



WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

EMPLOYEE HANDBOOK

SCHOOL YEAR 2022 – 2023

www.latinpcs.org

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Dear Washington Latin Faculty,

It is my pleasure to share with you this most recent edition of the Employee Handbook for Washington Latin Public Charter Schools. I hope that you find it helpful in providing support, as well as guidance, during your tenure with us. Note that we will use the word “Schools” and the term LEA (which stands for “local education agency”) throughout this document. This in recognition of the expansion of our community to include the new Anna Julia Cooper Campus Middle School, located in temporary space this academic year at 711 Edgewood St. NE.

In the pages that follow you will find not only the rules and regulations which govern our community, but also a sense of the aspirations which inform and shape who we are. Successful communities create norms which allow their members to work with a confidence which comes only when every member clearly understands the rights, limits, and responsibilities necessary to live and work together. This Handbook seeks to provide those to you, together with a sense of how they relate to the aspirations of this special community.

There is much herein devoted to your individual responsibilities. Many of the regulations and policies you will find have been developed through a mixture of common sense and legal requirements, and, perhaps more importantly, through the unique experiences you might have had as an employee. The team which developed this most recent edition of the Handbook remained diligent in their efforts to shape the rules to fit the realities which you face.

You should know, “nothing is written in stone.” If we have learned nothing else from the double pandemic and the “spur of the moment” changes we have made since March 2020, we should understand and appreciate the fact that the world changes, situations change, and responsibilities change accordingly. For that reason, you should not look on this Handbook as a set of “divine edicts.” It is rather an important first step which can lead to discussions and possible change when a situation calls for that conversation.

Still, there are defined steps for situations in which you may wish to discuss the effects of particular rules. I encourage you to enter those discussions when your personal experience has taught you such discussions are needed.

There are also many sections of the Handbook devoted to your rights as an employee. You should review those pages carefully. In some cases, you might find a strongly stated warning about the abuse of certain rights, but in every situation, there is a common-sense or legal reason for that stated warning.

Please take note of the various benefits that are listed. Some are provided by law and are listed as such. Others are provided by the LEA as an important component necessary to maintaining community. Many of the latter benefits are so familiar and so commonplace that you might never have given them much thought. They are nonetheless integral to the LEA’s desire to support our employees strongly. You may see them as a manifestation of the aspirations of the Washington Latin, for that is what they are.

Thank you for taking the time to review this edition of our Handbook. I trust that it will be an important tool in helping to further our mission as an organization.

Sincerely,



Peter Timothy Anderson
Head of School/CEO

Revised and updated as of July, 2022

SECTION I: INTRODUCTION-BACKGROUND-ORIENTATION

The school reserves the right to make changes to any policies detailed in this handbook, as necessary. Staff will be notified when such changes are made.

ABOUT THE HANDBOOK

The Washington Latin Public Charter Schools LEA believes strongly in an open door, open communication policy. This Handbook is intended to be a means of communicating the LEA's policies and procedures, so that you, as an employee, may understand how the community operates. This Handbook is not intended to be, nor should it be interpreted as, a written contract between the LEA and its employees. Neither is it a guarantee of continued employment. It is, quite simply, a source of information.

Given that there are two schools with differing circumstances, in two different physical locations, each with its own set of autonomies, there may be some principles/guidelines/expectations that are unique to one school versus another. If that is the case, we will do our best to articulate this within the Handbook.

The information in this Handbook supersedes all prior policies and procedures. Every employee is subject to the policies and procedures set forth in this Handbook, except as otherwise may be provided for under individual contracts.

If you have any concerns regarding this Handbook, or if you foresee a problem in the LEA's policies which might interfere with your ability to carry out your responsibilities, you are encouraged to discuss that problem with your supervisor, to resolve the issues. If your immediate supervisor is not able to answer your questions regarding the interpretation or application of this Handbook, you should feel free to contact the next higher level of supervision, up to and including the Head of School.

If the steps above fail to meet your needs, you have the right to file an official grievance with Human Resources or the Head of School. The procedures for handling a formal grievance are outlined later in this Handbook. The LEA reserves the right to suspend, modify, or amend any policy or procedure at any time.

MISSION STATEMENT

Our mission is to provide a challenging, classical education that is accessible to students throughout the District of Columbia. We seek to develop students who will become thoughtful citizens and leaders, contributing to the public good in their lifelong quest towards a fuller humanity. Ours is a school where words matter, ideas matter, and people matter.

VISION STATEMENT

Washington Latin envisions a diverse and integrated school community in which all members value truth, beauty and goodness, all students, regardless of background, can develop the habits of mind, content knowledge and self-efficacy to thrive, and in which teachers, counselors, deans and other faculty members can grow in their careers and in the development of their craft. We nurture ambition for lives

that are personally fulfilling and of service to others. We also seek to serve as a model for exemplary public education.

DEI STATEMENT

The Washington Latin Public Charter Schools LEA is committed to fostering, cultivating, and preserving a culture of diversity, integration, and inclusion. Diversity is an essential value, critical to the fabric of our culture. The collective sum of the individual differences, life experiences, knowledge, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as individual schools and a LEA.

We embrace and encourage our employees' differences in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, learning styles, and types of intelligence, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Our schools aim to create inclusive, integrated populations, even as the city remains segregated and as our residential population is gentrifying. We want all members of our individual school communities and the LEA to not only have a sense of belonging, but also to believe that they can bring their authentic selves to work.

Washington Latin's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and family programs; and the ongoing development of a work environment built on the following expectations:

- ☐ Respectful communication and cooperation between faculty.
- ☐ Teamwork and faculty participation, permitting the representation of all groups and employee perspectives.
- ☐ Creating healthy cycles of sustainable work through differentiation, flexibility, and accommodation.
- ☐ Contributions to the communities we serve to promote a greater understanding and respect for the diversity beyond our walls.

The worth and dignity of every person at all levels of work, study and play are paramount at Washington Latin across any artificial lines of exclusion. We are committed to embracing all our diversity even as it evolves. Our commitment to the diversity of our student body requires a mirror image of that diversity in the composition of faculty, administration, and Board members, and will likewise be reflected in our curriculum.

The faculty of Washington Latin (defined as all our full- and part-time employees) have a responsibility to **always** treat others with dignity and respect. Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other school-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the school's diversity policy and initiatives should seek assistance from a supervisor, the Head of School or the Human Resources representative, working with the Business Office. See more below on Standards of Conduct.

More information about our commitment to diversity, equity, integration, and inclusion can be found in our annual DEI action plan.

A BRIEF HISTORY

Washington Latin Public Charter School opened in 2006 with 179 students in grades five through seven at Christ Church of Washington on Massachusetts Avenue, NW. The school was founded by T. Robinson Ahlstrom. He was succeeded in the second year by Martha C. Cutts. We added one new grade each year after 2006-2007 and graduated our first senior class of 42 students in June of 2012.

We moved to the Decatur Campus at 4715 16th St. NW, and, in 2009, we opened our Upshur Campus at Saint Constantine and Helen Greek Orthodox Church. In 2010, our Upper School expanded to include classrooms at Simpson-Hamline United Methodist Church at 4501 16th Street NW. Latin moved into its permanent home in the summer of 2013 (an abandoned former DCPS building, the Cuno H. Rudolph Elementary School). A new gym was built and dedicated in the spring of 2016 (it was named for retiring school leader, Martha Cutts).

In the summer of 2019, the DC Public Charter School Board (PCSB) approved the replication of the school, allowing for the opening of a new school serving Grades 5-12. In January of 2022, the name of that school was approved as Washington Latin Public Charter School: The Anna Julia Cooper Campus (Cooper Campus). That new school opened its doors in a temporary location in Ward 5, serving students in grades five and six in the summer of 2022.

The Latin Way

We believe in the uplifting and **liberating power** of our classical education for all learners. The academic and social experiences we strive to create at Washington Latin are in service of this freedom – freedom that allows our students to be at once disciplined and flexible in thought and action; freedom that allows them to fully embrace the humanity of others as well as their own; and the freedom that gives them the tools to identify and experience all that is good, true and beautiful in the world around them.

Inherent in our schools' design is a **purposeful tension** between the ideals of the classical approach to education and the mindset of the modern times in which we live. We embrace this tension deliberately, recognizing the application of the classical approach to a modern audience will necessarily mean an intellectual give-and-take. We aim neither to impose outdated views on a modern audience nor to honor modern views solely for their familiarity and comfort.

- From the classical tradition, we honor the emphasis on **transcendent ideas**, the **concept of shared humanity**, a commitment to **courageous inquiry**, and a dedication to the **moral development of the young**.
- From the modern era, we embrace the belief that all people, regardless of age, race, gender, or background, can walk a path towards enlightenment. We honor the modern era's emphasis on the **need for a diversity of perspectives and an appreciation for cultures other than our own**. We aim to create a **truly integrated school community**.

Below are four principles that underlie all our work as an educational community:

Fall in Love with Enduring Ideas

Our education is an invitation to fall in love with deep, enduring ideas - Truth, Beauty and Goodness - and so to be changed. We believe that education should be transformational, involving both mind and heart; at their union character develops. Our curriculum introduces students to truths beyond their context yet within their grasp; our pedagogy of questioning opens ideas to critique and encourages students to wrestle with timeless ideas to make them their own.



Seek the Conversation

Words matter and we teach students to use them with care. Our school is built for conversation, and we aim for students to embrace the idea that many perspectives and voices are the means to a richer learning experience for all. We believe that a true education sparks discussion and provokes thought; conversations – with each other and with the thinkers of the past and present – are the crucible for all learning. The exchange of ideas is a moral act: it catalyzes the character development of the speaker and the listener, calling on both to be reasonable, informed, and flexible in their opinions.



Trust Courageously

Our school is built on relationships rather than hierarchy - trust is at the heart of everything. We courageously trust each other to do good in the world. As teachers, we trust ourselves to do right by our students and by each other. We trust our students and give them the freedom to be courageous themselves - to try, to make mistakes, and to realize over time how to direct their own paths.



Serve the Common Good
Non nobis solum nati sumus.

We are not born for ourselves alone.

We believe education is the path to a fuller humanity, only possible when we weave ourselves into a tapestry broader than our own individual interests. Our school aims for students to understand and celebrate our shared humanity, so that they can see themselves as both individuals and as part of a whole. Ultimately education's greatest purpose is to guide our students in their development as citizens committed to contributing to the common good.



Applying the Latin Way to our decision-making

Fall in Love with Enduring Ideas

What are the core principles or ideas that should guide this decision?

Where can we draw from the wisdom of the past as it applies to this decision?

Is this decision aligned to our purposeful tension of the classical education in a modern world?



Seek the Conversation

Who is accountable for this decision? How are we seeking input, especially from those most impacted by the decision?

Do we engage a balance of opinions, perspectives and/or styles? If not possible, can we try to hold any missing ones?



Trust Courageously

Do I trust myself to make a decision free of my own biases and with an awareness of my own fears, feelings, blindspots, and patterns?

Whom do I courageously trust? Who am I not trusting and why?



Serve the Common Good

What's the potential impact on the community? Have we considered possible risks in making or not making this decision?

What is the common good that is bigger than just the people making the decision? Does this decision serve the common good and not an individual interest?



GOVERNANCE

The Corporation

The School's legal name is **Corporation of the Washington Latin School-A Public Charter School (The)**.

The School is a not-for-profit entity incorporated under the *District of Columbia Not-for-Profit Corporation Act*. Washington Latin operates under a public charter granted by the District of Columbia Public Charter School Board. The original charter was granted in 2006. A new 15-year charter was granted in 2021.

Washington Latin is designated by Washington, DC as a "local education agency" or "LEA." An LEA is

an educational institution at the local level that exists primarily to operate a publicly funded school or schools in the District of Columbia, including the District of Columbia Public Schools (DCPS) and a District of Columbia public charter school. As an LEA, Washington Latin has three schools: Washington Latin Middle School (2nd Street), Washington Latin Upper School (3rd Street), and the Cooper Campus Middle School.

The Board of Governors

The establishment of effective and accountable board governance ensures that Latin is a mission-driven, viable and sustainable operating entity. The Corporation is composed of as many as fifteen (15) voting members called “governors.”

Accreditation

Every charter school must obtain accreditation from an accrediting body approved by DC PCSB by the end of its ninth year of operation. Washington Latin is accredited by Cognia, a global non-profit, that provides a variety of services, including the accrediting of elementary and secondary schools throughout the United States and internationally. We undergo reaccreditation every five years. Our accreditation was renewed most recently in March 2018. More information about accreditation and about this accrediting body can be found at <https://www.cognia.org/>.

ADMINISTRATIVE STRUCTURE

Head of School

The Head of School is appointed by and serves at the direction of the Board of Governors. The Head of School is responsible for the effective administration of the school subject to the authority granted by the Board. The Head oversees the general management of all academic and administrative operations. The Head of School has the authority to prescribe and direct the course of study, the discipline to be observed in the schools, and the assessment of student performance in consultation with the Board of Governors. The Head is responsible for all required reporting to regulatory entities within the District of Columbia and elsewhere. The Head employs and discharges all personnel, prescribes their duties and terms of office, determines their compensation, and ensures that performance reviews are conducted regularly. The position Head of School will likely transition to Chief Executive Officer sometime during the 2022-2023 school year.

The Latin Support Team

The LEA has established a Latin Support Team to support our two campuses. The team is charged with efficiently and sustainably supporting our schools and ensuring that our mission and approach continues to thrive. In its setting of policy, thought partnership, and execution of various administrative responsibilities, the team is designed to empower the principals to meet the holistic needs of students and faculty. In 2022-2023, the administrators who are members of the Latin Support Team include the Head of Schools/Chief Executive Officer, the Chief of Schools, the Chief of Classical Education, the Principal of our 2nd Street Campus, the Principal of our Cooper Campus, the Director of Finance, the Director of Operations, the Director of Development, the Director of Communications and Engagement, the Director of Data Management, the Managing Director of Technology. They are responsible for establishing, reviewing, and deciding follow-up actions related to LEA-wide goals. They supervise

most faculty members and are expected to be the primary ambassadors for the Washington Latin mission and vision.

The expectation is that the Board of Governors supports the Head of Schools/Chief Executive Officer, who leverages the Latin Support Team to support the principals who serve the faculty who serve the students and their families, all in service of our classical mission.

The Chief of Schools

The Chief of Schools supports the Head of School to oversee the academic program across both campuses. Alongside the Head and the Chief of Classical Education, the Chief of Schools determines goals and performance indicators for both schools, as well as how to measure academic progress, including through student assessments. The Chief of Schools directly supervises both principals, as well as members of the Latin Support Team and other administrators who support both campuses. In concert with the Chief of Classical Education, the Chief of Schools co-creates and implements a vision for instructional excellence and performance management framework aligned to the Latin Way, leads professional development across both campuses, sets network-wide policies and goals, and ensures that they are implemented successfully.

The Chief of Classical Education

The Chief of Classical Education ensures the alignment of all school programming with the classical mission and alongside the Head is the ambassador for the school in speaking publicly about the classical mission. The Chief of Classical Education acts as the “chief classicist,” supporting both school leadership teams in their understanding and implementation of the classical mission. Alongside the Chief of Schools, the Chief of Classical Education oversees adult coaching and professional development, leads the creation of all frameworks, including performance management, as part of the codification of the Latin Way. Additionally, the Chief of Classical Education works to create a classical training program to train future teachers and leaders in the Latin Way, and supports the Head to oversee cultural operations across the network, such as ceremonies, student life, and alumni relations.

Principals

The chief academic officer of each school and the primary administrator for grades 5-12 is the principal. Principals are also responsible for the management of the day-to-day student experience. They work with other senior administrators in the development, implementation and oversight of the curriculum; the setting of standards and benchmarks for each course; the selection of books and other course materials; and the assessment and reporting of student progress. The Principals work closely with academic and school culture administrators, the titles for which may differ across campuses.

Director of Finance

The Director of Finance is the chief financial officer of the LEA and serves as the Head of School’s chief advisor on matters of the LEA’s financial resources, human resource matters, federal funds management, and procurement. In this capacity, the Director monitors, and reports upon the financial condition of the LEA and minds its fiscal health and solvency. The Director is also the chief liaison with governmental entities regarding financial and regulatory compliance.

Director of Operations

The Director of Operations helps to create and maintain the infrastructure that supports the academic program at each campus. The Director is responsible for non-academic student services such as transportation and food services. The Director is responsible for all matters related to facility upkeep and operations, including equipment, furnishings, utilities, and supplies. The Director ensures that the physical plant of each School is in good condition and supervises all support faculty, including building maintenance and security personnel. The Director of Operations also manages the use of buildings by both inside and outside groups.

Director of Communications and Engagement

The Director of Communications, and Engagement works with the Principals, the Head, and the Chiefs on branding and to oversee external and internal communications. This includes the LEA's website, weekly communications, social media, print materials, the organization's image bank, and coordinating media outreach. The Director is also a member of the fundraising team, managing parent fundraising efforts.

Director of Development

The Director of Development works with the Head of School and the Development team to create a culture of philanthropy and to raise money from individuals, corporations, and foundations.

Cross-Campus Support

At various times, there may be personnel who provide support across both campuses who are not members of the Latin Support Team. Some of these roles may be limited to a period of time. Others may be ongoing. Roles with cross-campus support for the 2022-2023 school year include the Director of Student Recruitment, the Director of Athletics, the Director of Integrated Services, and the Communications and Engagement Coordinator.

Director of Student Recruitment

The Director of Student Recruitment and Alumni Liaison is responsible for reaching out to prospective families regarding enrollment at the School, as well as responding to inquiries and requests for information and tours. The Director supervises student recruitment and directs the admission process. As a liaison to alumni, the Director works with select faculty and other members of the school leadership team to keep graduates connected to the school and to provide them with ongoing support.

Director of Integrated Services

The Director of Integrated Services provides support to students and families with social service needs (in conjunction with other faculty members as appropriate). The Director works with a team of case managers to meet the holistic needs of students who are at the highest risk for academic failure.

Director of Athletics

The Director of Athletics manages and oversees the Latin's intramural and interscholastic programs, including supervising and supporting coaches, developing schedules for each sport, and supervising the organization's Athletic Trainer and Assistant Director for Athletics.

School Leadership Teams

Each campus has designated their own respective leadership teams.

SECTION II: POLICIES ON RIGHTS AND PROTECTIONS OF EMPLOYEES

The following is a description of the policies and procedures which relate to your rights as an employee of Washington Latin Public Charter Schools. If you need further information on how any of these policies and procedures may affect you, you should feel free to speak with the appropriate supervisor to clarify the matter.

Employee Files

Personal Information

Accurate, current information on every employee is needed for emergencies, payroll deductions, insurance benefits, social security, and communication of general information. The LEA also often needs information to comply with laws governing insurance, taxes, and other matters.

The LEA needs you to keep your personal information current by giving the Finance office and/or Human Resources notice of any changes of address, telephone numbers, educational status (including professional degrees and licenses), marital and benefit status, number of dependents, *etc.* You should report those changes promptly, and in writing, to the Human Resources specialist (hr@latinpcs.org).

The LEA retains personal information in the Business Office. The information is used primarily for the purposes described in the first paragraph and will be used for other purposes only with your express written consent. This information will not be used as a basis for any employment decision.

Personnel Files

Personnel files are maintained by the LEA for the purpose of keeping information related to your work performance. These files are the property of Washington Latin PCS and are kept in the Business Office, separate from the personal information described above.

In addition, all medical records, if any, are kept in a separate, confidential file. The LEA keeps this information in the strictest confidence and may not use or disclose medical information about you without your first having signed an authorization form permitting that use or disclosure.

Review of Files

The LEA offers you the right to review your personal, personnel, and medical files. You should feel welcome to review these files, but you may not take copies with you. If you would like to review any of these files, please make your request to the Director of Finance, who will make an appointment for you to review the files in the Business Office.

Employment Checks, References, and Recommendations

Employment information about present or past employees is confidential and should not be communicated to anyone who does not have a legitimate interest in the information. Requests for references and recommendations should be referred to the Director of Finance.

Non-Sex-Based Misconduct Policy

The LEA's Policy Against Harassment

Members of the Washington Latin PCS community have the right to an environment free of discrimination and harassing, coercive or disruptive conduct. Consistent with Washington Latin's respect for the rights and dignity of each employee and community member, any harassment based on race, creed, color, national origin, nationality, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex (including pregnancy), gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, liability for service in the Armed Forces of the United States, the refusal to submit to a genetic test or make available the results of a genetic test to an employer, or any other characteristic protected by applicable law (collectively referred to as "Protected Categories") will not be tolerated.

Harassment can be generally defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Category and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment.

This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees. The LEA strictly prohibits and will not tolerate harassment by other members of the community including but not limited to students, parents, visitors and service providers, vendors or others who have business with or participate in the operations of the LEA.

Harassment is prohibited in any form within the Washington Latin community, at School-related events, or in other instances away from or outside of the Schools, if it affects the community.

Types of prohibited harassment include, but are not limited to, the following:

- ☐ Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- ☐ Explicit or degrading verbal comments about another individual or his or her appearance
- ☐ Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- ☐ Physical conduct, such as assault or unwanted touching; and/or
- ☐ Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Consequences of Harassment

Any individual found to have engaged in sexual or any form of harassment prohibited by this policy will be disciplined as appropriate, up to and including termination.

Reporting Non-Sex-Based Harassment

If you feel that you are being harassed based on a category prohibited by this policy, you are encouraged, but not required, to tell the harasser that their actions are not welcome, and you want the actions to stop. If you are uncomfortable raising this issue with the harasser, you must bring the harassment to the Head of School, Director of Finance, HR specialist, or if you are more comfortable, you may raise the issue with your direct supervisor.

Further, if you believe that you or another employee has been the subject of sexual harassment or any form of harassment prohibited by this policy, you are required to bring the matter to the attention of any of the following with whom you feel comfortable: Head of School, Principal, Director of Finance, HR specialist, or your direct supervisor.

In response to the report of harassment, an appropriate party at the School or LEA level will conduct a prompt and thorough investigation of the alleged incident, and take appropriate corrective action, if warranted, which may include interim measures during the period of investigation. To the extent consistent with adequate investigation and appropriate corrective action, Latin will use its best efforts to keep any complaints of harassment confidential.

Washington Latin will not retaliate in any way against employees who, in good faith, make a complaint or report of harassment, or who participate in the investigation of such a complaint or report. Such retaliation is prohibited by law. Retaliation by school employees against any individual for reporting a claim of harassment in good faith or cooperating in the investigation of it will not be tolerated and may subject the retaliating employee to discipline, up to and including termination.

If you believe that you or another employee has been the subject of retaliation as a result of reporting harassment or participation in the investigation, you are required to bring the matter to the attention of any of the following with whom you feel comfortable: Head of School, Director of Finance, HR specialist, or your direct supervisor.

Sexual and Other Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Any employee who feels that he or she has been the object of harassment should report the incident directly to the Head of School. If the Head of School is involved in the conduct, then complaints should be made to the Human Resources office (hr@latinpcs.org).

Complaints of sexual harassment will receive prompt attention. It is the LEA's policy to investigate such complaints thoroughly, promptly, and in an impartial manner. If such an investigation reveals that the complaint is valid, the Head of School or his/her designee will administer disciplinary or other corrective action as appropriate to stop the harassment and prevent its recurrence. Such disciplinary action may include immediate termination of employment. Discipline will be based on the seriousness of the offense. To the fullest extent practicable, the LEA will use discretion regarding the dissemination of information regarding complaints, related investigations, and the terms of their resolution.

Sexual harassment, sexual assault and dating violence (involving students or adults) are all strictly prohibited on school grounds, property immediately adjacent to school grounds, at school sponsored or school related activities, functions or programs whether on or off school grounds, on or off school bus or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Sexual harassment, sexual assault and dating violence are also prohibited at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the school.

Retaliation against a student, volunteer or faculty member who reports sexual harassment, sexual assault and dating violence, provides information about any such acts, witnesses any such acts, or who testifies, assists, participates or refuses to participate in an investigation, proceeding or hearing is also prohibited.

Administrators will make expectations clear to students and faculty that sexual harassment, sexual assault and dating violence will not be tolerated and will be the grounds for disciplinary action up to and including suspension and dismissal for students.

Title IX Coordinator

The LEA has designated Lawrence Liu as our Title IX Coordinator. As the Title IX Coordinator, Lawrence Liu is responsible for:

- ☐ Ensuring compliance with Title IX.
- ☐ Overseeing anti-discrimination and harassment training and education.
- ☐ Overseeing and coordinating the response, investigation, and resolution of reports made under this Policy.
- ☐ Overseeing certain aspects of student discipline, including referring complaints to other personnel in each of the Schools, as appropriate.

Upon receiving reports of Prohibited Conduct covered by this Policy, the Title IX Coordinator will ensure appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. Lawrence Liu may be contacted during regular business hours: lliu@latinpcs.org.

Any inquiries concerning the LEA's application of Title IX and its implementing regulations may be referred to the Coordinator, the Head of School and/or to the Department of Education, Office of Civil Rights ("OCR"):

U.S. Department of Education, Office of Civil Rights
District of Columbia Office
400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Telephone: (202) 453-6020
Facsimile: (202) 453-6021
Email: OCR.DC@ed.gov

Definitions Related to Title IX Responsibilities

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint: A document filed by a complainant, complainant's parent/guardian or by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Prohibited Conduct: All forms of sex- or gender-based harassment, discrimination, or violence that may deny or limit a student's ability to participate in or benefit from Washington Latin's education programs or activities or otherwise create a hostile working environment. Prohibited Conduct can include, but is not limited to sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes.

Responsible Employee: Any employee who: has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty.

Sex-Based Discrimination: Discrimination occurs when one experiences negative or adverse conduct based on characteristics protected in this Policy and/or applicable local and federal laws, where such conduct has the effect of denying or limiting one's ability to benefit from and fully participate in educational programs or activities or employment opportunities. Sex-Based Discrimination refers to a specific type of discrimination, which includes the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, actual or perceived gender, gender identity, or gender expression. Sex-Based Discrimination includes conduct such as assigning students materially different assignments based on their actual or perceived sex or gender. It does not include conduct such as requiring students to use different bathrooms.

Harassment: Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to: unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. Sexual harassment specifically includes conduct of a sexual nature which is either explicitly or implicitly made a term or condition of a student's success in school. Depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Unwelcome Conduct: Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment: A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the school's programs or activities or is sufficiently severe or pervasive to create a hostile working environment. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Consent: Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Note that because of the age of the students at Washington Latin and the position of authority that employees hold over students, the LEA will never consider a student to have consented to sexual contact with any employee (even if that student is over the age of 18).

Non-Consensual Sexual Activity: Includes any sexual contact, however slight, with an object or bodily part, by a person upon another that is without consent.

Incapacitation: Includes, but is not limited to, lack of consciousness, being asleep, being involuntarily restrained, or otherwise being unable to consent. Indicators of incapacitation include slurred speech, bloodshot or unfocused eyes, unsteady gait (needing assistance walking or standing), vomiting, concern expressed by others about the individual, expressed memory loss, or disorientation.

Sexual Assault: Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.

Sexual Contact: The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Exploitation: The non-consensual sexual abuse or exploitation of another, when such behavior does not otherwise constitute another specifically defined behavior. Examples of sexual exploitation include, but are not limited to, non-consensual use of electronics to capture, reproduce, or share images of a sexual nature without consent of parties involved, public indecency, or exposing genitals to others without consent, or engaging in "peeping" (observing another when privacy would be reasonably expected) without consent.

Reporting Prohibited Conduct

Washington Latin strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving violence, including sexual assault. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The LEA also encourages all individuals to make a report of Prohibited Conduct to an appropriate party at the School and/or LEA level and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made

simultaneously. The procedures under this Policy may run concurrently with any criminal justice or child protection investigation and will only be subject to temporary delays at the specific request of law enforcement. Because the standards for finding a violation of a criminal law are different from the standards articulated in this Policy, criminal investigations or reports or determinations made by child protection officials are not determinative of whether a violation of this policy has occurred.

Filing a Report

Any individual who wishes to report Prohibited Conduct is encouraged to report student on student misconduct directly to the Title IX Coordinator. Student-faculty or faculty-faculty misconduct should be reported to the HR specialist, Principal of the relevant School, or any other Responsible Employee. Reports may be made in person, by telephone, or in writing. Written complaints are encouraged. A complaint may be made on behalf of oneself or on behalf of another employee or student. If a complaint implicates the Title IX Coordinator or the Principal, or if a Complainant is otherwise uncomfortable bringing their concerns to another Responsible Employee, they may bring their complaint to the Head of School.

Depending on the nature of the complaint, the Head of School may designate another appropriate individual to conduct and/or coordinate a response.

All employees of the LEA are required to immediately report suspected child abuse and neglect, to the Head of School, who assists in coordinating the appropriate response and fulfilling employees' mandatory reporting obligations. Thus, confidentiality cannot be guaranteed when an individual makes a report to a School or LEA employee, including school counselors and the school nurse. Employees who become aware of an alleged Title IX violation, including sexual misconduct, interpersonal violence or sexual harassment or retaliation are required to report it to the Title IX Coordinator.

Requests for Confidentiality and/or Anonymity

Individuals making reports under this policy may request that the Coordinator not reveal their identity to the individual they are accusing of misconduct. If an individual requests this type of confidentiality, the Coordinator will weigh the request against each School's obligation to provide a safe, non-discriminatory environment for all members of its community. The Coordinator will try to honor these requests, but it is not always possible to do so. Regardless of whether an individual requests confidentiality, School and LEA leadership will make every effort to prevent disclosure of the names of all the parties involved – the reporting individual, the Complainant, the witnesses, and the Respondent – except to the extent necessary to carry out an investigation.

Individuals who wish to remain anonymous can leave an anonymous report with the Title IX Coordinator by providing a written summary of the incident and placing this in the Title IX Coordinator "mailbox" located on both campuses.

Prohibition on Retaliation

Washington Latin will not tolerate retaliation. Retaliation is prohibited by Title IX and this Policy. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven to be true. This

Policy also prohibits harassment of Respondents. In addition, retaliation is prohibited against individuals participating in an investigation under this Policy (such as a witness). The LEA will take immediate and responsive action to any report of retaliation or additional harassment and will pursue disciplinary action as appropriate.

Required Trainings

In our effort to ensure that every faculty member is equipped with information needed to keep students safe and to foster a collegial and productive work environment, all Washington Latin employees are expected to take a series of trainings as per the following schedule (or within the first 30 days of employment, whichever is sooner):

Training	Source of Training	Notes
Child Find	Student Support Department	N/A
Grievance procedures	Leadership team	N/A
FERPA	Leadership team	N/A
Concussion	Nurse/Trainer/Athletic Director	N/A
Title IX Orientation	Title IX Coordinator	N/A
Mandated reporter	https://dc.mandatedreporter.org/login	Two hours (must be completed before first day of classes; participants earn a certificate)
Biennial behavioral health training for all DC teachers and administrators -- for all new 2nd St. and Cooper employees and anyone who did not get trained in SY21-22	https://supportdcyouth.kognito.com/	Self-paced/online (must be completed between August 1st and October 31st; participants earn certificates)
Safety/emergency drills	Leadership team	Drills may vary by year and by campus
HR training for supervisory positions	Leadership team & HR generalist	By mid-September

Other Rights and Protections

A Drug and Alcohol-Free Workplace

Each School maintains a strictly smoke-free, alcohol-free, and drug-free environment. There is to be no smoking, vaping, use of any tobacco product, including e-cigarettes, alcohol, or recreational drug (including marijuana) in School buildings, on School grounds, or at School-sponsored events. The only exception is that alcohol may be served at certain adult-only social functions as approved by the Head of School and/or the Board of Governors. The use, possession, manufacture, distribution, purchase and/or sale of alcohol or illegal drugs (which includes controlled substances); the abuse or misuse of legal drugs

(including medical marijuana or over-the-counter medication); or being impaired by either drugs (illegal or legal) or alcohol during school hours, on school property, on school business, or at school events is prohibited and may result in termination.

The prohibition against tobacco, alcohol and drug use, always, is applicable to students, all school faculty, parents, and visitors on school property, in school vehicles, and at school sponsored functions on or away from school property. The sidewalks surrounding the school grounds are also off limits for the use of prohibited substances.

The school takes its commitment to health and wellness seriously. Violation of this policy may result in immediate termination.

Nothing in this policy precludes the appropriate use of any prescribed medications. However, reporting for work impaired by any prescribed or abusive use of a prescription medication, including but not limited to medical marijuana, is strictly prohibited. Any employee taking prescribed medications which may impair her/his ability to work, for whatever reason, should inform her/his supervisor as soon as possible.

At the occasional school-sponsored event where alcoholic beverages are served, you are expected to conduct yourself in an appropriate manner. If you are performing assigned responsibilities at such functions, *you may be prohibited from consuming alcoholic beverages.*

Any employee about whom there is a reasonable suspicion of violating the LEA's drug-free workplace policy may be required to submit to drug and/or alcohol testing. Employees responsible for any means of school transportation will be required to submit to random drug and/or alcohol testing. Candidates for employment may be asked to submit to alcohol, drug and controlled substance testing prior to hiring or any time during their employment with Washington Latin. Employees who fail a drug test either prior to hiring or any time during their employment with the LEA may be terminated for cause.

Security of Personal Belongings

You are encouraged to secure your personal belongings. Washington Latin is not and cannot be responsible for personal items which you bring to work.

Employee Privacy

Washington Latin reserves the right to examine its premises and property issued to employees for their use, such as offices, desks, filing cabinets, files, computers, email and voicemail, whether those premises or property are issued for any employee's sole use. More specific information about the LEA's right to access electronic and telephonic communication is outlined in a later section of the Handbook.

Accommodations

Accommodations for Persons with Disabilities

The LEA is firmly committed to complying with the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. Washington Latin prohibits discrimination on the basis of disability in regard to

all employment practices or terms, conditions and privileges of employment.

Consistent with this policy and applicable law, the LEA will make reasonable accommodations for the known physical or mental disabilities of qualified applicants or employees, unless to do so would cause an undue hardship on School operations.

Pregnancy-Related Accommodations

Upon an employee's request, each School will make reasonable accommodations wherever necessary for all employees whose ability to perform job duties is limited because of pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, including recovery from childbirth. If employees believe they may need accommodations under this policy, they are encouraged to discuss the matter with the HR specialist, Director of Finance, Principal, and/or Head of School.

Nursing Mothers

Washington Latin will provide nursing mothers with reasonable break time and a suitable room or other location with privacy for the purpose of expressing breastmilk. The location will have (1) a place to sit; (2) an outlet to plug in a breast pump; (3) a door that can be locked and (4) a space that is clean. Employees who require a space to express breastmilk should contact the Director of Operations.

Religious Accommodations

Washington Latin respects the sincerely held religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship.

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with Latin's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to the Human Resources Department or to the immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor may confer with their manager and with the human resource department.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, they may appeal following the school's general grievance policy and procedure.

Open Door Policy

We strongly believe in an open door, open communication policy as it is an important benefit to both Washington Latin and its employees. If you have problems or concerns regarding this handbook or any workplace issue, you are encouraged to come forward and discuss them with your manager in order to resolve the issues quickly and efficiently. However, if your immediate manager is not able to satisfy your questions regarding the interpretation or application of this handbook or any other workplace issue, then you are free to contact the next higher level of supervision. If you have or foresee a problem that may interfere with your ability to adequately perform your responsibilities, you should discuss the matter with your supervisor, the HR specialist, or the Head of School.

It is the policy of Washington Latin to promote teamwork, cooperation, and a productive work environment among employees. In support of this policy, we ask that all employees treat co-workers, supervisors, subordinates, vendors and visitors with respect, honesty and cooperation.

SECTION III: POLICIES ON WHAT IS EXPECTED OF EMPLOYEES

CODE OF ETHICS

Each Washington Latin employee, upon accepting a letter of employment, assumes several obligations, one of which is to adhere to a set of principles which defines professional conduct. Washington Latin Public Charter School, as a local education agency (LEA), has adopted, as follows, the Model Code of Ethics for Educators established by The National Association of State Directors of Teacher Education and Certification. It is applicable to all full-time, part-time, and temporary employees (hereafter referred to as professional educators)

Principle I: Responsibility to the Profession

The professional educator is aware that trust in the profession depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and other educators to the same ethical standards.

The professional educator demonstrates responsibility to oneself as an ethical professional by:

1. Acknowledging that lack of awareness, knowledge, or understanding of the Code is not, in itself, a defense to a charge of unethical conduct
2. Knowing and upholding the procedures, policies, laws and regulations relevant to professional practice regardless of personal views
3. Holding oneself responsible for ethical conduct
4. Monitoring and maintaining sound mental, physical, and emotional health necessary to perform duties and services of any professional assignment; and taking appropriate measures when personal or health-related issues may interfere with work-related duties
5. Refraining from professional or personal activity that may lead to reducing one's effectiveness within the school community
6. Avoiding the use of one's position for personal gain and avoiding the appearance of impropriety

7. Taking responsibility and credit only for work actually performed or produced, and acknowledging the work and contributions made by others.

The professional educator fulfills the obligation to address and attempt to resolve ethical issues by:

1. Confronting and taking reasonable steps to resolve conflicts between the Code and the implicit or explicit demands of a person or organization
2. Maintaining fidelity to the Code by taking proactive steps when having reason to believe that another educator may be approaching or involved in an ethically compromising situation
3. Neither discriminating nor retaliating against a person on the basis of having made an ethical complaint
4. Neither filing nor encouraging frivolous ethical complaints solely to harm or retaliate
5. Cooperating fully during ethics investigations and proceedings

The professional educator promotes and advances the profession within and beyond the school community by:

1. Influencing and supporting decisions and actions that positively impact teaching and learning, educational leadership and student services
2. Engaging in respectful discourse regarding issues that impact the profession
3. Enhancing one's professional effectiveness by staying current with ethical principles and decisions from relevant sources including professional organizations
4. Actively participating in educational and professional organizations and associations
5. Advocating for adequate resources and facilities to ensure equitable opportunities for all students.

Principle II: Responsibility for Professional Competence

The professional educator is committed to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

The professional educator demonstrates commitment to high standards of practice through:

1. Incorporating into one's practice school¹, D.C. and national standards, including those specific to one's discipline
2. Using the *Model Code of Educator Ethics* and other ethics codes unique to one's discipline to guide and frame educational decision-making
3. Advocating for equitable educational opportunities for all students
4. Accepting the responsibilities, performing duties and providing services corresponding to the area of certification, licensure, and training of one's position
5. Reflecting upon and assessing one's professional skills, content knowledge, and competency on an ongoing basis
6. Committing to ongoing professional learning.

The professional educator demonstrates responsible use of data, materials, research and assessment by:

1. Appropriately recognizing others' work by citing data or materials from published, unpublished, or electronic sources when disseminating information
2. Using developmentally appropriate assessments for the purposes for which they are intended and for which they have been validated to guide educational decisions
3. Conducting research in an ethical and responsible manner with appropriate permission and supervision
4. Seeking and using evidence, instructional data, research, and professional knowledge to inform practice
5. Creating, maintaining, disseminating, storing, retaining and disposing of records and data relating to one's research and practice, in accordance with LEA policy, D.C. and federal laws
6. Using data, data sources, or findings accurately and reliably.

The professional educator acts in the best interest of all students by:

1. Increasing students' access to the curriculum, activities, and resources in order to provide a quality and equitable educational experience
2. Working to engage the school community to close achievement, opportunity, and attainment gaps
3. Protecting students from any practice that harms or has the potential to harm students.

Principle III: Responsibility to Students

The professional educator has a primary obligation to treat students with dignity and respect. The professional educator promotes the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

The professional educator respects the rights and dignity of students by:

1. Respecting students by taking into account their age, gender, culture, setting and socioeconomic context
2. Interacting with students with transparency and in appropriate settings
3. Communicating with students in a clear, respectful, and culturally sensitive manner
4. Taking into account how appearance and dress can affect one's interactions and relationships with students
5. Considering the implication of accepting gifts from or giving gifts to students
6. Engaging in physical contact with students only when there is a clearly defined purpose that benefits the student and continually keeps the safety and well-being of the student in mind
7. Avoiding multiple relationships with students which might impair objectivity and increase the risk of harm to student learning or well-being or decrease educator effectiveness
8. Acknowledging that there are no circumstances that allow for educators to engage in romantic or sexual relationships with students
9. Considering the ramifications of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the educator's career. The professional educator ensures that the adult relationship was not started while the former student was in school.

The professional educator demonstrates an ethic of care through:

1. Seeking to understand students' educational, academic, personal and social needs as well as students' values, beliefs, and cultural background
2. Respecting the dignity, worth, and uniqueness of each individual student including, but not limited to, actual and perceived gender, gender expression, gender identity, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, socio-economic status, and culture
3. Establishing and maintaining an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

The professional educator maintains student trust and confidentiality when interacting with students in a developmentally appropriate manner and within appropriate limits by:

1. Respecting the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice
2. Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student
3. Protecting the confidentiality of student records and releasing personal data in accordance with prescribed D.C. and federal laws and local policies.

Principle IV: Responsibility to the School Community

The professional educator promotes positive relationships and effective interactions, with members of the school community, while maintaining professional boundaries.

The professional educator promotes effective and appropriate relationships with parents/guardians by:

1. Communicating with parents/guardians in a timely and respectful manner that represents the students' best interests
2. Demonstrating a commitment to equality, equity, integration, and inclusion as well as respecting and accommodating diversity among members of the school community
3. Considering the implication of accepting gifts from or giving gifts to parents/guardians
4. Maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.

The professional educator promotes effective and appropriate relationships with colleagues by:

1. Respecting colleagues as fellow professionals and maintaining civility when differences arise
2. Resolving conflicts, whenever possible, privately and respectfully and in accordance with district policy
3. Keeping student safety, education, and health paramount by maintaining and sharing educational records appropriately and objectively in accordance with LEA policies and D.C. and federal laws
4. Collaborating with colleagues in a manner that supports academic achievement and related goals that promote the best interests of students
5. Enhancing the professional growth and development of new educators by supporting effective field experiences, mentoring or induction activities across the career continuum

6. Ensuring that educators who are assigned to participate as mentors for new educators, cooperating teachers, or other teacher leadership positions are prepared and supervised to assume these roles
7. Ensuring that educators are assigned to positions in accordance with their educational credentials, preparation, and experience in order to maximize students' opportunities and achievement
8. Working to ensure a workplace environment that is free from harassment.

The professional educator promotes effective and appropriate relationships with the community and other stakeholders by:

1. Advocating for policies and laws that the educator supports as promoting the education and well-being of students and families
2. Collaborating with community agencies, organizations, and individuals in order to advance students' best interests without regard to personal reward or remuneration
3. Maintaining the highest professional standards of accuracy, honesty, and appropriate disclosure of information when representing the school or LEA within the community and in public communications.

The professional educator promotes effective and appropriate relationships with employers by:

1. Using property, facilities, materials, and resources in accordance with LEA policies and D.C. and federal laws
2. Respecting intellectual property ownership rights (e.g. original lesson plans, LEA level curricula, syllabi, gradebooks, etc.) when sharing materials
3. Exhibiting personal and professional conduct that is in the best interest of the organization, learning community, school community, and profession
4. Considering the implications of offering or accepting gifts and/or preferential treatment by vendors or an individual in a position of professional influence or power.

The professional educator understands the problematic nature of multiple relationships by:

1. Considering the risks that multiple relationships might impair objectivity and increase the likelihood of harm to students' learning and well-being or diminish educator effectiveness
2. Considering the risks and benefits of a professional relationship with someone with whom the educator has had a past personal relationship and vice versa
3. Considering the implications and possible ramifications of engaging in a personal or professional relationship with parents and guardians, student teachers, colleagues, and supervisors
4. Ensuring that professional responsibilities to volunteers, fellows, student teachers or interns do not interfere with responsibilities to students, their learning, and well-being.

Principle V: Responsible and Ethical Use of Technology

The professional educator considers the impact of consuming, creating, distributing and communicating information through all technologies. The ethical educator is vigilant to ensure appropriate boundaries of time, place and role are maintained when using electronic communication.

The professional educator uses technology in a responsible manner by:

1. Using social media responsibly, transparently, and primarily for purposes of teaching and learning per LEA policy.

The professional educator considers the ramifications of using social media and direct communication via technology on one's interactions with students, colleagues, and the general public:

1. Staying abreast of current trends and uses of school technology
2. Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members
3. Knowing how to access, document and use proprietary materials and understanding how to recognize and prevent plagiarism by students and educators
4. Understanding and abiding by the LEA's policy on the use of technology and communication
5. Recognizing that some electronic communications are records under the Freedom of Information Act (FOIA) and D.C. public access laws and should consider the implications of sharing sensitive information electronically either via professional or personal devices/accounts
6. Exercising prudence in maintaining separate and professional virtual profiles, keeping personal and professional lives distinct.

The professional educator ensures students' safety and well-being when using technology by:

1. Being vigilant in identifying, addressing and reporting (when appropriate and in accordance with LEA, D.C., and federal policy) inappropriate and illegal materials/images in electronic or other forms
2. Respecting the privacy of students' presence on social media unless given consent to view such information or if there is a possibility of evidence of a risk of harm to the student or others
3. Monitoring to the extent practical and appropriately reporting information concerning possible cyber bullying incidents and their potential impact on the student learning environment.

The professional educator maintains confidentiality in the use of technology by:

1. Taking appropriate and reasonable measures to maintain confidentiality of student information and educational records stored or transmitted through the use of electronic or computer technology
2. Understanding the intent of Federal Educational Rights to Privacy Act (FERPA) and how it applies to sharing electronic student records
3. Ensuring that the rights of third parties, including the right of privacy, are not violated via the use of technologies.

The professional educator promotes the appropriate use of technology in educational settings by:

1. Advocating for equal access to technology for all students, especially those historically underserved
2. Promoting the benefits of and clarifying the limitations of various appropriate technological

- applications with colleagues, appropriate school personnel, parents, and community members
3. Promoting technological applications (a) that are appropriate for students' individual needs, (b) that students understand how to use and (c) that assist and enhance the teaching and learning process.

STANDARDS OF CONDUCT

The Model Code of Ethics informs the Standards of Conduct outlined below. Washington Latin always expects each employee to maintain the highest standards of conduct and to act in a mature and responsible manner. Employees must not engage in activities which violate federal or D.C. laws or which, in any way, diminish the reputation, integrity, efficiency or discipline of the school.

In the sections below, you will find more details about a variety of policies. However, the grid below lays out specific guidance regarding expectations for employee conduct. Note that failure to meet these expectations could place you and the institution at risk. Given this, Washington Latin may take disciplinary action against those who disregard these standards, including termination of employment and referral to law enforcement.

If you have questions and concerns about what is acceptable or unacceptable, we urge you to speak with the Head of School, your Principal or supervisor.

Expectations for Employee Conduct

Category	Unacceptable behaviors	Acceptable behaviors	Be careful about
Physical conduct	<ul style="list-style-type: none"> Using physical force as means of discipline (grabbing/hitting students, or other means of restraint, i.e. tape, etc.) Pulling, pushing, kicking, tripping Sexual misconduct (any act or conduct directed towards or with a child or a student of a romantic or sexual nature) Kissing on the lips Hugging a student out of sight of other adults Prolonged hugs Tickling Physical "horseplay" / "play wrestling" Giving massages Holding hands Exposing oneself (even in a locker room) in front of students Touching males and females in a different fashion (for example: hugging females and not males) Any unwanted touch 	<ul style="list-style-type: none"> Open-handed pats on the back Fist bumps High fives Handshakes Side hugs Standing in front of a student to prevent him/her entering a class Ushering a pupil away from a scene using a hand placed on the back Physically assisting hurt student (with permission) Using verbal cues or hand gestures to get a student's attention 	<ul style="list-style-type: none"> Adjusting students' clothing Cultural/personal factors Physically "handling" students to demonstrate particular techniques or actions in a PE class or as a part of a coaching lesson Personal space
Verbal interactions	<ul style="list-style-type: none"> Comments about body parts Compliments about physical appearance (including dress) Swearing in front of (or about) students Disclosing personal information with your students about your history and your relationships Inappropriate jokes Verbal, or written intimidation, taunting, name-calling Personal disclosures of a sexual or erotic nature Sexualized dialogue or suggestive comments directed to a specific student or group of students Requests for affection - give me a hug, give me a kiss, etc. Shouting, personal attacks or insults (i.e., lack of civility) Use of epithets in casual conversation (rather than for an express and justifiable educational purpose) 	<ul style="list-style-type: none"> Making comments as general as possible Giving students feedback Public "shout-outs" and affirmations 	<ul style="list-style-type: none"> Counseling students, especially about sexual or romantic matters Sharing personal political or religious beliefs/views Jokes

Category	Unacceptable behaviors	Acceptable behaviors	Be careful about
Contact outside of school	<ul style="list-style-type: none"> Inviting a student to one's home without other adult/parent chaperone Going to a student's home without other adult/parent chaperones Arranging for out of school contact without a parent's knowledge/permission 	<ul style="list-style-type: none"> Consulting with principal or Head of School before hiring a student as a babysitter Tutoring a student in a public location (like coffee shop, library, etc.) 	<ul style="list-style-type: none"> Social activities with one or a small group of students
Email	<ul style="list-style-type: none"> Using personal email to communicate with students Being informal, familial or unprofessional in email communication 	<ul style="list-style-type: none"> Using school email to communicate with students If students use personal email to reach out to you, respond using your school account Copying parents and/or school administrators on any email communication about which you might be concerned • 	<ul style="list-style-type: none"> Frequent emails about personal issues
Text/ Phone	<ul style="list-style-type: none"> Using personal cell phone to take pictures of students Discussing personal matters with a student on the phone Texting or having phone calls with students too early in the morning (before 7:00 a.m.) or too late in the evening (after 8:00 p.m.) unless there are compelling extraneous circumstances 	<ul style="list-style-type: none"> Logging all phone calls with students Using Google Voice to communicate via text/phone Using a service like Remind for text messaging Using a school camera to take pictures in the classroom or on a field trip Soliciting help from the Communications Department 	<ul style="list-style-type: none"> Frequent phone calls with the same student
Social media	<ul style="list-style-type: none"> Using personal social media--Snapchat, Instagram, Twitter, Facebook, TikTok, etc. to communicate with students Posting pictures of students or identifiable information about your students on personal accounts 	<ul style="list-style-type: none"> Making personal social media private Declining friend requests from students Sharing photos with the Communications Department for the school's social media accounts and website 	<ul style="list-style-type: none"> Setting up class social media accounts

Category	Unacceptable behaviors	Acceptable behaviors	Be careful about
Transportation	<ul style="list-style-type: none"> Driving individual students to or from school, absent an emergency (and, even in the event of an emergency, securing permission from a guardian and/or senior school administrator is critical) Allowing a student to drive a teacher's personal vehicle Taking a student on personal outings without other adult/parent, even with the parents' permission 	<ul style="list-style-type: none"> Making arrangements (in advance) for students to be picked up by official school transportation or by parents Getting written permission from a parent before transporting a student 	
Gifts	<ul style="list-style-type: none"> Loaning money to a student Giving gifts to one or two students rather than a whole class Accepting "extravagant" gifts 	<ul style="list-style-type: none"> Referring students who have financial trouble to the school social worker or to the Division Director Do not accept gifts from students (or their parents) with a monetary value of greater than \$100; if offers of such gifts are made, consult with the principal or Head of School 	
One-on-one interactions	<ul style="list-style-type: none"> Being alone in a classroom or office with a student with the door closed and/or out of view of someone walking past the room (unless one is a counselor or dean) 	<ul style="list-style-type: none"> If meeting with a student in a classroom or office, keep the door open and/or sit such that you are easily visible from the window 	<ul style="list-style-type: none"> Repeated one-on-one contact with the same one or two individual students
Other	<ul style="list-style-type: none"> Entering the bedrooms or bathrooms of students (if those students are alone) while on school trips or during a home visit without another adult Giving a controlled substance or any kind of medication to a minor (unless you have been trained and certified to do so) 		<ul style="list-style-type: none"> Writing cards, notes or letters to individual students

Mandatory Reporting Responsibilities in Response to Suspected Child Abuse or Neglect

It is the policy of Washington Latin to ensure the safety and well-being of every student.

When a concern of possible abuse/neglect arises, the expectation is that we as educators will act swiftly and in an organized manner to respond. In accordance with DC regulations, all new faculty members are to participate in Mandated Reporter training during their first year, and returning faculty are to participate every two years. Attendance will be tracked to ensure full participation.

To minimize risk in the school environment, one-on-one adult -student situations should occur only when necessary. If they are to occur, the interactions and/or activities should take place where they can be seen by others and interrupted easily. More information on Mandatory Reporting is in Appendix B.

Professional Attire

Since each School is a place of serious academic pursuits, faculty are expected to come to work dressed in appropriate, professional attire. Faculty should use personal discretion to ensure they maintain a kempt appearance that reflects Latin's passion for excellence and respect for the profession. Clothing should be clean and well maintained, while also allowing the wearer to perform daily tasks with a degree of comfort. Examples of appropriate attire include slacks and skirts, collared shirts, blouses and sweaters, and the use of neckties. Examples of inappropriate attire include active sportswear, jeans, shorts, halter tops, sneakers, beach shoes or similar footwear, T-shirts or apparel with messages or commercial advertising, as well as unkempt or inappropriately revealing clothing. Employees are expected to exercise good judgment in choosing their work clothes. Any employee coming to work in attire that is deemed inappropriate by their supervisor may be asked to leave work and return appropriately dressed. The time used to change will not be considered hours worked.

Cooper Campus faculty are

Barring coaching obligations, faculty are to be dressed and ready for school at least thirty (30) minutes before school starts and remain so until at least thirty (30) minutes after dismissal. Circumstances may call for faculty to be dressed and ready prior to or later to the timeframes listed above.

PROFESSIONAL CONDUCT

Confidentiality

During employment, Washington Latin employees may have access to confidential information. Confidential information includes, but is not limited to, financial information, student information, academic data, the existence and contents of agreements, proposals, grants, strategies, donor lists, contact lists, membership lists, student lists, student contact information, computer data, personnel data, and planned activities that are not public knowledge. Confidential information should only be made known to employees in

confidence in connection with their job duties.

Disclosure or use of confidential information by employees other than for the sole benefit of Washington Latin would be wrongful, may be against the law, and may cause irreparable harm to Washington Latin. If an employee is in doubt as to whether certain information is confidential, the employee is to treat such information as confidential. Employees may not disclose or use confidential information for any purpose other than in the performance of their duties for Washington Latin. This obligation extends during the entire term of the employee's tenure with Washington Latin and after the date of termination of that employment for any reason.

Supporting the Mission

Employees are asked to support publicly the mission of the Washington Latin as articulated by the board and administration through its policies and decisions. Any employee who knowingly releases information that has the purpose or effect of undermining the mission of the institution or violating the privacy of a student is subject to immediate dismissal at the discretion of the Head of School.

Appropriate Use of Computers and Other Organizational Equipment

Any and all computing services (including access to the Washington Latin's network), are to be used for work purposes and not for personal business. Incidental and occasional use of computing services is permitted subject to the terms of this handbook and other LEA policies. Use which exceeds incidental or occasional use for personal reasons, or which is inappropriate, is strictly forbidden.

The following constitutes appropriate usage of these resources:

- ☐ Use consistent with the educational mission of Latin
- ☐ Use for purposes of, or in support of, education and research; and
- ☐ Use related to administrative and other support activities of Latin.

E-MAIL, INTERNET, AND TELEPHONE POLICY

All work-supplied communications resources – including Chromebook, telephone, voicemail, fax, e-mail, and Internet – are property of Washington Latin. Messages that are created, sent, or received using these communications systems are the property of Washington Latin. Washington Latin reserves the right to access and disclose the contents of all messages created, sent, or received using these systems.

Washington Latin faculty members are prohibited from using communications resources to send messages that are defamatory or harassing. Staff members are also prohibited from uploading, downloading, or otherwise transmitting sexually explicit materials and those materials – including trademarked or patented documents – whose transmission is prohibited by law.

Staff members are expected to maintain their Washington Latin network and account passwords in such a manner as to deter unauthorized access to Washington Latin systems. Staff must immediately report any viruses, tampering, or other system breaches to the IT Director. In-house faculty must have the approval of the IT Director before adding any software to computers.

Solicitation and Distribution

Washington Latin prohibits the solicitation, distribution and posting of materials on or at Latin property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Washington Latin management and School-sponsored programs. This policy extends to the use of computers for the solicitation or distribution of any goods or services.

Note that employees may not use faculty meeting time to promote events, meetings, programs or initiatives that are unrelated to normal school business without the express permission of the Head of School or Principal.

SOCIAL MEDIA USE AND GUIDELINES

Introduction

At Washington Latin Public Charter Schools we understand that social media can be a fun and rewarding way to share one's life and opinions with family, friends and co-workers. It can also benefit our students in preparing them to succeed in their educational and career endeavors. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

These social media guidelines provide guidance regarding recommended practices for professional social media communication among Latin employees, as well as social media communication between Latin employees and students.

This policy applies to all employees of Washington Latin. Leadership and supervisors should use these Guidelines for additional guidance in administering the policy.

Social Media Definitions

In the rapidly expanding world of electronic communication, "social media" can mean many things. Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites, and Internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Kik, Snapchat, TikTok and Instagram.

- ☐ Professional social media is a work-related social media activity that is either school-based, or non-school based (e.g., wikis, or Latin's official Facebook, Twitter, and Instagram profiles).
- ☐ Personal social media use is a non-work-related social media activity (e.g., a Twitter account or Instagram account solely for the employee's personal use).

Professional Social Media Use

Maintaining Separate Professional and Personal Email Accounts

Washington Latin employees who decide to engage in professional social media activities should maintain separate professional and personal email addresses. Latin employees should not use a personal email address for professional social media activities. Rather, employees should use a professional address that is completely separate from any personal social media address they maintain. (The official Latin email address is recommended.) Regular and continuous use of a personal email address for professional purposes, including social media use, may result in Latin considering the email address, and the corresponding use of that address, as a professional account.

Communication with Latin Students

Washington Latin employees who communicate with students through professional social media sites should follow these guidelines:

Professional social media sites that are ***school based*** should be designed to address instructional, educational, or extra-curricular program matters only.

Each school year, Latin parents will be notified about the professional social media activities in which their children may participate. A consent form will be distributed and must be acknowledged by each parent. Washington Latin will instruct parents to contact the school with any questions or concerns.

Guidance Regarding Professional Social Media Sites

Washington Latin employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in physical professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.

Latin employees should exercise caution, sound judgment, and common sense when using professional social media sites.

When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is

limited to a particular class or particular grade within the school) or a public network (for example, anyone within the school or individuals outside of Latin). It is recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be public.

Latin employees should obtain their supervisor's approval before setting up a professional social media presence. Employees must also inform their supervisor if the social media site undergoes a significant change in content. Latin employees wishing to establish a professional social media presence may consult the Director of Communications and Engagement.

Supervisors or their designees are responsible for maintaining a list of all professional social media accounts within their department.

Professional Washington Latin social media sites should include language identifying the sites as professional social media sites (affiliated with organization) to differentiate from personal sites. For example, the professional sites can identify Washington Latin, the department, or grade that is utilizing the site.

Professional social media sites that are non-student based should have a clear relationship to the mission and function of the LEA.

Washington Latin employees should use privacy settings to control access to their professional social media sites with the objective that professional social media communications only reach the intended audience.

However, LEA employees should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, each employee has a responsibility to understand the rules of the social media site being utilized.

Professional social media communication must comply with existing Latin policies, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.

No personally identifiable student information may be posted by Washington Latin employees on professional social media sites that are open beyond the classroom without permission. **Images of students are not to be posted online under any circumstance.**

It is not recommended that Latin employees post photos of other Latin employees on professional social media sites without prior permission of the photographed employee.

Monitoring of Professional Social Media Sites

Washington Latin supervisors are responsible for monitoring and providing feedback regarding their employees' professional social media sites. The monitoring responsibilities include reviewing the professional social media sites on a regular basis. If supervisors discover questionable communications or behavior on professional social media sites, they are required to contact the Head of School or Principal.

Latin supervisors reserve the right to remove postings and/or disable a page, of professional social media sites that do not adhere to LEA policy or do not reasonably align with these guidelines.

Employees using professional social media have no expectation of privacy regarding their use of such media. Latin supervisors will regularly monitor professional social media sites to protect the school community.

Supervisors should maintain a detailed log of all reported non-compliant communications as well as any violations that are otherwise brought to the supervisor's attention. Such reports of non-compliant communications should be immediately shared with the Latin employee so that the employee may take corrective action, if necessary and if possible.

Press Inquires

Any press inquiries received via professional social media sites should be referred to the Head of School and the Director of Communications and Engagement.

Personal Social Media Use

Communication with Latin Students

To maintain a professional and appropriate relationship with students, Latin employees should not communicate with students on a personal social media site.

Guidance Regarding Personal Social Media Sites

As a recommended practice, Latin employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public.

Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized.

It is not recommended that Latin employees "tag" photos of other Latin employees, Latin parents, students, or alumni, Latin volunteers, Latin contractors or Latin vendors

without the prior permission of the individuals being tagged.

Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of Latin policies.

The posting or disclosure of student and co-worker information or confidential information via personal social media sites in violation of LEA guidelines is prohibited. This includes the posting of pictures of students.

Washington Latin employees should not use Latin's logo or make representations that their personal social media sites speak in an official LEA or School capacity. The use of the Latin logo that is automatically populated on personal social media sites, such as LinkedIn, is permitted.

Employees should be mindful of the influence that their social media pages can have on the reputation of the school. Referring to Latin students, or other faculty members, in a negative light, even without mentioning names, can have an impact on the Washington Latin image. Staff should use their better judgment and act responsibly when posting on social media.

Relevance to Washington Latin Policies and Other Laws

These Guidelines provide guidance intended to support existing policies governing professional conduct. Users of professional social media sites must comply with all applicable federal, state and local laws, including, but not limited to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA) and intellectual property laws.

Additional Questions/Inquiries

This document is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact your direct supervisor or our Human Resources Specialist (hr@latinpcs.org).

Technology is rapidly changing and Washington Latin intends to regularly revisit these Guidelines and update them as needed.

COMMUNICATION

Washington Latin believes that our students will best be served if the faculty and administration all work together openly, honestly, and with a spirit of cooperation. All members of the community are welcome and encouraged to share their thoughts and ideas with School and/or LEA leadership.

Drawing upon the talents and backgrounds of all its constituents, Washington Latin seeks to be a place where respectful, thoughtful, and energetic communication is an institutional

norm.

Written communication from the school needs to be clear, accurate, and grammatically correct. Faculty comments to parents at the end of the marking periods need to be carefully proofread and submitted on time. Emails to parents require the same standards, and employees are asked to respond to emails from parents within one business day. Please read about Email Etiquette below for more details.

Email Etiquette

Etiquette is a voluntary bargain we make to live peacefully together....the legal system prevents us from killing each other. The etiquette system prevents us from driving each other crazy!

Judith Martin ("Miss Manners")

As email is a nearly ubiquitous means of communication, Washington Latin developed an "email etiquette" for the purposes of using this helpful medium more thoughtfully. Although it can seem a rather fussy word hinting at a by-gone era of white gloves and dessert spoons, etiquette simply signifies an agreed-upon system of rules for the purpose of helping a community function with more consideration and ease.

"Netiquette" – like all etiquette – is not just common sense. As a system of agreed-upon rules, it needs to be articulated so that everyone knows what to do!

Clearly, community is an important aspect of Washington Latin, grounded in the classical belief that human flourishing is achieved in human society. The way that we communicate as we work together therefore is important and should reflect our mission and our understanding that "words matter."

Basic Principles

The school clearly believes in the value of personal human interaction and that talking and listening in person to another human being extends a dignity and courtesy to that person. For any type of substantive discussion, face-to-face communication is preferential to communication by voice (e.g. phone) which is preferential to email or text. Email or text messages can be helpful tools, but they should not take the place of human interaction in significant matters.

Although face-to-face encounters over areas of difference are never easy, we encourage employees not to use email as a way to avoid conflict or say something you would not otherwise say in person.

When an employee sends an email from a Washington Latin account or sends a text message as a part of work-related business, that employee is acting in a professional capacity and representing the institution. Remember that, once sent, an email becomes a

permanent document.

When Writing to Parents

Do not use email or text messages to deliver either bad or surprising news about a student! If conveying bad news, always invite the parent(s) in or call. Feel free, however, to drop parents a line with some good news (although parents love hearing a positive report delivered in person or by phone as well!)

Please respond to parents within twenty-four (24) hours (or the equivalent of one business day), even if just to say that you have read the note and are preparing a thoughtful reply.

To: Make sure that the email is addressed to the correct person or persons. Try to narrow this list down as specifically as you can, even to one person if possible, especially if you are asking for follow-up. Emails with multiple people in the “to” section can be confusing and allow people to avoid responsibility.

Subject: For external emails, subject lines should say Washington Latin or somehow designate that this is a school-related matter.

Body: We are still clinging to the belief that email is the legacy of the written letter, so it should reflect standard written English rather than spoken conventions! It should also always be proofread for grammar and typing errors.

The email should contain a salutation such as “Dear Mr. Jones,”

It should state clearly and succinctly the matter at hand. If the email needs to be multiple paragraphs long, perhaps this is better suited for a face-to-face discussion or meeting. If it contains especially sensitive material, perhaps a meeting is a better avenue for delivering this information as well.

Of course, we all know that writing in all caps is the equivalent of shouting at someone. TRY TO AVOID LOOKING RATHER AGGRESSIVE!

The email should end with a closing such as “Sincerely,” followed by your name and position.

Forwarding: Be very sensitive about forwarding emails, especially of a personal nature. Remember that the writer addressed the matter to you, not to someone else and may not want it forwarded.

On the other hand, if you are sending an email, remember that it can be forwarded, so be careful that you do not put anything down that you would be unwilling to be forwarded.

Miss Manners says, “For email, the old postcard rule applies:

*Nobody else is supposed to read your postcards, but
you'd be a fool if you wrote anything private on one."*

CC: Only cc: people who have a direct interest in the matter. If others need to respond, they should not be cc'd but addressed in the "to" line. On the other hand, if you are cc'd on an email, consider carefully whether you should respond as the email is not addressed to you.

Writing to Students: An email sent to a student should be about matters related to your duties here.

It should be from your Washington Latin account to the student's Washington Latin account.
Students should be sent emails instead of texts for electronic communication.

Do not accept emails from students that are not in proper format (Yo, are u giving homework tonite? – all in the subject line!) or that come from a non-Latin email address (sexyphillygirl129@gmail.com!). Making students write proper emails will prepare them for their next academic and professional steps!

Writing to colleagues: Although writing with colleagues may be somewhat more informal, you should still maintain a professional and collegial tone. Please answer colleagues' emails as a sign of respect – **within one business day**.

Do not attempt to address significant or systemic issues on email, especially with multiple people. If you have a serious concern or issue with the school, schedule a conversation with an administrator.

PHOTO TAKING/POSTING

This is a summary of Washington Latin's policies related to taking, posting, and otherwise sharing photos of students. It covers both legal issues, policy, and best practices or guidelines for faculty.

LEGAL

- ☐ A person does not need to give permission to be photographed. They do, however, have the right to control the distribution of the image.
- ☐ The news media is the exception; they do not need to have permission to print or post a person's photo.

POLICY FOR LATIN

- ☐ Washington Latin requires all parents/guardians to indicate whether they give universal, limited, or no permission for the school to use their children's images in school materials, including marketing/recruiting materials and communications (newsletter, website, social media, etc.)

- ☐ With the online enrollment form (required for all students), parents/guardians must answer a photo permission question (full permission, permission only if you ask first, and never use the image).
- ☐ The keepers of school images include: the communications team (Kate, Dena, Yule) and yearbook team (Patti). That is, while there may be others taking photographs, we hold these two image banks on behalf of the school for a range of purposes, including online and print communications.

BEST PRACTICES

Taking photos

- ☐ DO take photos of students to contribute to the school's image banks: Faculty are encouraged to take photos of their school activities and share them with either communications or yearbook teams. This includes in class, field trips, extra-curricular activities, etc. These teams can then incorporate them into official Washington Latin communications, such as the school's Facebook page, Twitter account, etc.
- ☐ DO NOT take photos of students for the purpose of creating evidence of misbehavior or other problems.
- ☐ ASK YOURSELF whether the photo you are taking could be shared in a positive way in any school communication. Is it positive? Does it illustrate something that we want to be known for (e.g., teamwork, friendships, academic rigor, etc.) Would you want yourself or your child photographed in the way you are taking the photo?

Saving, sharing photos

- ☐ The school will share photos of students as part of the communications strategy to reflect the nature of our work and our community. These images are selected to visually explain the school and to engage and appeal to the public.
- ☐ Faculty should NOT save or share photos of individual or groups of students on their own personal communications tools and devices, including (but not limited to) computers, phones, social media profiles, etc.
- ☐ If faculty are playing a role with alumni, they are encouraged to have a separate profile that is work-related.
- ☐ Faculty who have connections with students outside of school should also be cautious in sharing photos of current students (example: if a faculty member attends a place of worship with a student and their family members). It is recommended that this be avoided, and any questions should be directed to Leadership.

If there are any questions, please contact the Director of Communication (Kate Cromwell) or the Head of School.

Please note that the aforementioned items related to photos also apply to video images.

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY

For the safety of our students, faculty and visitors, each School employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; and possibly the gym (mostly during public activities) and the MPR. However, it is not possible for surveillance cameras to cover all public areas of the building or all school activities.

Weapons

Washington Latin prohibits all persons, including employees, who enter the School property from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this weapons policy will be police officers and security guards or other persons who have been given written consent by the LEA to carry a weapon on School property.

When appropriate, in addition to any disciplinary actions that may be taken, violators of this policy may be referred to the appropriate police and legal authorities for prosecution.

Conflicts of Interest

You should avoid any situation that involves or may involve a conflict between your personal interest and the interests of Washington Latin and its students.

Employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with Washington Latin are to act in the best interests of each School, the LEA, and the community at large. You should make prompt and full disclosure in writing to your supervisor of any situation or potential situation that may involve a conflict of interest.

Gifts to Employees

You should not accept gifts whose value would create a conflict of interest (or the appearance of a conflict of interest) between yourself and the family or contractor seeking to give a gift. You should avoid any perception of a conflict of interest concerning current or future students at Washington Latin. If a parent, former student or friend of the School wishes to offer a gift to the School, you should direct them to the Development Office or to the Head of School for information about gift procedures. If you receive a gift whose value is perceived to be more than \$100, you must report that gift to the Director of Finance.

Modifications to School Property

To protect its investment in property and equipment, and to ensure that each School facility remains in compliance with all relevant safety codes, Washington Latin requires that you obtain permission from the Director of Operations or Head of School before you modify or attempt to modify School property. This includes installing or removing shelves, dividers, window treatments, or any other permanent or semi-permanent fixtures (other than posters, photos, and other ordinary framed decorations appropriate to the environment).

SECTION IV: POLICIES CONCERNING THE WORKPLACE

Emergencies and Inclement Weather

In cases of inclement weather or other emergencies, the Head of School will determine the appropriate operating schedule for the day. A decision will be made as early as possible, but no later than 6:30 am. If a closure or delay is necessary, we will contact families and faculty via email and text through PowerSchool. We will not call families or faculty. Our operational status will also be posted on the [latinpcs.org home page](http://latinpcs.org) and [parents' home page](#) and social media (Facebook, Twitter). We will also share information with the local media, including TV news, radio, and online (*Washington Post*, WAMU, etc.)

If the School is to be closed for inclement weather or other emergencies, we may elect to conduct classes remotely. You will be informed of such via email. Note that in some instances, maintenance, custodial, and security faculty may be expected to report to work even if the building is closed. If at any time you believe you cannot reach work safely because of the weather, you should contact your supervisor so the supervisor may make necessary arrangements. If you are expected at work and do not report to work, you will be required to use the paid time off days that are available to you.

Emergency Procedures

The School has procedures for responding to medical emergencies or other emergencies which may require evacuation of buildings, shelter-in-place or lock-down situations. These procedures exist to protect the safety of employees, students, and other persons on school premises, to preserve order, and to ensure prompt rescue and medical treatment as needed. These procedures are tested in compliance with the law. Unless otherwise instructed, you should regard any activation of these procedures as an actual emergency, not as a drill. You should be certain that you are familiar with the emergency procedures and that you discuss them with your supervisor to determine your own responsibilities. If you have questions or concerns about the procedures or about your responsibilities under a procedure, you should contact your supervisor or the Head of School.

Directions for exit routes used in a building evacuation are posted in each classroom and all other school facilities. Teachers are responsible for instructing students what route they need to take to exit the buildings. When a room is empty, the doors should

be closed. The rule of no talking by students during fire drills should be strictly enforced. Teachers should remain with their classes until students reach the assigned evacuation location.

Contagious Illnesses

Washington Latin recognizes your dedication to performing your duties and to assuring that the needs of the students are met. At the same time, however, it is important that you do not unintentionally jeopardize the health of the School community by spreading contagious illnesses to students or others.

For that reason, if you contract a contagious illness, you should take necessary steps to avoid the spread of infection during its contagious period. You should stay home if you present any symptoms of contagious diseases, until you have returned to health or until you are cleared by a personal physician. In addition, the School recommends the following healthy habits as outlined by the Center for Disease Control:

- ☐ Avoid close contact with people who are sick.
- ☐ Cover your coughs and sneezes.
- ☐ Avoid touching your eyes, nose and mouth.
- ☐ Wash your hands frequently, especially after coughing or sneezing and before eating.
- ☐ Practice other health habits such as getting enough sleep, managing stress, and drinking plenty of fluids.

Blood-borne Pathogens Exposure Control Plan

Washington Latin has developed a Blood-borne Pathogens Exposure Control Plan in accordance with federal health and safety regulations. This plan is designed to assist in maintaining a safe working environment. Please see the Director of Operations if you have any questions about the plan or would like a complete copy of it.

Employee Use of School Facilities

Campus facilities may be reserved by school departments and faculty for school business, and by recognized student organizations or sponsored non-school organizations for use that is consistent with the LEA's missions and goals in education, culture, or community service. You are permitted to use the facilities for school purposes during school hours, provided that the time and space have been cleared with the Calendar and Facility Use Coordinator for that campus.

All non-school activities occurring on campus facilities, including private social gatherings, must be coordinated and approved through the Director of Operations. Activities cannot conflict with academic use. Events may be scheduled no earlier than two months in advance. The Director of Operations, in consultation with the Head of School and Business Office will set an appropriate facility rental fee.

Transporting Students

In a Private Vehicle

Transporting students in a private vehicle carries substantial liability for the driver and the owner of the vehicle, since the owner's insurance provides primary coverage. For this reason, you are discouraged from transporting students in your private vehicle.

In a School-Owned Vehicle

If you request the use of a school vehicle, you must present a valid driver's license to the Transportation Coordinator or Director of Finance forty eight (48) hours in advance of the need for the vehicle. You must also be eligible for coverage by the LEA's vehicle insurance. You may be asked to present a current driving record history. While using a school vehicle or while using a personal vehicle in the conduct of school business, you must obey all applicable traffic rules and laws, including laws prohibiting the use of cellular phones while driving.

SECTION IV: GENERAL CONDITIONS OF EMPLOYMENT

Offer of Employment

The issuance of all offers of employment – to administration and faculty members alike – is the prerogative of the Head of School. In the second semester of each year, the Head of School will, at his/her sole discretion, tender to returning faculty members new offer letters outlining duties, compensation, and benefits for the next employment period. The letter (or additional written correspondence) will stipulate a time within which the faculty member may accept or decline the offer. A faculty member's duties and/or teaching assignment may be altered during the school year at the Head of School's discretion. The Head of School reserves the right, again at his/her sole discretion, not to invite an employee to return for the following year. All Washington Latin employees are considered ***employees at-will***.

Statement on Nondiscrimination

Washington Latin provides equal employment opportunities on the basis of merit and without discrimination based on race, color, marital status, religion, gender, sexual orientation, age, national origin, veteran status, genetic information, citizenship, or physical or mental challenges which do not prevent performance of essential job tasks. For further information, see the sections of the handbook on "Standards of Conduct" and Appendix A.

Form I-9 Compliance

Every applicant must, prior to beginning employment, complete an I-9 form declaring that he or she is a citizen of the United States or is otherwise legally permitted to work in the United States. The applicant must provide proof of citizenship, lawful resident alien status or a work permit, as appropriate. If the employee, at any time, cannot verify the employee's right to work in the United States, Washington Latin will terminate the employee's employment.

Background Checks

It is essential that Washington Latin create and maintain a safe environment for students, employees, and visitors. As such, Washington Latin complies with the Criminal Background Checks for the Protection of Children Act of 2004, the DC School Safety Omnibus Amendment Act of 2018, the Fair Credit Reporting Act, and other applicable federal, DC, state, and local laws. In accordance with these laws, all Washington Latin employees must undergo a background check prior to working at our organization.

Depending on the nature of their services and degree of contact with Washington Latin students, certain interns, volunteers, contractors, and other third parties working for Washington Latin, may also be required to undergo a background check. The type of background check will vary depending on each individual's nature of work. Individuals will be required to periodically renew their relevant background checks.

Relationship to Washington Latin	Background Check Components
All Washington Latin employees and paid interns	<ul style="list-style-type: none"> • FBI Fingerprint Background Check through DC Metropolitan Police Department • National Sex Offender Check • HireRight (or comparable) employment screening, which includes a criminal background check • Professional reference check • Federal Criminal Check (only for Latin employees with financial authority)
Washington Latin employees, unsupervised volunteers, contractors, and other third parties in direct contact with Washington Latin students	<ul style="list-style-type: none"> • All of the above • Review of up to twenty years of employment history in child-facing roles • Review of child abuse and neglect registries • Review of National Association of State Directors of Teacher Education and Certification Clearinghouse

All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the consumer report, Washington Latin will provide a copy of the report, the name, address, and telephone number of the reporting agency, and a summary of rights under the Fair Credit Reporting Act. Washington Latin will contact the individual directly before any adverse action is taken based in whole or in part on the information contained in the background check.

Duty to report charges, convictions, and pleas

Employees must notify their Human Resources point of contact of any conviction, or entry of a guilty plea or plea of *nolo contendere* (or its equivalent) for any criminal offense. This reporting obligation includes drug- and alcohol-related offenses but does not apply to minor traffic tickets or citations unless the employee has an independent obligation to report under another policy. In addition, employees must notify their Human Resources point of contact of being charged of any crime of

violence, drug trafficking, or sexual activity involving a minor. All reports required under this provision must be made in writing within three calendar days of the charge, conviction, or plea, or immediately upon reporting to work following such charge, conviction, or plea, whichever occurs first. Employees must provide Human Resources with a report explaining the basis of the charges lodged against the employee, and the date of conviction or entry of a guilty plea. Failure to report such incidents to Human Resources will be considered a violation of this policy and may result in disciplinary action, up to and including termination.

Compensation

The Head of School or his/her designee, generally the employee's supervisor, will review the performance of every employee annually. Adjustments to compensation are determined by the Head of School and will be communicated to the employee in writing before the new employment period begins.

Beginning in the 2022-2023 school year, a new compensation system for lead teachers, special education case managers, counselors, and school culture specialists has been put into effect. (See Appendix F for more information, including additional policies and salary scale information.)

Wage Assignments (Garnishments)

Washington Latin will notify any employee of any garnishments of or court-ordered deductions from the employee's compensation.

Error in Pay/Time Corrections

If an employee believes an error has been made, either in favor of Washington Latin or the employee, the employee shall inform the Business Office immediately so our Human Resources team can remedy the mistake. Washington Latin shall have the right to collect any overpayments made to an employee.

Employee Attendance and Punctuality

Supervisors are responsible for monitoring employee attendance and notifying the Business Office when an employee is close to exhausting the allotment of personal time off. Attendance and punctuality are important. Habitual tardiness or absenteeism may result in discipline including, but not limited to, written warnings, pro-rated docking of pay and/or termination.

Return of Property

All Washington Latin property that employees have in their possession, including, but not limited to, office supplies, curriculum materials, computer equipment, mobile phones, keys, fobs, and parking passes shall be returned to the Director of Operations on the employees' last day of employment. In addition, materials of any kind purchased with Latin funds are Latin property and shall be returned to the Director of Operations on the last day of employees' employment. Employees shall be responsible for any lost or damaged items.

With respect to the materials and items that the employee is to deliver to the Director of Operations on the last day of employment, Latin reserves the right to require the employee to deliver such items and materials prior to the last day of employment. For property that an employee has not returned by the last day of employment, the employee may be responsible for compensating the Latin for the value of such property.

Expense Reimbursement

Employees will be reimbursed for expenses paid by them directly related to the execution of their duties. Employees must seek **prior** approval for such reimbursements and must not assume ahead of time that a reimbursement request will be accepted automatically. All requests for reimbursements for purchases intended for use in academic instruction must be approved *in advance* by the appropriate budget manager. All other requests, including professional development expenses, must be approved by the employee's supervisor. Employees must complete the appropriate voucher form and attach all receipts and should be submitted to the business office within 90 days. ***Note that if prior approval is not obtained or an expense reimbursement is submitted after 90 days of the purchase, Latin may not be able to issue a reimbursement.***

To the extent possible, employees should work with the Operations and/or Business Office team to procure goods and services using our invoicing system or a Latin credit card, thereby minimizing the need for reimbursements.

Holidays

All full-time employees have paid holidays when the school is closed over the Thanksgiving, Winter and Spring breaks. Office personnel may, however, be asked to cover up to two days, if needed, during the Winter and Spring vacations and receive compensation time during the regular school year. In addition to these breaks, Latin observes holidays including but not limited to Indigenous Peoples Day (formerly Columbus Day), Labor Day, Memorial Day, Martin Luther King, Jr. Day, Juneteenth, and others indicated in the LEA calendar posted on the Latin website.

For all such breaks and holidays, all regular, non-exempt full-time employees in good standing will receive holiday pay of their normally scheduled workday at their regular rate. An employee will not be entitled to holiday pay if the employee is on a leave of absence when the holiday occurs.

Washington Latin recognizes that there may be religious holidays that employees would like to observe which are not part of the holiday/break calendar of the LEA. Employees may take up to three (3) paid days annually for personal holidays. Personal holiday must be scheduled at least five (5) days in advance with the employee's supervisor.

PAID TIME OFF (PTO)

Employees are expected to be present on each regularly scheduled workday during the academic year (either in person or remotely). However, Latin recognizes that illness or the

need to attend to pressing personal matters may prevent an employee from being at work. The LEA, therefore, provides PTO for all instructional and non-instructional faculty. All PTO requests must be approved at least one week in advance by the supervisor, except for emergencies. Only in unusual and pressing situations would PTO days be granted directly before or after a scheduled school vacation. Instructional faculty members (employees who teach) are expected to take time off only during the vacation times indicated on the academic calendar. Instructional faculty taking time off on class days disrupt the education of students and cause a strain on the school. Instructional faculty have ample vacation days during scheduled school vacations which include the holiday break at the end of the calendar year, a spring break in March or April, and a summer vacation following the completion of all job responsibilities in June.

Ten-month employees are granted eight (8) PTO days. Eleven-month employees are granted eleven (11) PTO days. Twelve-month employees are granted twenty (20) PTO days. For other contract length arrangements, the Letter of Employment will specify the exact number of PTO days granted.

Leave Tracking System

Instructional faculty members must submit PTO requests, including requests for religious observance days, using the electronic “Coverage Request Form” located in “THE FOR(U)M”. PTO requests for more than two (2) days must be emailed to the Principal for approval as well. The Substitute Manager will send a confirmation email to the employee once the request is approved, with a copy to the employee’s supervisor, and to Human Resources for tracking purposes. (See below for an exception to this policy during remote learning.)

For an anticipated absence, the teacher is responsible for giving lesson plans to the substitute teacher before the absence. Teachers who are absent are expected to work closely with the Substitute Manager to ensure that there are appropriate materials and easy-to-follow plans insofar as is possible. Teachers need to be sure their sub will also be covering non-classroom duties, such as supervision at breaks or lunch. Teachers are discouraged from taking personal days immediately before and after holidays or vacations and are required to obtain prior approval from their supervisor to take personal days during these time periods.

For emergency PTO requests, the Substitute Manager will notify Human Resources for PTO tracking purposes.

Note that if a teacher will only be absent for one or two periods in a school day, colleagues may be asked to assist with this coverage.

Administrative faculty members (twelve-month or eleven-month employees) must email PTO requests, including religious observance days, to the employee’s supervisor and to Human

Resources (hr@latinpcs.org). The employee's supervisor will send a confirmation email to the employee once the request is approved, with a copy of the email to Human Resources for tracking purposes.

For emergency PTO requests, the supervisor will notify Human Resources for PTO tracking purposes.

NOTE: Administrative faculty members who teach a class must submit the PTO request using the electronic "Coverage Request Form", located in "THE FOR(U)M, then it goes to the Substitute Manager to obtain coverage for instructional time.

If an employee takes more than the granted days stated in the Letter of Employment, the additional days taken will be deducted from the employee's paycheck. Paid personal/sick days must be used in the school year that they are earned. Any paid personal/sick days that are not used by the end of the school year will not carry over to the following school year.

Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 and the District of Columbia FMLA ("FMLA"), any employee who has completed one year of continuous service is eligible to take sixteen weeks of family leave and sixteen (16) weeks of medical leave within a twenty-four (24) month period. Eligible employees may take up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness during a twelve (12) months period.

Employees may take medical or family leave for the following reasons:

- ☐ Birth of the employee's child (employee may take leave anytime within 12 months of birth);
- ☐ Placement of a son or daughter with the employee for adoption or foster care (employee may take leave anytime within 12 months of placement);
- ☐ To care for a spouse/domestic partner, son or daughter, or parent with a serious health condition;
- ☐ Employees' own serious health condition which renders them unable to perform the functions of their position; or
- ☐ For any qualifying exigency arising out of the fact that a spouse/domestic partner, son, daughter, or parent is a military member on covered active duty or called to active-duty status.

As a matter of LEA policy, for any twelve-month (12-month) period as determined for purposes of FMLA, during the first five (5) weeks of FMLA leave (or the equivalent of two pay periods), Washington Latin will pay the employee the employee's regular compensation. Any holidays, school breaks or other days for which Latin would otherwise pay the employee that occur during those five weeks shall be counted towards the five weeks. For example, if the five weeks included a legal holiday such as summer vacation, summer vacation would count towards the five (5)

weeks.

While on FMLA leave, employees will continue to be enrolled in Latin's health insurance plan and the School will pay 100% of the monthly health insurance premium up to 16 weeks of FMLA in a 12- month period. Thereafter the employee will continue to be responsible for paying the same portion of the monthly health insurance premiums as the employee when on FMLA leave. Failure to pay the employee portion of the health insurance premium may result in cancellation of the employee from the health insurance plan.

Employees with a long-term disability may be eligible for extended unpaid leave of up to twelve (12) months, subject to a funding availability and the approval of the Head of School.

DC Paid Family Leave Policy

Pursuant to the Universal Paid Leave Amendment Act of 2016 ("Paid Leave Act"), beginning July 1, 2019, Washington Latin will be required to contribute an amount equal to 0.62% of the wages of each of its covered employees to the Universal Paid Leave Implementation Fund. Contributions will be collected electronically by payroll tax from the Department of Employment Services (DOES), Office of Paid Family Leave (OPFL), on a quarterly basis.

On July 1, 2020, employees will be able to apply to OPFL for paid family leave. A covered employee is any Washington Latin worker who spends more than 50% of his or her work time for Washington Latin working in the District of Columbia; or whose employment for Washington Latin is based in the District and who regularly spends a substantial amount of his or her work time for Washington Latin in the District and not more than 50% of his or her work time for Washington Latin in another jurisdiction. A covered employee may include part-time employees, temporary workers, and seasonal employees.

The duration of benefits provided by the Paid Leave Act allows for 8 weeks of parental leave, 6 weeks of family leave, and 2 weeks of medical leave for every 52 weeks worked. The weekly maximum benefit amount is \$1,000 and is funded solely by employer contributions. DOES will determine an employee's entitlement to paid leave under the Paid Leave Act. Latin will not interfere with, restrain, or deny any employee the right to seek benefits under the Paid Leave Act. For more information regarding Paid Family Leave, you should visit does.dc.gov. A copy of the DC Paid Family Leave notice can be found in the Appendix of this handbook. Contact hr@latinpcs.org for more information.

Bereavement Leave

Employees will be allowed up to three days of paid leave in the event of a death in their immediate family. The term "immediate family" shall be construed to mean spouse, domestic partner or other person with whom the employee regularly cohabits, child, stepchild, father, stepfather, father-in-law, mother, stepmother, mother-in-law, sister, stepsister, sister-in-law, brother, stepbrother, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or some other close relative of the employee.

Jury Duty

All employees will be granted paid leave when summoned for jury duty. Employees required to serve on jury duty must notify their supervisor as soon as they are summoned.

Employees will submit proof of jury service to the business office for inclusion in payroll records.

Military Leave

Latin will follow all federal and District laws regarding the compensation and employment status of any employee who is called into the service of the armed forces of the United States.

Employment Classification

Administrators and faculty members working at least thirty (30) hours per week on a permanent basis are considered *regular full-time* employees and receive their salaries over the course of twelve (12) months (twenty-four pay periods ending on the 15th and on the last day of each month). All regular full-time employees qualify for all employee benefits.

Employees working fewer than thirty (30) hours per week are classified as *regular part-time* employees. Regular part-time employees who work more than thirty hours per week are considered *qualifying part-time employees*. Qualifying part-time employees are eligible for healthcare benefits. For all other regular part-time employees, the Letter of Employment will specify any eligible benefits.

Temporary employees, those employed for six months or fewer, are *part-time* employees and are not eligible for benefits. Substitute teachers and tutors are considered part-time employees.

BENEFITS

Washington Latin prides itself on providing competitive benefits. Eligible employees receive a benefits information packet and may elect to enroll in various group plans. Any questions about benefits should be directed to the Director of Finance, HR specialist or the Head of School. The terms, conditions and eligibility requirements for benefits are set forth in letters of employment or within the plan documents available in the Business Office. At all times, if there is a discrepancy between plan documents and summary of benefits in this employee handbook, the plan documents shall govern. You are responsible for making contributions towards the required premium.

Washington Latin reserves the right to determine eligibility, interpret, suspend, modify or amend any benefit at any time and subject to any applicable law

Health, dental & vision coverage

Washington Latin will pay 77.5% of the base plan premium for the employee and dependents. Year over year health premium increases paid by employees will be capped at 7.5%.

403b retirement accounts with TIAA-CREF

Washington Latin will match up to 4% of employee salary, per pay period, after six (6) months of employment.

Life Insurance

Washington Latin will pay 100% of the premium for life insurance.

Long-Term Disability Insurance

Washington Latin will pay 100% of the premium for long-term disability insurance.

Short-Term Disability

Washington Latin will pay 100% of the premium for short-term disability insurance.

Employee Assistance Program

Washington Latin makes available to employees and their families a 24/7/365 EAP service which can assist with locating family services, travel planning, and more. The plan includes up to six mental health sessions for each employee.

Chromebook

Washington Latin furnishes each full-time employee with a Chromebook which may be used for work purposes.

Computer Purchase Loan Policy

Washington Latin Computer Loan Program affords faculty members the opportunity to purchase a computer (in addition to the school-issued Chromebook) and to repay the loan at a zero (0) interest rate over eight (8) months. The responsibility of the employee is outlined in a computer loan agreement.

Transportation Stipend

Washington Latin PCS will pay Metro fare subsidy through SmartTrip/Smart benefits of up to \$85.00 per employee per month for those who choose public transportation.

Lunch

Washington Latin PCS makes lunch available to all employees every school day at no charge

Paid Leave

During the first four weeks of leave, Washington Latin will pay regular compensation to the employee. While on FMLA leave, employees will continue to be enrolled in Latin; health insurance plan and the School will pay 100% of the monthly health insurance premium up to 16 weeks

Tuition Assistance

Washington Latin makes available an education assistance program to employees that meet eligibility requirements (see below). Those interested in securing tuition assistance should contact the Principal of their school. Note that funds are allocated on a first-come, first-served basis.

Voluntary Benefits

Washington Latin employees can elect additional benefits through Washington Latin which are paid 100% by the employee. These benefits include voluntary term life insurance, accident insurance, critical illness insurance, hospital indemnity insurance, and a legal services plan.

Mental Health Benefit

Washington Latin makes available an annual mental health stipend of \$500 per year. You can use this stipend to pay for additional counseling support, apps that help to reduce stress, or other wellness activities.

Wellness Activities

Each year, Washington Latin will offer a variety of wellness activities including fitness classes, lunchtime speakers addressing health topics, flu shots, COVID booster shots, online health assessments, health coaching services, access to the gym at 2nd Street, and weight-loss and smoking cessation programs.

Self-Directed Professional Growth (Inspire Grants)

In addition to professional development opportunities prescribed and/or approved for faculty during the school year, Washington Latin offers full-time teachers, deans and counselors, the opportunity to design self-directed personal or professional growth experiences for the spring or summer break. These experiences are approved by a committee.

Many of the benefits described in this handbook, including insurance benefits, retirement plans, etc., are also the subject of detailed written plans and policies which are available for employees' review upon request. If a question arises about the nature and extent of plan benefits or if there is conflicting language in the benefit plan documents and this handbook, the formal language of the benefit plan documents governs. The information in this handbook about plan benefits is intended only for general information purposes.

Employee Loan Policy

We recognize that personal emergencies can suddenly occur that may require more funds than that to which an employee may have immediate access. To assist employees, here are some options to consider:

1. **A loan against your Latin 403b account or an outside retirement account.** For those who have saved money for retirement through Washington Latin, you may take out a loan and repay it back over a specified period of time directly through payroll. The terms of the loan and repayment plan is determined by TIAA-CREF and Latin merely implements what is agreed between TIAA-CREF and the employee. Please contact hr@latinpcs.org for more information. For

a non-Washington Latin retirement account, please contact the financial institution for more information.

2. **Applicable only to full-time salaried employees with a minimum 3-year tenure: A loan from the school at a maximum of 10% annual salary, capped at \$3,000 per fiscal year, to be repaid within the same fiscal year by employee.** The terms of the loan and repayment is determined by the Business Office and the employee. (Non-exempt employees cannot have terms that result in paychecks that are lower than minimum wage.) This benefit can be used no more than 3 times over a 10-year employment period. If employment ends before the stated end date in the Employee's current Letter of Employment, then the full remainder will nevertheless be paid in accordance with loan terms. Please note that approval is not guaranteed."
3. **A pay advance:** Any employee in need of a pay advance must submit a request the Director of Finance and/or the Head of School. The advance should not exceed one payroll period's net pay with repayment terms not to exceed three months. Repayment will be automatically deducted from the employee's paycheck according to an agreed-on schedule. Employees will be limited to two pay advances per year. A pay advance will not be granted to an employee who has another Washington Latin sponsored loan until that loan is satisfied.

Hardship Grants

If funds are available, employees may be able to apply for hardship grants for emergency situations. Grant amounts will vary (based on funds). Grants are subject to payroll tax.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and beneficiaries the opportunity to continue health insurance coverage under Washington Latin's health plan when a qualifying event would normally result in the loss of eligibility for health insurance coverage. Under COBRA, eligible employees or beneficiaries pay the full cost of coverage after a qualifying event at Washington Latin's group rates plus an administration fee for continuation coverage. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

To be eligible for COBRA in the event of a divorce or legal separation, or if your dependents become ineligible for benefits, you, your spouse, and/or your dependents must notify Human Resources as soon as possible after the qualifying event occurs, and no later than 60 days after the qualifying event occurs. You must provide this notice in writing to Human Resources. In order to protect your rights, you should keep Human Resources informed of any changes in the address of you, your spouse, and/or your dependents.

Once informed of a qualifying event, the Human Resources representative will provide eligible employees with a written notice describing their rights under COBRA. This notice contains important information about eligible employees' and their beneficiaries' rights and responsibilities.

Failure to timely notify Washington Latin of your qualifying event or to comply with the

notice you receive from Human Resources may result in a loss of insurance coverage. Please contact Human Resources at hr@latinpcs.org if you have any questions about your rights under COBRA.

PROFESSIONAL DEVELOPMENT AND EVALUATION

Professional Development

Washington Latin is committed to providing ongoing professional development workshops and opportunities for faculty. Programs focus on character, culture, academic excellence, and more. School-based professional development is managed by the Principal. LEA-based professional development is managed by the Chief of Schools, Chief of Classical Education, and the Head of School.

Instructional Coaching

Each instructional faculty member will receive one-on-one or group instructional coaching. Instructional coaches partner with faculty members to analyze current reality, set goals, identify and work on strategies to hit the goals, and provide support until the goals are met.

Performance Evaluations

The purpose of a performance evaluation is to provide an individual with the support needed for personal and professional growth and to assure institutional excellence. The evaluation process should be valuable for all parties involved (including the supervisee and the supervisor), allowing for open and honest communication about goals, performance, and expectations. This process is to identify areas of strength and opportunities for improvement. A written evaluation and response, if there is one, will become part of an employee's personnel file. Poor performance or serious concerns will be addressed in these evaluations.

Each instructional faculty member will be observed by a supervisor and evaluated according to published criteria. Instructional faculty evaluations will include a review of classroom teaching, grading, commitment to all students' progress, extracurricular duties, professionalism, and commitment to professional growth. Supervisors will meet with each supervisee to review year-to-date progress before letters of employment are issued.

Non-instructional faculty members (including those in administrative roles) will be evaluated each year by their supervisors. The evaluation will track progress against annual goals and will describe employees' success in performing tasks articulated in job descriptions. Non-instructional faculty members will also be observed performing job-related tasks.

Tuition Assistance

While Washington Latin has a limited budget for professional development, we do support coursework toward a degree to the best of our ability. Full-time employees of Washington Latin are eligible for educational assistance in accordance with this policy upon completion of six (6) months of continuous employment prior to the time of course enrollment and provided that the

employee is enrolled in courses which are part of a degree program subject to staffing requirements, school-year calendar, and budget capacity.

Washington Latin aids employees with tuition, including required course fees, with a maximum benefit of \$1,500 per year for undergraduate studies and \$2,500 per year for graduate and post-graduate studies subject to the previous paragraph. In all coursework financially supported by Washington Latin, a passing grade must be earned. Payments for tuition assistance may be made to the institution or reimbursed to the employee directly, provided appropriate documentation is submitted.

Employees who receive financial assistance for coursework must provide documentation of having passed the course within 90 days of finishing classes. Failure to satisfy the minimum passing grade will result in reimbursement of monies to Washington Latin for the applicable course(s). Each year the Head of School will allot a specific amount in the school's budget to fund this policy. To ensure that all employees have equal access to opportunities under the policy, the school will disburse funding on a first come-first serve basis.

Tuition Assistance Requirements

An Employee interested in participating in this education assistance program must complete the [Request for Employee Tuition Assistance Form](#) prior to the commencement of any coursework. An employee seeking tuition assistance should provide the Business Office with a college/university invoice or statement indicating fees charged and the amount paid. The invoice must contain the institution's name and address. Copies of canceled checks and credit card receipts will not be accepted.

The Principal must approve the request. Payments may be made to the institution or reimbursed to the employee.

Application Process

The employee should complete the Request for Assistance Reimbursement Form 30 days prior to each course the employee wants to take in conjunction with this program. The Principal must approve the request form. When completed, the Request for Tuition Reimbursement Form is submitted to the Head of the School for review, approval and processing.

Compliance Process

Upon completion of the course, the employee must submit, within 90 days, legible copies of the institution grade card/report indicating the employee's name, term, course name(s) and grade(s) for the term. These records will be kept in the employee's personnel file.

DAILY OPERATIONS

Hours

The workday for all full-time faculty members begins 30 minutes before the start of school and ends 30 minutes after dismissal, except when coaching or advising necessitates a later departure time or upon the request of Washington Latin. Faculty members are expected to be present in

their advisory rooms promptly to ensure adequate student supervision.

During the workday, faculty members are expected to be accessible in the building, except when taking students out of the building for class work. When an appointment necessitates leaving school early or stepping out in the middle of the day, faculty should address their request with their school director. As a courtesy, when leaving the building, they should also inform the receptionist. Faculty members' working hours are determined by their supervisors. Note that some flexibility is possible, provided this does not conflict with the need for class coverage and student supervision.

Safety

All adults in the community – faculty and administration – are obligated at all times to make the safety and well-being of the students their first priority. Employees must know fire drill procedures and evacuation routes, medical procedures, and other emergency protocols. Anyone who observes an unsafe situation must report it to a senior administrator immediately. Please refer to our Emergency Response Plan for more details on specific emergencies, drills, and roles and responsibilities.

Discipline

Washington Latin maintains high standards of conduct for all students. Faculty members are obligated to enforce rules and respond to violations they may witness both during the school day and at school- sponsored events. See the Family Handbook for disciplinary policies and procedures.

Faculty Meetings

Division or full faculty meetings are generally held on Tuesday afternoons. Attendance is required unless specified otherwise. Employees are asked to avoid scheduling appointments or other commitments on Tuesday afternoons.

Workload

Generally, the normal course load for an instructional faculty member is five courses plus serving as a homeroom teacher or advisor. Some English teachers, however, teach only four sections. Teachers who have only four classes are asked to take on additional responsibilities such as coaching, covering study hall, and/or taking on extra supervisory duties.

The Principals approve faculty course assignments.

All faculty members also serve on regular and *ad hoc* committees. They are expected to attend all faculty meetings and student assemblies. They shall complete all reports and meet all other such obligations, including attendance at the final faculty meeting, prior to departure for the summer. All faculty members may be assigned additional non-teaching duties including, but not limited to, chaperoning school events, covering lunch duty, detention, and tutorial periods.

Student Attendance

Washington Latin is required by law to maintain attendance records for all students. Student absences due to illness or personal matters are reported to a designated attendance monitor. This

monitor will compile a list of any absences for the day, post the list via email, and make an additional copy to be used in the event of a School evacuation. Instructors should record all absences in their classes each day and send the names to the attendance monitor if a student is not already on the absence list.

Chaperoning Responsibilities

Because the School has an obligation to provide adequate adult supervision for student activities and social events – sometimes outside of the normal school day – all faculty members are expected to chaperone school activities and events from time to time. School leadership personnel shall have responsibility for securing adequate adult supervision for School events and may require faculty to rotate for chaperoning duty. Chaperones for a given activity are expected to:

- ☐ Ensure, within their ability, the personal welfare of everyone present at the activity;
- ☐ Enforce the rules of the school;
- ☐ Ensure that only Washington Latin students and their guests are admitted; and
- ☐ Ensure, to the best of their ability, the success of the activity and
- ☐ Exercise a positive influence on the tone of the activity.

Chaperones will be provided with information and instructions pertaining to events and more details about their duties.

ADVISING

Each student has an advisor (homeroom teacher) who is responsible for overseeing the academic and social wellbeing of the students in that homeroom or advisory. Advisors serve as advocates for these students and are often the primary liaison with parents. Responsibilities include:

- ☐ Meeting with parents/adult caregivers (in person or virtually) at the start of the school year to establish contact and invite communication
- ☐ Informing or involving other School or LEA personnel on issues pertaining to the student or the student's parents/guardians or the need for additional academic and/or emotional support
- ☐ Reviewing grade reports and comments for all advisees and keeping backup copies of grades, comments, notes on conferences with parents/guardians, and schedules
- ☐ Meeting with parents/guardians to discuss student performance in all academic and extracurricular activities.

COMMUNICATING WITH PARENTS OR STUDENTS

Faculty members are expected to return all parent/guardian inquiries in a prompt, helpful, and polite manner. All emails should be responded to within twenty-four (24) hours of receipt, excluding weekends and/or holidays. For their protection, faculty are discouraged from giving out home or cell phone numbers. If teachers choose to communicate with students through social media, they should have a designated account for this communication and not use their personal accounts.

Parent/Teacher Conferences

Besides advisory conferences, parent-teacher conferences are scheduled in the fall of each year. Conferences are also scheduled for students whose grades at certain points in a marking period are D's or F's. Parent requests for other conferences with teachers should be coordinated

through the advisor, the appropriate Director, or the Principal.

PROCEDURE FOR FILING A FORMAL FACULTY OR STAFF COMPLAINT

While all Washington Latin employees strive to work in a collegial and forthright manner with each other, there may be occasions when issues or concerns arise for which resolution is needed. In such cases the Washington Latin employee shall follow the procedure described below for addressing those concerns.

1. Speak directly to the party or parties in question. The employee may ask another employee to be present for a discussion with the other party.
2. If this step does not successfully address the issue, the employee should bring the concern to the employee's immediate supervisor.
3. If the concern cannot be resolved with the help of one's supervisor, the employee and the supervisor will write a letter to the Principal, which outlines the issue(s) and provides background about steps taken thus far. The Principal will then meet with the parties, accompanied by their respective supervisors, in an effort to resolve the conflict. Minutes of that meeting will be kept and distributed to the affected parties and their supervisors.
4. Should step 3 not result in satisfactory resolution of the concern, the employee may appeal in writing to the Head of School. The appeal should clearly summarize the issues of concern and the minutes from the meeting with the Principal should be included. The Head of School shall then establish an Assessment Meeting. The format and attendees of that Assessment Meeting shall be determined by the Head of School. The Head of School will be the final arbiter of the issue and no further appeal shall be available. The concerned employee and attendees shall receive written notice of the Head of School's decision after the Assessment Meeting in a timely manner.

Each step in the above process is established to permit each employee to openly share concerns in a cooperative environment while attempting to resolve conflicts in as comfortable and speedy a manner as possible.

COVID-19 EMPLOYEE HANDBOOK ADDENDUM

Policies and Procedures Under COVID-19 Conditions

Note that the school year (2022-2023) will begin with the city and country still in the throes of the COVID- 19 pandemic. Amid this crisis, we ask faculty for grace, patience, insights, and questions. We do not know the trajectory of this pandemic. What we do know, as we proceed, plans will need to be adjusted, timelines may be altered, decisions may change, and we will all need to be flexible and lead with courage and strength. We will continue to make decisions and navigate our new normal through the lens of our guiding principles:

Safety

First and foremost, Washington Latin prioritizes the health and well-being of the students and faculty. Members of a school community stand in a social relationship, and this relationship requires them to think and act in ways that embody a certain form of mutual concern. Thinking of each other's needs is reflective of the school's commitment to the common good.

Quality

Besides rigorous instruction, an excellent educational program helps to develop values and pursue ideals. Washington Latin is committed to excellence in all domains as a norm.

Equity

Washington Latin will do all possible to meet the needs of all. What is best may not always be the same for all.

Clarity

Washington Latin values trust and transparency. As such, the LEA is committed to making expectations clear, and to communicating openly and often with faculty, students, and their families.

Flexibility

Change is the constant. The institution must be quick to learn and just as quick to adapt.

The protocols below will modify as conditions warrant:

Safety Strategies

1. Face Coverings: It is our expectation that we will be mask-optional outdoors unless DC shifts to high community spread. In situations of low- or medium-spread, we will likely be mask-optional indoors, but reserve the right to shift to mask-mandatory if conditions dictate. When masks are mandatory, all adults, students, and children ages two and older must wear a mask covering.
2. Social Distancing: Classrooms, hallways, lobbies, offices, buses, etc. will be reconfigured as best as possible to accommodate social distancing.
3. Schoolwide Hygiene: All adults and students are encouraged to use hand sanitizer before

entering a Latin classroom, office, and/or any other space. Students and faculty will have opportunities to wash their hands with soap and water after meals and after using rest rooms.

4. Cleaning and Disinfecting: All spaces will be cleaned daily/nightly with high-touch/high-traffic areas being disinfected with greater frequency. Thorough (deeper) cleaning will take place periodically.
5. Rapid Response Protocols: Adults or students who are feeling sick are asked to stay home. Faculty or students who get sick will be sent home as appropriate.

Face Covering Protocols

- ☐ Face coverings need to cover one's mouth and nose.
- ☐ When Latin is mask-mandatory, students and faculty are required to wear a face covering while on a Latin campus and on a Latin bus.
- ☐ Latin faculty, students, and visitors can receive a N-95 mask if needed. These masks will be available at the reception area, the nurse's station and, by request, from the Director of Operations.
- ☐ A face shield will also be made available to any faculty member who requests one.

Social Distancing/Use of Space

The goal of social distancing is to limit close face-to-face contact with others by keeping adults and students at least three feet apart when possible. Social distancing spaces include any interior or exterior space that students and/or adults utilize throughout the school day (i.e., classrooms, buses, offices, recess spaces, parking lots, etc.). **The rule of thumb is to keep people at least two arm's lengths apart.** There will be situations which do not allow for social distancing. When this occurs, we must be even more vigilant that the other safety protocols are being followed.

Washington Latin will take the following measures in its use of space:

- ☐ Maximize spacing of occupants in each space with a minimum of three feet distance between desks.
- ☐ Limit occupants in any space.
- ☐ The use of communal spaces (such as the multi-purpose room, faculty room or library) will be staggered to provide time for cleaning and disinfecting between use. The day porter will provide enhanced cleaning on frequently touched surfaces of shared equipment such as refrigerators, photocopiers, microwaves, etc.
- ☐ Physical barriers, such as plastic flexible screens, may be installed between bathroom sinks and urinals, if applicable.
- ☐ Plastic screens will be used in the reception area and at the security desk.
- ☐ An isolation area will be available for any student or faculty member who exhibit symptoms, such as a fever or a cough, until the individual can be safely removed from the facility. This area will be separate from the area used for routine healthcare.

Schoolwide Hygiene

Hand washing with soap and water and hand sanitizing with alcohol-based hand sanitizer is a

simple, but effective, part of the overall safety plan. Hand sanitizer will be located throughout the building including in all classrooms, building entrances and common spaces, like the MPR.

Exclusion or Dismissal from On-site Learning

Washington Latin will adhere to the following exclusion and dismissal criteria:

Exclusion Criteria:

If a student or faculty member is confirmed to have COVID-19, they must not return to school until:

- ☐ 24 hours **after** the fever has resolved without the use of fever-reducing medication (e.g. Motrin, Tylenol) and respiratory symptoms have improved; AND
- ☐ They test negative on an antigen test.

If any student or faculty member has been in close contact with a person who is positive for COVID-19, we would ask that they do the following:

- ☐ Monitor themselves for symptoms
- ☐ Take a rapid (antigen) test to confirm that they are not COVID positive; and
- ☐ They wear a face covering indoors (regardless of whether Latin is requiring the use of masks indoors) until the person with whom they are in close contact has completed their isolation period

Dismissal Criteria:

If a student or faculty member develops a fever or other signs of illness, the school will follow the above exclusion criteria regarding the exclusion and dismissal of students and faculty.

- ☐ For students, the school will immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
- ☐ For faculty, the school will send the faculty member home immediately and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the faculty member was in contact.

Exposure Reporting, Notification, and Disinfecting

To ensure a clear and efficient process for communication, the school has identified Martita Fleming (Director of Operations) as the internal COVID-19 point of contact (POC). She is responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19.

Step 1: Report to DC Health Department

The school will follow existing procedures for reporting communicable disease, including COVID-19.

Step 2: Communication to Families and Faculty

Washington Latin has communication protocols in place that protect the privacy of individuals, while still alerting families and faculty of a positive COVID-19 case. Communication will be completed, per DC Health directive.

Cleaning and Disinfecting

Routine cleaning and disinfecting is important to maintaining a safe environment for students and faculty and will be prioritized as part of the safety strategy. Cleaning removes dirt and germs and is usually done with soap and water, whereas disinfecting kills most germs. Additionally, to enhance the efficacy of this strategy, procedures will be put in place to limit the sharing of objects for both faculty and students.

Each school will regularly clean, disinfect, and sanitize surfaces and materials per prevailing health protocols and requirements.

Cleaning, Disinfecting, and Sanitizing Schedule

	Between Uses	Throughout Day	Daily	Weekly	Monthly
Surfaces		<i>C/D</i>	<i>S</i>		
Bathrooms	<i>C/D</i>		<i>S</i>		
Doorknobs		<i>C/D</i>	<i>S</i>		
Hallway floors		<i>C/D</i>	<i>C/D</i>		<i>S</i>
Window handles				<i>S</i>	
Desks, chairs	<i>C/D</i>		<i>S</i>		

Washington Latin is committed to supporting all employees impacted by a COVID-19 related illness. An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to work virtually, because the employee:

- ☐ Has been advised by a health care provider to self-quarantine related to COVID-19;
- ☐ Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- ☐ Is caring for an individual subject to quarantine;
- ☐ Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

The Family Medical Leave Act allows eligible employees to request 12 weeks of unpaid leave. To request family medical leave, please notify your direct supervisor and either the Human Resources Specialist or someone in the Business Office. You will receive guidance related to required documentation. However, note that documentation from your physician will be required.

Employees who are not working

Employee Is Not Working Because...	Pay type	Notes
<ul style="list-style-type: none">Employee is ill, caring for someone who is ill, or living with someone who is ill for a non-COVID reason or without a medical diagnosis	<ul style="list-style-type: none">Normal PTO	<ul style="list-style-type: none">May qualify for Family Medical Leave Act (FMLA)
<ul style="list-style-type: none">Employee is advised by healthcare provider to quarantineEmployee is diagnosed with COVID-19 and under quarantineEmployee is in the same household and/or caring for an individual advised by healthcare provider to quarantine	<ul style="list-style-type: none">First 5 days covered under LEA-provided COVID leaveAfter 10 days, normal PTO time	<ul style="list-style-type: none">Formerly, employees were eligible for leave through the Emergency Sick Leave Act. This is no longer available.
<ul style="list-style-type: none">Employee is caring for his/her child whose school or place of care is closed for COVID-19- related reasons	<ul style="list-style-type: none">First 5 days covered under LEA-provided COVID leaveAfter 10 days, normal PTO time	<ul style="list-style-type: none">See above

Continuation of Pay

If an employee is not accessible during business hours, he/she may be required to take leave. If you are unable to report to work in person, please see the FMLA leave section listed above.

Work Reassignment

During this time, some faculty may be required to complete work outside of their current roles and responsibilities to ensure business continuity. Employees may be asked to complete the following tasks:

- | | |
|--------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Food prep or delivery | <input type="checkbox"/> Other administrative related projects |
| <input type="checkbox"/> Technology distribution | <input type="checkbox"/> One-on-one check-ins with students |

The Director of Operations will facilitate conversations about the tasks that need to be completed. Where applicable, appropriate training will be provided.

Mindfulness Resources

- ☐ **Headspace** offers free mindfulness application to educators, and you can access it by going to <http://www.headspace.com/educators>
- ☐ **Insight Timer** provides a library of guided meditations like music and talks by various experts. This can be accessed through <http://insighttimer.com/> or by downloading the insight timer app.
- ☐ **Healthy Minds** was created by renowned neuroscientist Richie Davidson and promotes a healthy

mind through four pillars to train the mind: awareness, connection, insight, and purpose. This can be accessed through <http://www.tryhealthyminds.org/> or by downloading the Healthy minds program app.

COVID Flex Time

We are extending faculty members' ability to access an additional 5 days/40 hours of flex time to use for COVID-19 related illness, vaccinations, and recovery until January 31, 2023. COVID flex time may be used by full-time employees as PTO for the following reasons:

- ☐ If diagnosed with COVID-19;
- ☐ If advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- ☐ Caring for family member who is subject to an order or self-quarantine.
- ☐ Caring for a child whose school/child care is closed due to COVID 19 related reasons.
- ☐ To recover from COVID-19 vaccine or booster symptoms

COVID -19 MANDATORY VACCINATION POLICY FOR STAFF

Purpose

In accordance with the School's duty to provide and maintain a workplace that is free of known hazards, and in response to the Mayor's September 20, 2021 Order applying to Public Charter Schools in the District of Columbia, we are adopting this policy to safeguard the health of our employees, students, visitors and their families and the community at large from COVID-19 that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

As a condition of employment, all employees wherever they work are required to be up-to-date on COVID-19 vaccinations as per DC Health. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Head of School.

Employees are considered up-to-date:

- ☒ 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, and at least one booster shot
- ☒ 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine and at least one booster shot.

Procedures

Employees will be notified by the Human Resources Department via electronic mail or other means as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered.

Reasonable Accommodations

Employees and employment candidates may be exempted from the COVID-19 vaccination or booster requirement for medical or religious reasons. To qualify, employees must make an exemption request through Human Resources Department and become exempt only when issued an exemption

in writing. Candidates requesting these exemptions should coordinate with the HR representative for written approval.

Exemption requests will be evaluated on a case-by-case basis consistent with appropriate procedures. Individuals who request a medical exemption must be able to explain the reason an exemption is needed and may need to provide reasonable documentary proof from the employee's health care provider. Individuals seeking an accommodation due to sincerely held religious beliefs must make the LEA aware of the need for an exemption based on a conflict between the employee's sincerely held religious beliefs and the vaccination requirement.

Unvaccinated Employees in the School

Unvaccinated employees who are granted an exemption and who are required to report to a school building to work must wear a properly fitted mask except when actively eating or drinking, engage in social distancing at all times, and must attest each day of work that they do not have any COVID-19 symptoms described below. Furthermore, they will be subject to regular or random testing for the COVID-19 virus.

If You Are Symptomatic

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as it learns more about COVID-19. Employees must continue to follow evolving local health department and CDC guidance on any changes to the list of symptoms.

Quarantine

Employees must quarantine if they have been in close contact (within three feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless they have been fully vaccinated. Employees who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated employees should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

After quarantine

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

Isolation

Isolation is used to separate people infected with COVID-19 from those who are not infected.

Employees who are in isolation should stay home until it is safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

What to do

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a mask when around other people if able.

APPENDIX A -- NOTICE OF NONDISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Washington Latin Public Charter Schools ("Washington Latin") are hereby notified that Washington Latin does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to or employment in its programs and activities.

Students, parents and/or guardians having inquiries concerning Washington Latin's compliance with Section 504 or the ADA **as they apply to students or who wish to file a complaint regarding such compliance should contact the Director of Special Education**, who has been designated by Washington Latin to coordinate its efforts to comply with the regulations implementing Section 504 and ADA as they relate to students.

For inquiries or to file a complaint regarding Washington Latin's compliance **with ADA, Section 504 as they relate to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as they relate to students, employees and third parties, please contact the Director of Operations**, who has been designated by Washington Latin to coordinate its efforts to comply with the regulations implementing Section 504 and ADA as they relate to employees and third parties, and Title VI, Title IX, and Age Act as they apply to students, employees and third parties.

Notice of Procedural Safeguards and Grievance Procedures for Parents and Students

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator, the Director of Special Education.

Any person who believes that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint pursuant to Washington Latin's Grievance Procedures. A copy of the grievance procedures can be obtained by request through the Director of Special Education.

Notice of Grievance Procedures for Employees and Third Parties

Employees who believe that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint pursuant to Washington Latin's Grievance Procedures. A copy of the grievance procedure is below.

GRIEVANCE PROCEDURE

Any person who believes that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Washington Latin may be submitted to the Chief of Schools. Complaints involving Washington Latin employees or third parties may be submitted to the Head of School.

The grievance procedures outlined below establish how complaints will be investigated and resolved.

These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Washington Latin encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Washington Latin prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint may be filed by following the steps outlined below:

Step 1

Within ninety (90) days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an

appropriate resolution. If, because of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Step 2

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Head of School within ten (10) business days after receipt of the response. The Head of School will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Head of School will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step 3

If the complainant is not satisfied with the decision of the Head of School, he/she may appeal through a signed written statement to the school Board of Governors within ten (10) business days of the receipt of the Head of School's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (phone), (202) 453-6021 (fax).

COMPLAINT FORM

Date: _____

Name of Person About Whom Complaint is Being Brought: _____

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____ Alternate Phone _____

Email Address: _____

SUMMARY OF COMPLAINT

If others are affected by the possible violation, please give their names and/or positions:

Your suggestions on resolving the complaint:

III. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date

APPENDIX B -- MANDATED REPORTER PROCEDURES; RESPONDING TO SUSPECTED CHILD ABUSE OR NEGLECT

It is the policy of Washington Latin to ensure the safety and well-being of every student. When a concern of possible abuse/neglect arises, the expectation is that we as a school will act swiftly and in an organized manner to respond.

In accordance with *D.C. Code § 4-1321.02* (2008), Washington Latin faculty members will comply with the following legal guidelines:

§ 4-1321.02. Persons required to make reports; procedure [Formerly § 2-1352]

- a) Notwithstanding § 14-307, any person specified in subsection (b) of this section who knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child, shall immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.
- b) Persons required to report such abuse or neglect shall include school officials, teachers, athletic coaches, social service workers, and mental health professionals. Whenever a person is required to report in his or her capacity as a member of the faculty of a school, he or she shall immediately notify the person in charge of the institution or his or her designated agent who shall then be required to make the report. The fact that such a notification has been made does not relieve the person who was originally required to report from his or her duty under subsection (a) of this section of having a report made promptly to the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.

Preventive Measures

The following steps are taken as preventive measures:

In accordance with DC regulations, ALL new faculty members and personnel are to participate in a Mandated Reporter training at the beginning of the school year they commence employment at Washington Latin. Returning faculty members will attend a Mandated Reporter training at least once every two years. Online training is available for any person who is either unable to attend an in-person training or would like to review information between trainings. Attendance will be tracked to ensure full participation.

To minimize risk in the school environment, one-adult/one-student situations should occur only when necessary. If they are to occur, the interactions and/or activities should take place where they can be seen by others and interrupted easily.

Reporting Procedures

The following procedures shall be followed when a faculty member suspects abuse and/or neglect:

1. If a faculty member observes a student being abused in any capacity, it is the responsibility of that faculty member to ensure the child's immediate safety by taking realistic and appropriate steps. Only after the child's safety has been secured, should the faculty member begin the reporting process.
2. If faculty members receive a disclosure of abuse or neglect from a student or observe something of concern (incident, marking on child, etc.), they are to IMMEDIATELY report their concern to the in-school mental health provider (e.g., school counselor or psychologist). If the mental health provider is unavailable, the report should be made to the Principal or Division Director.
3. The faculty member who originally initiated the response shall complete an incident report *immediately following the incident or disclosure*. The mental health provider or other designee will provide the incident report form to the faculty member. The report will include the circumstances around the disclosure, incident, or observation, including the specific words of the student if applicable and steps taken in response (e.g., reported the concern to the AP, brought the student to the counselor's office, etc.). The faculty member is to turn in the completed incident report form to the mental health provider or designee by the end of the same school day. *All incident reports are to be kept in a confidential mental health file.*
4. After returning the incident report, the faculty member who originally initiated the response must determine if he/she should make a report to Child and Family Services Agency (CFSA) or to the Metropolitan Police Department (MPD) based on the information they have received.* The faculty member can request that the mental health provider or designee be present when the report is made if they so desire. *If a report to CFSA or MPD is made, both the Principal and the Head of School must be notified.*
5. When a faculty member reports concern of abuse and/or neglect, the in-school mental health provider or other designee will meet with the student to obtain additional information about the concern that same school day. *To ensure confidentiality, no other faculty member should question the student about the concern/disclosure.*
6. The in-school mental health provider or designee shall determine next steps (call to parent, report to CFSA or MPD, etc.). *A parent should be notified if, in doing so, no further harm will come to the student. Do NOT notify parent or caregiver if these individuals are suspected to be involved in the suspected abuse and/or neglect.*
7. If the in-school mental health provider or designee determines a call to CFSA MPD is warranted based on any additional information received during student interview, he/she will call to make the report. This call may be in addition to a previous call to CFSA or MPD made by the faculty member who received the initial disclosure.
8. After a call is placed, the following documentation is required: when the call was made, the *Agent number* of the hotline worker with whom you spoke, what the response was from the hotline worker (accepted the report, did not accept the report, etc.), and what follow-up can be expected (CFSA or MPD will investigate report, CFSA or MPD to come see the student at the school, etc.) if this information is provided.

*Note: If a faculty member reports a concern to the in-school mental health provider and that individual and or designee does not think a call to CFSA or MPD is warranted or cannot contact either agency at that time, ***it remains the responsibility of that faculty member to make the report if they feel it is warranted.*** Reporting is an individual responsibility, and failure to report can lead to penalty.

Duty to report bullying, harassment, and retaliation against students

In addition to making any required mandated reports to CFSA or MPD, Washington Latin expects all faculty members and volunteers to report incidents of bullying, harassment, and retaliation against a student for their participation in a complaint process. Faculty and volunteers should immediately report such incidents to their supervisor or Principal. A report must be made no matter how the faculty member or volunteer learned about the alleged misconduct. Reported incidents found to be bullying, harassment, or retaliation are grounds for disciplinary action up to and including suspension and dismissal for students.

APPENDIX C: Latin WHISTLEBLOWER PROTECTION POLICY

Washington Latin Public Charter School ("Latin") is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting practices, internal controls and auditing. To that end, Latin strictly prohibits fraudulent practices, and requires its governors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

This Whistleblower Protection Policy (the "Policy") outlines a procedure for employees to report actions that an employee, acting in good faith, has reasonable grounds to believe violate any applicable laws, rules or regulations, including conduct that constitutes fraudulent accounting, auditing or other practices. This policy applies to any matter which is related to Latin's business and does not relate to private acts of an individual not connected to the business of Latin.

It is the responsibility of all Latin employees to promptly report suspected violations of any applicable laws, rules or regulations, including those concerning accounting practices, internal controls or auditing, in accordance with this Policy. If an employee, acting in good faith, has reasonable grounds to believe that a Latin governor, officer, employee, or volunteer has engaged in conduct that violates any applicable laws, rules or regulations, the employee is expected to share his or her questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. Supervisors and managers are required to report suspected violations to Latin's Director of Operations. If an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, employees are encouraged to report suspected violations directly to Latin's Compliance Officer and/or the Head of School. If the employee does not feel comfortable reporting the information to the Head of School, he or she is expected to report the information to the Chair of the Audit Committee of the Board of Governors if the matter relates to a financial issue and to the President of the Board of Governors for all other matters.

The Compliance Officer will promptly acknowledge receipt of any reported violation. All reports will be promptly investigated by the Compliance Officer and appropriate action will be taken, including, at the Compliance Officer's discretion, advising the Board of Governors and/or the audit committee. In conducting its investigations, Latin will keep the identity of the complaining individual confidential to the extent possible, while conducting an adequate review and investigation.

No Latin governor, officer or employee who in good faith reports a suspected violation shall suffer harassment, retaliation or any adverse employment consequences. Specifically, Latin will not

retaliate against an employee in the terms and conditions of employment because that employee:

- a) reports to a supervisor, the Compliance Officer, the Head of School, the Board of Governors or a federal, state or local agency his or her good faith suspicion that a violation of any applicable laws, rules or regulations occurred;
- b) participates in good faith in any resulting investigation or proceeding, including providing to law enforcement personnel or a court truthful information relating to the suspected violation of an applicable law, rule or regulation; or
- c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Latin may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this Policy.

Supervisors will be trained on this policy and Latin's prohibition against retaliation in accordance with this Policy.

APPENDIX D: Latin SCHOOL VAN USE POLICY

Washington Latin has three 15-passenger vans for use for student travel.

- ☐ Unless special permission is granted by the Head of School vans should be parked on school grounds in the view of the Latin camera network for security each night. Vans being used for out-of-town trips will be an understood exception; however, when the vans are in town they are to be parked overnight on campus.
- ☐ Vans should be used for Washington Latin school business. Personal use of the vans is generally not allowed. Expressed permission from the Head of School must be granted for exceptions to this rule.
- ☐ Primarily, the vans will be used to drive student shuttles to and from METRO stops, sports teams to and from practices and competitions and for field trips.
- ☐ As a general rule, student shuttles and sports team use will receive priority for van use.
- ☐ Morning student shuttles begin at approximately 6:30 AM and finish at approximately 8:00 AM. Afternoon shuttles run from approximately 4:30 PM until 6:00 PM. The Athletics Director will work with The Director of Operations and the business office to work out scheduling of the vans between shuttle and sports use.
- ☐ The vans will, however, be available for field trips during the day and, at times, after school. Requests should be sent to the business office, who will check the schedule for conflicts and check availability of van use.
- ☐ There is a shared Google Calendar "Van Use" to be maintained by the business office, but available for viewing to all faculty through Washington Latin's Google Mail.
- ☐ Requests for van use, can be made to the Director of Finance, the Director of Operations or the Community Partnerships Coordinator. Van use is not confirmed until potential conflicts with shuttle and sports use are cleared and a reservation is made on the "Van Use" calendar.
- ☐ When a van reservation is requested, please have a driver designated at that time. If you need to find a driver, please make your designation one week or more in advance. Your van reservation will be complete when you have a driver scheduled and the trip is on the shared calendar.
- ☐ Individual employees may drive the van. In order to be able to drive the van, a copy of a driver's license and a current (within three years) five-year driving record must be submitted. The potential driver's driving record needs to be reasonably clean. Those potential drivers with zero to one negative point may drive, depending on the reason for the earning of the negative point. Having more than one point will not necessarily preclude driving. It will, however, require further consideration. Also, some training on driving a 15-passenger van may be required. This may involve some practice driving the van without student riders.

General Rules

DRIVE SAFELY. When in doubt, drive safely. When not in doubt, drive safely.

ABSOLUTELY NO TEXTING OR TALKING ON THE PHONE (HANDS FREE OR OTHERWISE) WHILE DRIVING.

If you must use the phone, pull over and bring the van to a full stop in PARK.

- 1.) Make certain that van is clean when you exit. Make sure the students clean up after the trip. We have failed van inspections because of debris on van floors.
- 2.) Email early to reserve a van (Director of Finance, the Director of Operations or the Community Partnerships Coordinator)
- 3.) If the gas in the van falls below a quarter tank full, let the Business Office know. We will fill the tank, but we have to know it is necessary.

- 4.) Follow all traffic laws. The driver will be responsible for speed camera/traffic light camera tickets as well as moving violations.
- 5.) Insurance and van registration live in the center console. Make sure you know where they are before you drive.
- 6.) On the streets near the school, be extra courteous and yield right-of-way first.
- 7.) If you need to fill a van's gas tank, please have the students exit the van first. Submit the receipt with a reimbursement form to the Business Office for reimbursement.

I have read and understand this van policy and agree to comply fully:

Signature

Date

Print Name

APPENDIX E – DC PAID FAMILY LEAVE FLYER



GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF EMPLOYMENT SERVICES

NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020

Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which allows covered employees to receive paid time off for qualifying parental, family, and medical events. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

1. **At the time you were hired (if you were hired after January 2020);**
2. **At least once a year starting in 2020; and**
3. **If (in 2020 or later) you ever asked your employer for leave that could qualify for benefits under the Paid Family Leave program.**

Covered Events

There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than **8 weeks** of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

1. **Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year;**
2. **Family leave - receive benefits to care for a family member for up to 6 weeks in a year; and**
3. **Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.**

Applying for Benefits

If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

Employee Protection

The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. When these harmful actions were taken because you applied for or claimed Paid Family Leave benefits, they are known as "retaliation." If you believe you have been retaliated against, you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

Office of Paid Family Leave | 4058 Minnesota Avenue NE |

Washington DC 20019

OPFL EE Rev. 12/2019



WASHINGTON LATIN

PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

HANDBOOK RECEIPT ACKNOWLEDGEMENT

(School Year 2022-2023)

I acknowledge that I have received my copy of the Washington Latin Employee Handbook, which outlines the policies, practices, and employee benefits of Washington Latin. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of Washington Latin's personnel policies and procedures and employee benefits. I understand that this edition includes updates about COVID-19 policies and outlines obligations, including those related to mandating reporting.

I understand that employment at Washington Latin is at-will. This means that I may resign at any time, and may be terminated at any time, without notice or cause. This also means that Washington Latin may change the terms of my employment relationship, including my hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits my or Washington Latin's right to terminate my employment without notice or cause. No Washington Latin representative is authorized to enter into a contrary agreement—express or implied—except Washington Latin's Head of School/Chief Executive Officer, or their designees and myself. Any such contrary agreement must be in writing and signed by Washington Latin's Head of School/Chief Executive Officer or their designees and myself.

The Employee Handbook is not a contract and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about Washington Latin. I agree to read the entire Handbook during my first five days of employment, or within five days of receiving it. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with my supervisor or the appropriate School Leader.

I understand that this Employee Handbook refers to current benefit plans maintained by Washington Latin and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written agreement is inconsistent with the Employee Handbook, the written agreement is controlling.

If I have questions about the handbook, I will ask my immediate supervisor or designated School Leader.

Signature: _____ Date: _____

Name (Printed): _____