Book	Policy Manual
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The purpose of this Regulation is to deter misconduct, provide accountability, and establish clear boundaries for interactions among students, teachers, other School Board employees, and adult volunteers and contractors (collectively "School Staff").

General Conduct Expectations

The Roanoke City School Board expects and requires that all School Staff maintain the highest professional standards when interacting with students and other School Staff. Interactions between and among Roanoke City Public Schools School Staff, students, and other School Staff must be based on mutual respect and trust, appropriate boundaries inside and outside the school setting, and consistent with the School Board's educational mission and policies and procedures. Generally, all School Staff members shall limit their interactions with students to a school-related purpose consistent with their job duties, responsibilities, or the purpose of their visit to school property. School Staff members are expected to be aware of the appearance of impropriety when interacting with students and have the responsibility to discuss or notify the building administrator, their direct supervisor, or Division Title IX Coordinator when they suspect or have any questions about whether particular conduct violates this Regulation and its related policy. With respect to interactions between and among School Staff, School Staff must treat other School Staff with mutual respect, in accordance with School Board policies, procedures, and applicable law.

Communication and Interaction between School Staff Members and Students

School staff members shall limit communications with students, whether face-to-face or through social media, other online platforms, text messaging, or other similar applications to school-related topics or for educational purposes. School staff members are prohibited from communicating with students, whether face-to-face or through social media, other online platforms, text, or other similar applications, in a way that violates the law, School Board policies, or procedures.

School staff who elect to use social media and text communications are expected to inform parents/guardians and immediate supervisors that they intend to use electronic communication methods, how these tools will be used, and how parents may access or receive copies of all communications before using electronic communication.

Social media and text communications should be used almost exclusively to:

- provide multiple recipients with information related to school, athletic, and/or extracurricular activities. (Examples of "multiple recipients" include groups of involved students, parents who have requested copies of electronic communications, and immediate supervisors when appropriate); and
- answer school-related questions in a timely and professional manner.

Social media accounts created for the purpose of communicating school business with students/parents/community stakeholders will be maintained separately from personal social media accounts. All communications are expected to reflect the professionally appropriate relationship that exists between staff and the students they supervise as outlined in Board Policy GAAE: Personnel Policies and Statement of Ethics. Login and password information for social media or electronic communication application accounts created for the purpose of communicating school business with students/parents/community stakeholders will be made available to the administration upon request

Examples of inappropriate interactions whether in-person or via electronic communications means include, but are not limited to, the following:

- Having physical contact with a student that could be reasonably interpreted as constituting sexual harassment under the law or School Board policies or regulations.
- Sharing pornography with a student.
- Invading a student's personal privacy unnecessarily, such as for non-counseling, social work, psychology, or student support staff, initiating or encouraging students to disclose their individual or family concerns, problems, and relationships.
- Singling out a particular student or group of students for personal attention and friendship beyond the bounds of an appropriate educator/mentor-student relationship.
- Providing students with alcohol, drugs, tobacco, vapes, related products, or other illegal materials or items.
- Socializing where students are consuming alcohol, drugs, tobacco, vapes, or related products.

- Engaging, creating, or encouraging a flirtatious, romantic, or sexual relationship with a student.
- Sending students on personal errands, off school property, unrelated to any educational purpose.
- Engaging in banter, allusions, jokes, or innuendos of a sexual nature with students.
- Having a conversation of a sexual or sexual innuendo nature with students not related to the school staff member's professional responsibilities.
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.
- Maintaining personal contact with a student outside of school by phone, email, instant messenger or chat rooms, social networking sites, electronic communication applications, or letters (beyond homework or other legitimate school purpose) without including the parent/guardian.
- Socializing or spending time with students without a parent/guardian's knowledge or approval in activities such as going out for beverages, meals, movies, shopping, traveling, and recreational activities outside of school-sponsored events, except as participants in organized community activities; or
- Conducting ongoing, private conversations with individual students unrelated to school activities or the student's well-being and taking place in locations inaccessible to others.
- Inviting a student or students for home visits without informing parents/guardians.
- Visiting the homes of students without the knowledge of parents/guardians.
- Inviting students for social contact off school grounds without the permission of parents/guardians or
- Transporting students in personal vehicles without the knowledge of parents/guardians or supervisors.

Moreover, the following interactions below may create an appearance of/or actual impropriety. Accordingly, school staff should avoid these situations whenever possible and seek guidance from a building administrator, direct supervisor, or Division Title IX Coordinator regarding whether the circumstances are appropriate.

- Addressing students or permitting students to address School Staff members with personalized terms of endearment, "pet names," or otherwise in an overly familiar manner; or
- Exchanging personal gifts, cards, or letters with an individual student.

School Staff Members should avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of the communication.
- Whether there was an attempt to conceal the communication from supervisors and parents/guardians.
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and
- Whether the communication was sexually explicit.

Communication and Interactions between and among School Staff

School Staff are required at all times to behave and conduct themselves in a professional manner so as to promote the bests interests of Roanoke City Public Schools and create a positive and healthy work environment, conducive to student learning. Such conduct and behavior includes, and is not limited to:

- Reporting to work on time, as scheduled;
- Giving adequate and proper advance notice whenever unable to work or to report on time;
- Wearing clothing appropriate for teaching and interacting with students;
- Maintaining work stations in cleanliness and orderliness;
- Treating all students, visitors, and School Staff in a courteous manner;
- Refraining from behavior or conduct that reasonably could be deemed offensive or
- obscene or is otherwise contrary to the RCPS' best interests as a public school;
- Performing assigned tasks efficiently and in accordance with established quality standards;
- Following any proper and appropriately given instruction or assignment;
- Reporting to management suspicious, unethical, unsafe or illegal conduct, by School Staff or citizens; and
- Following all federal, state, and local laws and ordinances.

Reporting a Suspected Violation

All School Board staff members must promptly report to the building administrator, direct supervisor, Division Title IX Coordinator, or Chief of Human Resources Officer anyone suspected of engaging in any conduct that may violate this Policy. The individual who receives the report must document, in writing, the allegations and provide a copy of the documentation to the Chief Human Resources Officer and Division Title IX Coordinator. Moreover, all School Board staff members shall report any suspected child abuse or neglect, including sexual abuse, by Virginia law and School Board Policy. The failure to report shall be a violation of this Policy.

Violation

A violation of this Policy may result in disciplinary action up to and including the termination of employment or volunteer status, termination of contract, and a ban from school property.

Prohibition Against Surreptitious Recording of Students and Staff by Employees

I. Policy Statement

The School Board is committed to maintaining an educational environment and workplace that: (1) maintains the confidentiality and personal information and privacy of its students and employees; (2) instills a community of trust and promotes ethics among its employees; and (3) maintains workplace safety and security.

The School Board recognizes that the secret recording of classes, meetings or other conversations among and between employees and students is not compatible with these goals. The intent of this policy is to balance legitimate uses of audio and visual recordings among and between staff with the legitimate business interests of Roanoke City Public Schools in ensuring the safety and well-being of its students and employees.

II. Prohibited Actions:

Except as otherwise provided for in this policy, the School Board prohibits any employee to surreptitiously record conversations and interactions with other employee(s) and students, without the other employees(s) or students' knowledge, through the use of any electronic audial or visual means including, and not limited to, cameras, cellular phones, tape/digital recorders or other recording devices while in the workplace. Any violation of this policy will be subject to appropriate discipline, up to and including termination.

III. Exceptions:

It shall not be a violation of this policy if the aforementioned recordings are:

1. Obtained with the express consent of the other employee(s) that is the subject of such recording;
2. Taken by an employee for the purpose of documenting efforts at collective bargaining or such other rights employee have under Section 7 of the National Labor Relations Act of 1935,
   29 U.S.C. § 151–169;
3. Taken by an employee for the purpose of documenting workplace safety violations in accordance with applicable laws including, and not limited to, OSHA;
4. Taken by an employee due to a reasonable accommodation granted by RCPS under the Americans with Disabilities Act; or
5. Otherwise taken for a lawful purpose for which such recording may not be prohibited by law.

Online Environments, Social Networks, and Artificial Intelligence

Since conduct in online environments and social networks can potentially impact an employee's effectiveness in the work environment and, therefore, can potentially impact the effectiveness of a school system, the School Board of the City of Roanoke has established standards of conduct and behavior for online environments and social networks. These standards encompass the novel use of Artificial Intelligence (A.I) technology. These standards are intended to apply to both school-related and non-school related online activity by all staff, including volunteers.

Expectations

Each staff member is expected to:

- Comply with all school laws, School Board policies, and regulations when participating in and operating in any online environment.
- Behave in a professional manner when participating in an online environment.
- Include a disclaimer stating that views and ideas expressed do not officially represent the views and opinions of the Roanoke City Schools if the content of the website is dealing with school system related issues, and
- Follow RCPS' internet use policy when using all RCPS issued devices, or accessing any RCPS maintained platform or website.

Unacceptable Conduct

The following conduct is prohibited and may be subject to disciplinary action: this list is not exhaustive; therefore, other conduct in online environments may also be subject to discipline in accordance with state law. This unacceptable conduct applies to all online interactions in which an employee participates:

- Allowing online activity to interfere with workplace responsibilities.
- Breaching of student and/or staff confidentiality in any online environment.
- Creating situations that jeopardize employee effectiveness or undermine professional standing.
- Interacting with students in a secretive or unprofessional manner.
- Displaying immoral or morally questionable content.
- Using official school system logos or symbols on non-school system websites.
- Referring to students, colleagues, or the school environment in an unprofessional manner.
- Using A.I. technology in a manner that reasonably disparages, harasses, humiliates, demeans, invades the privacy of others, or misinforms School Staff or students. Such use of A.I. technology includes, and is not limited to, the following: (1) use of A.I. to create a “deepfake” of another School Staff member or student by recreating their likeness or voice in a digital image or sound (e.g. superimposing a person’s face onto another image) ; (2) violating the privacy of others by collecting personal data without consent or through the use of their likeness; (3) use of A.I. in a manner designed to create bias or favoritism; or (4) influencing others to engage in unethical, unlawful, or other improper behavior.

Legal Ref.: