

PROFESSIONAL CONDUCT

1 The Loudoun County School Board expects all staff, as public employees, to
2 recognize that they are in a position of public trust and are held to the highest standard of
3 personal and professional conduct, serving as role models, influencing and shaping young
4 lives, and representing the school division. It is the policy of the School Board to promote
5 and foster work and educational environments that demonstrate the principles of respect,
6 professionalism, civility, and inclusivity.

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8 As stewards of the school division, employees are expected to convey these
9 principles to students, parents, colleagues, and the school community through their actions
10 and day-to-day activities.

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12 A. Expectation of Professionalism. Employees are expected to perform all
13 assigned job duties in accordance with performance standards and job-specific
14 requirements (to include attendance-related policies, procedures, and guidelines).
15 Employees are expected to conduct themselves professionally, to treat all individuals with
16 dignity, respect, and civility, and to demonstrate a commitment to an inclusive, safe and
17 supportive work and educational environment where individuals from diverse backgrounds
18 work together to pursue the shared mission of the school division.

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20 B. Commitment to Equitable Treatment. The Loudoun County School Board is
21 committed to an equitable and inclusive work and educational environment for employees
22 and students. Loudoun County Public Schools rejects behavior and language that
23 denigrates or demeans individuals on the basis of actual or perceived race, national origin,
24 ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related
25 medical conditions, marital status, age, religion, disability, genetic information, veteran
26 status or any basis protected by law, recognizing that such behavior and language
27 encourages discrimination, hatred, oppression, and violence. Employees are expected to
28 support the school division's commitment to action-oriented equity and nondiscrimination
29 practices through the performance of their job duties in order to promote respect,
30 professionalism, civility and inclusivity for all persons.

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32 C. Recognition of Appropriate Employee-Student Boundaries. Employees are
33 expected to establish and maintain appropriate physical, social and emotional boundaries
34 with students. All forms of contact and communication with students must be transparent,
35 accessible to supervisors and parents, nonsexual, unambiguous in meaning, and
36 professional in reference and content.

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38 Nothing herein shall be construed to limit appropriate student-staff relationships such
39 as friendships between families, friendships between children, membership in faith-based
40 or civic-minded communities or any appropriate familial relationship of the employee.

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42 D. Reporting. Employees with supervisory responsibilities are expected to
43 encourage professional, respectful, civil, equitable, nondiscriminatory and inclusive work and
44 educational environments for employees and students, and to address issues of
45 unprofessionalism. Employees and students who feel they have been subjected to conduct

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46 that may violate the expectations outlined within this policy, should notify their supervisor or
47 appropriate school administrator, respectively, as outlined in Regulation 7560.

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49 1. Employees must ensure they are following reporting requirements
50 outlined in School Board policies. Additionally, any employee who becomes aware of sexual
51 harassment by any means is obligated to immediately report it to their supervisor who will, in
52 turn, report the matter to the Title IX Coordinator.

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54 2. Employees should report violations of LCPS's commitment to equitable
55 treatment and all forms of harassment and unlawful discrimination of students and staff to
56 their immediate supervisor or principal.

57 E. Protected Speech. Employees of the school division must recognize that they
58 are in a position of public trust. However, nothing in this policy or any other policy shall be
59 interpreted as abridging an employee's First Amendment right to engage in protected
60 speech or their right to a private life outside of their work responsibilities except as provided
61 by law.

62 F. Provision Against Retaliation. Employees are prohibited from retaliating against
63 an individual for raising concerns of potential violations of this policy. Individuals who
64 knowingly make false complaints under this policy are subject to disciplinary action.
65 Reasonable, good faith beliefs that this policy has been violated will not result in discipline if
66 the concerns raised are later proven untrue.

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71 Adopted: 10/10/72

72 Revised: 6/22/93, 4/26/16

73 Current Revision: xx/xx/xx

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78 Legal Refs: § 22.1-291.4, § 1-276.01

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80 Cross Refs: Policy 7014, Environments Free From Harassment, Discrimination and Abuse,
81 Policy 7016, Employment Complaints, Policy 7312, Evaluation of Licensed, Classified, and
82 Administrative Staff, Policy 7530, Duty to Report Child Abuse and Neglect, Policy 7550 Drug-
83 and Alcohol-Free Workplace, Regulation 7560 Professional Conduct, Policy 7566, Employee
84 Technology Acceptable/Responsible Use New, Policy 8250, Bullying Prevention and
85 Education, Duty to Report Sexual Harassment as provided by Title IX Regulations, 34 C.F.R.
86 Part 106.