Inc. unless specifically authorized by FCCS, Inc. Board members will take no private action that might compromise the Board or Administration and will respect the confidentiality of privileged information.

8. I will be aware of the implications of my board role for FCCS, Inc and will be aware of how it affects my relationships with other school community members.

9. I will regularly attend meetings. FCCS, Inc. Board members will not miss more than three regularly scheduled meetings consecutively without prior approval.

10. As a Board member, I will not discuss or present performance research, personnel information, sensitive information, etc. being addressed by FCCS, Inc. outside of FCCS, Inc. meetings until results of said research are published, or unless specifically agreed upon by FCCS, Inc.

11. I will respectfully participate in Board discussions in an open and honest manner. I will respect the differences of opinion or perspective of others and make no unprofessional remarks, in or out of FCCS, Inc meetings, about other members of FCCS, Inc or members of the school community. I will observe parliamentary procedures and display courtesy in all meetings.

12. I will regularly read all Board related documents and communication and respond in a timely manner when necessary. I am expected to use my Board provided email account for communications related to my service on the Board.

13. I will prepare for scheduled Board meetings by reviewing previous Board minutes and all other supporting documents provided.

14. I will ask critical questions, so I will be fully informed about issues facing FCCS, Inc. I will also carefully examine all sides of issues before making advisements.

15. I will recuse myself from the deliberation and vote for any issue in which I have an unavoidable conflict of interest.

16. I will follow through on my commitments to the Board and the Working Groups or Committees on which I serve.

17. I will act as an informed leader to advocate on behalf of Frederick Classical Charter School among all stakeholders, including students, parents, faculty, administration, community members and donors.

18. I will not attempt to exert influence on any school employee or parent on the basis of my membership on the Board.

19. I agree to ensure FCCS, Inc practices good stewardship of the FCCS, Inc. financial resources.

20. I understand that I will not be compensated for any service provided as a Board member or any of my duties related to my position on the Board. Should items be purchased for the school or for the purpose of the Board using personal resources then the proper Finance Committee procedure will be followed for reimbursement.

21. I will not use the school or any part of the school program for my own economic advantage or for the advantage of my family or friends.

22. I will not solicit any favor, gift, or other item of monetary value, improperly use school property, use my school board status for personal benefit, or make unauthorized promises or commitments on behalf of FCCS, Inc.

23. I understand that I am expected to disclose any personal, business, or financial relationship with vendors or applicants doing business or proposed business with FCCS.

24. I understand that failure to disclose an actual or possible conflict of interest is grounds for removal from the FCCS, Inc. Board .

25. I will direct and encourage parents or staff of FCCS with matters of personal interest or concerns to address said matters with the appropriate individual(s). A document with recommended chain of command will be provided to the individual(s) if requested or if said individual(s) continue bringing matters of concern to FCCS, Inc and ignoring previous recommendations.

26. FCCS Inc. Board members will be on the school premises, during school hours, in one of the following capacities: (Under each scenario, FCCS Inc. is expected to leave the school premises upon completing the purpose of their visit).

- a) In the capacity as a parent. FCCS Board members are subject to the same protocols and restrictions as non-FCCS Board parents. Discussions with staff and admin related to their capacity as a FCCS Inc member may not occur during visits in the capacity as a parent.
- b) In the capacity as a volunteer. FCCS Board members must declare the time associated with volunteer operations versus private parent visits associated with staff and administration. Discussions with staff and admin related to their capacity as a board member may not occur during visits in the capacity as a volunteer.
- c) In the capacity as a FCCS Inc, board member. Meetings with the Administrative staff must be scheduled in advance. Observation of activity when a class is in session may also be previously arranged with a school Administrator. Should an unscheduled observation of classroom activity occur, Board members must inform a school Administrator that they are present in the building for this purpose.

27. Social media and other online forums:

- a) FCCS Inc. Board members are allowed to associate themselves with the organization when posting but they must clearly brand their online posts as personal and purely their own.
- b) FCCS Inc. should not be held liable for any repercussions the members' content may generate.
- c) Content pertaining to sensitive FCCS Inc. information (particularly personnel issues) must not be shared to the outside online community.
- d) Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated.
- e) Harassment will not be tolerated.

28. FCCS, Inc's first and greatest concern must be the educational welfare of all students attending FCCS.

I, the undersigned, hereby agree to the terms and conditions of the Frederick Classical Charter School Inc., Code of Conduct. I further acknowledge that any failure on my part to strictly adhere to the FCCS Code of Conduct may result in my removal from the FCCS Board of Trustees.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Frederick Classical Charter School Confidentiality Agreement

In order to encourage and foster open and candid discussion at its meetings, the Board of Trustees of Frederick Classical Charter School (FCCS) believes confidentiality must be maintained. Therefore, it is the policy of the Board of Trustees that each officer and trustee member shall keep confidential any and all information relating to discussions at its meetings, including any and all materials, e.g., correspondence, reports, etc., unless compelled by legal process to disclose such information, or as otherwise agreed by the Board.

Board members acknowledge that any violation of this policy could cause harm to FCCS and frustrate Board deliberations. Therefore, any Board member who violates this policy shall be subject to termination of his/her Board position.

I have read and understand the above statement and agree to abide by the Frederick Classical Charter School Confidentiality Agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_