



WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

EMPLOYEE HANDBOOK

SCHOOL YEAR 2025 – 2026

www.latinpcs.org

Washington Latin Public Charter Schools ★ *A Classical Education for the Modern World* ★ 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 is in recognition of the expansion of our community to include the new Anna Julia Cooper Campus Middle School, located at 4301 Harewood Road NE, our brand new location.

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 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 at 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 August, 2025

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/campus 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 specified in 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 level of supervision, up to and including the Head of Schools.

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 Schools. 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.

DEIB STATEMENT

The Washington Latin Public Charter Schools LEA is committed to fostering, cultivating, and preserving a culture of diversity, integration, and inclusion, and belonging. 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 policies, priorities, and initiatives should seek assistance from a supervisor, the Head of Schools or a Human Resources representative, working with the Business Office. See more below on Standards of Conduct.

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 (in Ward 3). The school was founded by T. Robinson Ahlstrom, who was inspired by Boston Latin (the nation's oldest public school). He was succeeded in the second year by Martha C. Cutts (a longtime DC educator). We added one new grade each year after 2006-2007 and graduated our first senior class of 42 students in June of 2012.

We relocated to the Decatur Campus at 4715 16th Street NW, and in 2009, we opened our Upshur Campus at Saint Constantine and Helen Greek Orthodox Church. The following year, in 2010, our Upper School expanded further with the addition of classrooms at Simpson-Hamline United Methodist Church at 4501 16th Street NW. For three school years, our campus spanned three separate buildings, requiring students to cross a busy intersection between classes. In the summer of 2013, Latin moved into a permanent home—an abandoned former DCPS building, the Cuno H. Rudolph Elementary School at 5200 2nd St. (in Ward 4). In the spring of 2016, we completed and dedicated a new gymnasium, named in honor of retiring Head of School Martha Cutts. Ms. Cutts was succeeded that fall by Peter Anderson.

In the summer of 2019, the DC Public Charter School Board (PCSB) approved Washington Latin's replication, paving the way for the launch of a second campus serving grades 5–12. In January 2022, the new school was officially named Washington Latin Public Charter School: The Anna Julia Cooper Campus (Cooper Campus). That summer, the Cooper Campus opened its doors in a temporary Ward 5 location, welcoming students in grades five and six. In September 2022, we purchased the former Kirov Academy of Ballet at 4301 Harewood Road NE. Following an extensive renovation of the existing building and the construction of a second facility on the site, the Cooper Campus relocated to its permanent home for the 2025–2026 school year—coinciding with the launch of our second high school.

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.



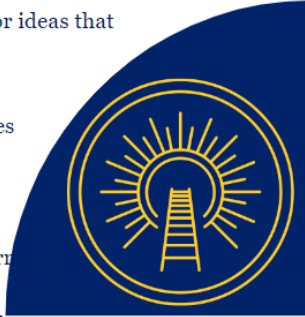
Applying the Latin Way to our decision-making

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?

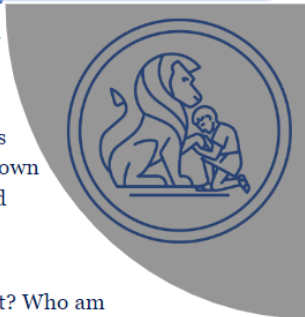
Do we engage a balance of opinions, perspectives and/or styles? If not possible, can we try to hold any missing ones?



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?



The Latin Creed

1. We all possess inherent dignity, which is the foundation for trust. (*The Individual*)
2. We can all progress, with humility and support, on our paths towards a fuller humanity. (*The Individual*)
3. We form our character by learning to live harmoniously in a community. (*The Good*)
4. We pursue enduring truths by inviting and questioning a diversity of views. (*The True*)
5. We live in a world of beauty and mystery; there is so much to know and love. (*The Beautiful*)
6. We are not born for ourselves alone. (*The Collective*)

Washington Latin Hiring Process

The Washington Latin Hiring Process is guided by a set of core principles that aim to attract, evaluate, and hire the best candidates who align with the school's mission and values. Here is an elaboration on each of the guiding principles:

Collaboration, Not Competition: At Washington Latin, we serve the common good. Thus, throughout the hiring process, the good of the organization must be the focus for everyone. Rather than viewing the hiring process as a zero-sum game where candidates are pitted against each other, Washington Latin promotes a collaborative atmosphere. Candidates are encouraged to demonstrate how they can contribute to the team, while interviewers work together to evaluate candidates' potential fit within the existing school culture and faculty. Hiring decisions are made collectively, incorporating input from various stakeholders. The emphasis is on finding candidates who align with the LEA's mission and values, supporting the overall goal of fostering a nurturing and effective educational environment for students.

Transparent & Fair: All stakeholders- principals, internal candidates, and external candidates- deserve a clear, transparent, and fair process. Candidates are provided with clear and detailed information about the hiring process, including timelines, expectations, and criteria for evaluation. This transparency helps to build trust and confidence in the process. Washington Latin is committed to ensuring all candidates, regardless of background, are evaluated based on their qualifications and fit for the role. This commitment to fairness helps to attract a diverse pool of applicants and promotes an inclusive workplace. Candidates are encouraged to ask questions and seek clarification throughout the process. Additionally, Washington Latin provides constructive feedback to candidates, whether they are selected or not, supporting their professional growth and development.

Efficient: The hiring process at Washington Latin is designed to be efficient, minimizing unnecessary delays and ensuring we can quickly secure talented individuals who can contribute to our mission. The process is designed to be as straightforward as possible, with clear steps and minimal bureaucracy. This ensures candidates can move through the process quickly and without unnecessary obstacles.

Welcoming: Although applying for a job is a stressful experience, we want candidates to feel welcomed. Working at Latin is an invitation to “fall in love with enduring Ideas,” and that starts the moment we reach out to a candidate.

Washington Latin complies with all applicable District of Columbia laws and regulations regarding hiring transparency and candidate rights.

GOVERNANCE

The Corporation

The legal name for our LEA is the **Corporation of the Washington Latin School-A Public Charter School (The)**. We are 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 (2nd Street), and the Anna Julia Cooper (AJC) Campus Middle School, referred to as the Cooper Campus or AJC, located at 4301 Harewood Rd NE.

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 DC 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 U.S. and internationally. We undergo re-accreditation every five years. Our accreditation was renewed most recently in June of 2023. More information about accreditation and about this accrediting body can be found at <https://www.cognia.org/>.

ADMINISTRATIVE STRUCTURE

Head of Schools/Chief Executive Officer (CEO)

The Head of Schools/CEO is appointed by and serves at the direction of the Board of Governors. The Head of Schools/CEO is responsible for the effective administration of the LEA subject to the authority granted by the Board. The Head oversees the general management of all academic and administrative operations. The person in this role 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. 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 performance reviews are conducted regularly. The position Head of Schools was revamped to Head of Schools/Chief Executive Officer during the 2022-2023 school year.

The Latin Support Team (LST)

The Latin Support Team encompasses all individuals who provide cross-campus support, from senior leaders to administrative staff. This team is designed to ensure both campuses function smoothly and that the overall goals of Washington Latin are met efficiently. The support team works collaboratively with the Latin Leadership Council and other school staff to implement strategies and solutions that enhance the educational environment for both students and faculty.

Members of the Latin Support Team are integral to:

- Operational Efficiency: Assisting in the management of daily school operations, logistics, and resource allocation to maintain an effective learning environment.
- Administrative Support: Providing essential administrative assistance, including scheduling, communication, and documentation, to keep the school's processes running smoothly.
- Student and Faculty Support: Offering additional support to teachers and students, addressing academic and non-academic needs to foster a nurturing and productive school community.
- Collaboration with LLC: Collaborating with the Latin Leadership Council to execute strategic initiatives, providing feedback and insights from various departments across both campuses.

The Latin Leadership Council (LLC)

The Latin Leadership Council (LLC) has been established to provide comprehensive cross-campus support for our two campuses. This council is tasked with efficiently and sustainably supporting our schools, ensuring our mission and approach continue to thrive. Through setting policy, providing thought partnership, and executing various administrative responsibilities, the LLC empowers principals to meet the holistic needs of students and faculty.

For the 2025-2026 academic year, the administrators who are members of the LLC include the Head of Schools/Chief Executive Officer, the Chief of Schools, the Chief Financial Officer, the Principal of our 2nd Street Campus, the Principal of our Cooper Campus, the Director of Operations, the Director of External Relations, the Director of Development and Alumni Relations, the Director of Student Support, and the Senior Director

of Technology. They are responsible for establishing, reviewing, and deciding follow-up actions related to LEA-wide priorities and goals. They supervise most faculty members and are expected to be the primary ambassadors for the Washington Latin mission and vision.

The Chief Advisor collaborates with the LLC on an as needed basis.

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

Triangle

The Head, the Chief of Schools, and the Chief Advisor constitute the LEA Triangle, a structure to support shared leadership and decision-making. This also ensures culture is not separate from academics.

Pyramid

The LEA Executive Team, known as "The Pyramid," includes the Head of Schools/CEO, the Chief of Schools, the Chief Advisor (the "LEA Triangle"), and the Chief Financial Officer. This structure promotes collaborative leadership and strategic planning, ensuring the school's cultural, academic, and financial initiatives are closely integrated and aligned with the school's mission.

Quintet

The Quintet is a key leadership team composed of the Triangle and the Principals from both campuses. Meeting weekly, the Quintet discusses and decides on policies and priorities that affect the entire LEA. This structure fosters shared leadership and helps navigate the intentional tension between unity and campus-level autonomy. Topics addressed by the team include LEA-wide policies, hiring decisions, cross-campus professional development, and cultural events.

The Chief of Schools

The Chief of Schools supports the Head of Schools to oversee the academic program across both campuses. Alongside the Head and the Chief Advisor, 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 some members of the Latin Support Team who support both campuses. In concert with the Chief Advisor, the Chief of Schools co-creates and implements a vision for instructional excellence and a 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 Advisor

The Chief Advisor provides advice on the alignment of school-wide programming with the classical mission and alongside the Head is the ambassador for the school in speaking publicly about the classical mission. The Chief Advisor supports both school leadership teams in their understanding and implementation of the classical mission. Alongside the Chief of Schools, the Chief Advisor supports adult coaching and professional development. The Chief Advisor 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. The Chief Advisor collaborates with the Head on special projects.

Chief Financial Officer (CFO)

The CFO is the primary financial officer of the LEA and serves as the Head's chief advisor on matters of the LEA's financial resources, human resource matters, government and private grant fiscal management and compliance, and procurement. In this capacity, the CFO monitors and reports upon the financial condition of the LEA and minds its fiscal health and solvency. The CFO is also the chief liaison with governmental entities regarding financial and regulatory compliance. Additionally, the CFO plays a crucial role in strategic planning, ensuring the LEA's financial practices support its long-term goals and objectives. The CFO also oversees risk management and internal controls to safeguard the LEA's assets and integrity.

Principals

The Principal serves as the chief instructional leader of each campus and the primary administrator for grades 5–12. Principals are responsible for overseeing the day-to-day student experience and play a central role in shaping the academic and cultural life of the school. In collaboration with other senior administrators, they lead the development, implementation, and oversight of the curriculum; establish rigorous standards and benchmarks for each course; select instructional materials and texts; and guide the assessment and reporting of student progress. Principals also work closely with academic and school culture leaders—whose titles may vary by campus—to ensure alignment and excellence across all areas of school life.

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 the physical plant of each School is in good condition and supervises support faculty, including building maintenance and security personnel. The Director of Operations also manages the use of buildings by both internal and external groups.

Director of External Affairs

The Director of External Affairs is a senior fundraising officer for the LEA and the overseer of strategic communications. In the fundraising role, the Director engages the Washington Latin community to qualify, cultivate, solicit and steward leadership donors from alumni, alumni parents and parents across the LEA. This position is responsible for all parent fundraising, including events for parent giving, Latin Pride and Bacchanalia across the LEA, leadership gift solicitation and the development of strategies to increase parent and alumni parent leadership giving. In the strategic communications role, the Director oversees and manages the development and implementation of communication strategies and initiatives that align with Latin's goals, values, and priorities. This role plays a crucial part in shaping Latin's public image, building relationships with stakeholders, and ensuring effective communication. The Director also supervises the LEA's student recruitment team.

Senior Director of Technology

The Senior Director of Technology works closely with the Latin Leadership Support Team to support technology needs across all grade levels and is responsible for the procurement and use of hardware, as well as the implementation of all instructional technology. In addition, the Senior Director of Technology also serves as the liaison between OSSE and the school for assessments at the LEA level.

Director of Development and Alumni Relations

The Director of Development and Alumni Relations works with the Head of Schools, Chief Financial Officer, and External Affairs Team to create a culture of philanthropy and raise money from individuals, corporations, and foundations. This role leads major gift fundraising initiatives, manages donor relations and stewardship programs, and oversees annual giving campaigns and signature fundraising events. The Director also serves as the primary liaison to Washington Latin's alumni network, developing engagement programming that maintains meaningful connections between graduates and the school while identifying alumni who can serve as ambassadors, mentors, and future philanthropic partners.

Director of Student Support

The Director of Student Support oversees the Mental Health, Special Education, and Integrated Services departments at each campus. This role supports directors, counselors, and coordinators to ensure students receive necessary services and that all programs comply with federal and local laws. The Director works closely with principals and the Executive Leadership Team to promote cohesive student support teams and contribute to strategic planning.

Director of Athletics

The Director of Athletics manages and oversees 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.

Director of Data Management

The Director of Data Management oversees the systematic collection, analysis, and utilization of student and operational data to drive informed decision-making and continuous improvement strategies. The Director supervises the school registrar and manages LEA enrollment.

Data and Compliance Manager

The Data and Compliance Manager plays a pivotal role in ensuring the accuracy, integrity, and security of all data systems while also monitoring the school's adherence to regulatory compliance standards, supporting educators in data-driven instruction, and facilitating reporting to stakeholders.

Human Resources Manager

The Human Resources Manager oversees the daily functions of the human resource department, including administering pay, benefits and leave, and enforcing school HR policies and practices. This position reports to the Chief Financial Officer and the Head of Schools.

Human Resources Advisor

The Human Resources advisor is responsible for providing support to the HR department. This position reports to the Chief Financial Officer.

Business Manager

The Business Manager supports the Chief Financial Officer with accounts payable, accounts receivable, financial planning, budgeting, and fiscal management efforts. This role supports procurement and financial reporting.

Communication Manager

The Communication Manager works with the Director of External Affairs to support strategic communication efforts, both internal and external, ensuring that Latin's mission, achievements, and initiatives are effectively conveyed to stakeholders, fostering strong community engagement and support.

Manager of Family Engagement

The Manager of Family Engagement connects formally and informally with the community of Washington Latin families - prospective, current, and alumni. The manager is charged with broadening, deepening, and strengthening our family engagement efforts to help meet our vision of a close, relational, inclusive and integrated community of parents, students, faculty, and community volunteers in support of both campuses core mission and goals.

Special Projects Coordinator

The Special Projects Coordinator supports senior leadership in three key areas: coordinating field trips across campuses, assisting with talent recruitment logistics, and providing administrative support to the Board of Governors.

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 and current employee information is essential for administering payroll, benefits, taxes, insurance, emergency contacts, and other employment-related requirements. It also helps the LEA comply with applicable federal and District of Columbia laws.

Employees must notify Human Resources in writing (hr@latinpcs.org) of any changes to their personal information, such as address, phone number, educational status (including professional degrees and licenses), marital or benefit status, and number of dependents. Updates should be submitted promptly.

Personal information is securely maintained in the LEA's electronic HR records system and is used only for employment-related purposes. It will not be used as the basis for any employment decision unrelated to legitimate business needs and will not be shared without your express written consent, except as required by law.

Personnel Files

The LEA maintains personnel files containing documents related to an employee's work duties and performance, professional qualifications, and employment history. These files are the property of Washington Latin PCS and are stored in a secure electronic HR records system, separate from personal

information records. Access is restricted to authorized HR personnel.

All medical records, if any, are maintained in a separate, secure, and confidential electronic file. Medical information is kept strictly confidential and will only be used or disclosed with the employee's written authorization or as required by law.

Review of Files

The LEA offers employees the right to review their personal, personnel, and medical files. To request a review, contact the HR Manager, who will arrange an appointment and provide supervised access to the records. Files are maintained in a secure electronic system and can be reviewed in an appropriate setting.

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 HR Manager.

Washington Latin's Anti-Harassment and Non-Discrimination Policy (including Title IX)

Washington Latin PCS (Latin) is committed to fostering a safe, supportive, and inclusive educational and work environment. Harassment, discrimination, and retaliation are antithetical to our mission and values, and they will not be tolerated.

This policy articulates our commitment to compliance with all applicable laws, including Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and the D.C. Human Rights Act. It ensures a prompt, equitable process for resolving complaints and providing support to all parties.

Applicability and Scope

This policy applies to all students, employees, applicants, contractors, and volunteers at Latin. It governs conduct on campus, at school-sponsored events, online, and in any context that affects the school environment.

Definitions

- Complainant: The individual who is alleged to be the victim of harassment or discrimination.
- Respondent: The individual who is alleged to have engaged in prohibited conduct.
- Sexual Harassment: Unwelcome conduct of a sexual nature, including quid pro quo, hostile environment, and specific acts like sexual assault or stalking.
- Supportive Measures: Non-disciplinary, individualized services designed to ensure equal access and protect safety without unreasonably burdening either party.
- Retaliation: Any adverse action taken because an individual filed or participated in a complaint or investigation.

Prohibited Conduct

Latin prohibits all forms of harassment, discrimination, and related misconduct, including:

- Sexual harassment, including sexual violence, unwelcome advances, or coercion.
- Discrimination based on any protected category under local or federal law.

- Harassment that creates a hostile or intimidating learning or working environment.
- Retaliation against individuals for asserting their rights or participating in investigations.
- Gender-based harassment and violence, including stalking and dating violence.
- Any conduct that denies or limits access to educational programs, services, or employment.

Reporting Options and Procedures

Any individual may report harassment or discrimination to:

- The Title IX Coordinator,
- Any school administrator,
- A trusted faculty or staff member (who must report it to the appropriate administrator), or
- Through anonymous means using a HR mailbox or other designated methods.

Reports may be made in person, by email, phone, or using other designated means. Reports should include as much detail as possible. Reports can be made at any time, including outside business hours, through designated channels.

The individual designated to coordinate the school's response to reports or complaints of sex-based harassment and for overseeing the school's compliance with Title IX as it relates to students is:

Lawrence Liu, Title IX Coordinator
Washington Latin PCS
5200 2nd Street NW, Washington, DC 20011
(202)223-1111
lliu@latinpcs.org

The Title IX Coordinator for Washington Latin is responsible for receiving and responding to reports of sexual harassment under Title IX.

Initial Response to Reports

Upon receiving a report, the Title IX Coordinator will:

- Promptly contact the complainant to discuss available supportive measures,
- Inform the complainant of the right to file a formal complaint,
- Assess the nature of the allegations and determine jurisdiction,
- Provide resources and referrals,
- Initiate an emergency removal or administrative leave if safety requires it (in limited circumstances).

Supportive measures are available regardless of whether a formal complaint is filed.

Formal Complaint and Grievance Process

If a formal complaint is filed, Latin will:

- Provide written notice to both parties outlining the allegations and procedures,
- Assign a trained, impartial investigator to gather evidence and interview witnesses,
- Ensure equal opportunity to present evidence and respond to the allegations,
- Prepare an investigative report and share it with both parties for review,

- Conduct a live hearing with cross-examination (if required under Title IX),
- Have a decision-maker issue a written determination based on a preponderance of evidence,
- Provide an opportunity for either party to appeal on limited grounds (procedural irregularity, new evidence, or bias).

The process will be timely, equitable, and designed to preserve fairness and support all parties.

Informal Resolution

Informal resolution (e.g., mediation, restorative practices) may be offered:

- Only after a formal complaint is filed,
- Only if both parties provide voluntary, written consent,
- Not available if the respondent is an employee accused of harassing a student,
- With the option to withdraw and resume the formal grievance process at any time.

Informal resolution is facilitated by a trained staff member and aims to address harm and repair relationships.

Recordkeeping

In compliance with federal regulations, Latin will retain the following records for at least seven years:

- Reports of sexual harassment and investigations,
- Records of supportive measures and decisions,
- Disciplinary sanctions imposed,
- Remedies provided to complainants,
- Appeals and informal resolution outcomes,
- Training materials for Title IX personnel (which will be publicly posted).

Retaliation

Retaliation against any individual involved in a report or investigation is strictly prohibited. Examples of retaliation include:

- Threats or intimidation,
- Adverse employment or academic decisions,
- Social exclusion or harassment.

Allegations of retaliation will be investigated separately and may result in disciplinary action. Good-faith participation in the complaint process is protected.

Roles and Responsibilities

Relevant roles include the following:

- **Title IX Coordinator:** Oversees policy compliance, receives reports, ensures prompt response, coordinates investigations, maintains records, and delivers training.
- **Investigators:** Trained staff who conduct impartial investigations and create detailed reports.
- **Decision-makers:** Individuals who review the investigation report and determine responsibility.
- **Appeals officers:** Handle appeals based on the grounds outlined in Section 7.
- **All staff:** Required to report suspected harassment involving students or colleagues to designated personnel.

Training and Education

Latin provides annual training to:

- All staff on identifying and responding to harassment and discrimination,
- Title IX personnel on relevant legal standards, bias, investigative techniques, and grievance procedures,
- Students (age-appropriate) on consent, respectful conduct, and bystander intervention,
- The entire community via published materials and online access to training content.

Training promotes a culture of dignity, respect, and inclusion.

Possible Responses When it is Determined that Sex-Based Harassment Occurred

Possible disciplinary sanctions and remedies include, but are not limited to suspension, suspension with conditions, detention, mandatory service, restrictions of access to space, resources, and activities, disciplinary probation, counseling/training, i.e., sensitivity training.

Counseling and Interventions for Respondents

Washington Latin will work with its wellness and mental health providers to identify appropriate counseling and intervention strategies for students alleged to have committed acts of sex-based harassment, and to determine whether it is a referral to the CFSA is required where the accused's behavior indicates that he or she may be the victim of child sexual abuse or child abuse.

Resources for Students and Families Affected by Sexual Harassment, Sexual Assault or Dating Violence

Students and families affected by sex-based harassment may be eligible for school-based supports. For more information about the availability of such supports, please contact the Title IX Coordinator.

Other information and resources available outside of school include:

- RAINN (National number to reach counselor anywhere in the country) - 1-800-656-HOPE (4673)
- National Sexual Violence Resource Center (Provides information about sexual violence) - 1-877-739-3895; www.nsvrc.org
- DC Rape Crisis Center - 202-333-RAPE (7273)
- Network for Victim Recovery of DC (NVRDC) (Provides free, holistic, and comprehensive case management and legal services to victims of all types of crime regardless of income.) - (202) 742-1727
- Men Can Stop Rape (Outreach and education and prevention work with men and boys.) - (202) 265-6530
- Safe Shores (DC Children's Advocacy Center) - (202) 645-320
- Wendt Center (offers individual and group counseling) - 202-204-5021

Review and Modification

This policy will be reviewed at least annually by the Title IX Coordinator in consultation with legal counsel and leadership. Modifications will be made as needed to comply with legal changes and best practices. Stakeholders are invited to provide feedback and suggestions for improvement. Updates will be communicated to the school community and posted publicly.

If any conflict arises between this policy and applicable law, the law governs. Questions should be directed to

the Title IX Coordinator.

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 (including an understanding of sexual harassment and prevention)	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	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 Manager	By mid-September and as needed
Dyslexia awareness training	OSSE LMS	Annually

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 Schools 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 Manager, CFO, Principal, and/or Head of Schools.

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 Manager, or the Head of Schools.

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 LEA, 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 Schools, 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 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
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 Schools 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

Category	Unacceptable behaviors	Acceptable behaviors	Be careful about
Digital communications (including email and text)	<ul style="list-style-type: none"> Using personal email to communicate with students Being informal, familial or unprofessional in email communication 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 Using encrypted messaging apps (e.g., WhatsApp, Signal) to communicate with students. Deleting or failing to preserve digital records of communication with students. 	<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 Logging all phone calls with students 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 emails about personal issues Frequent calls, texts or other messages with the same student Using emojis or informal digital shorthand that could be misinterpreted. Engaging in private direct messages on collaborative platforms (e.g., Google Docs comments, Teams chat).
Social media	<ul style="list-style-type: none"> Using personal social media--Snapchat, Instagram, X (Twitter), Threads, Facebook, TikTok, Bluesky, etc. to communicate with students Posting pictures of students or identifiable information about your students on personal accounts Engaging in political arguments, offensive humor, or explicit content on public profiles that can be linked to role as educators 	<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 Liking, reposting, or commenting on student posts—even if not directly messaging. Viewing students' content without consent, even if accounts are public.
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 Using ride-sharing apps (e.g., Uber, Lyft) to transport students unless arranged and approved by school administration. 	<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 	<ul style="list-style-type: none"> Carpooling with students even if the student is related to you or is a neighbor. Offering a ride home to a student in bad weather or after-hours, even with good intentions. Transporting students after extracurriculars or field trips without another adult present.

Category	Unacceptable behaviors	Acceptable behaviors	Be careful about
Finances/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 • Giving gifts to individual students that are excessive, personalized, or secretive, especially if the gesture is not known to their parent/guardian. • Accepting personal gifts from students or families that are monetary, high in value, or could create the appearance of favoritism. • Soliciting or encouraging students or families to give you gifts or contribute to personal fundraisers. • Forming financial relationships with students or families (e.g., co-signing leases, personal loans). • Discussing or comparing salaries, promotions, or colleagues with students. 	<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 Schools 	<ul style="list-style-type: none"> • Giving small classroom-wide items (like holiday candy or end-of-year tokens) without checking with supervisor. • Accepting modest gifts (e.g., a mug, homemade card, small snack) during holidays or Teacher Appreciation Week, but always documenting or reporting anything of significance. • Donating personal items (e.g., clothes, electronics) directly to a student or family without going through Integrated Services.
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 office or classroom, keep 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
Appearance and dress	<ul style="list-style-type: none"> • Clothing that is overly revealing, such as low-cut tops, short shorts or skirts, sheer fabrics, or visible undergarments. • Attire with offensive, violent, sexual, or political messages, including images or language that could be divisive or harmful in a school setting. • Wearing clothing that displays alcohol, tobacco, or drug references, or endorses brands or ideologies inappropriate for youth. • Wearing pajamas, sleepwear, or loungewear (including slippers or robes), unless part of an approved school spirit activity. • Excessively wrinkled, soiled, or torn clothing that appears unprofessional or unkempt. 	<ul style="list-style-type: none"> • Wearing clean, neat, attire appropriate for the school environment and role • Clothing that allows for safe movement and active engagement with students • Wearing religious or cultural garments (e.g., hijab, kippah, turban, headwrap, etc.) with respect and dignity. • T-shirts or sweatshirts with school branding, 	<ul style="list-style-type: none"> • Athletic wear: Acceptable for PE teachers, coaches, or staff supervising physical activity, not for general classroom teaching unless otherwise approved. • Fragrance and accessories: Strong scents or excessive accessories can be distracting or pose health riskst. • Footwear: Flip-flops or beach sandals are generally discouraged for safety reasons; opt for closed-toe shoes or sturdy sandals.
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 controlled substance or any kind of medication to minor (unless trained and certified to do so) 	<ul style="list-style-type: none"> • 	<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.

External Employment and Public Office Engagement Policy

Washington Latin recognizes that external employment or public office roles can enhance employees' personal and professional growth. However, it is essential to manage potential conflicts of interest. Below is the policy governing outside employment and public office engagement:

Conflict of Interest and Interference

Washington Latin employees, including faculty and members of the LLC, may not engage in outside employment or public office that:

- Creates a conflict of interest with their role at Washington Latin,
- Interferes with their ability to perform their duties at Washington Latin,
- Overlaps with Washington Latin working hours, or
- Requires the use of Washington Latin property.

Disclosure Requirements

All employees must annually disclose any outside employment or public office positions they hold.

LLC Team Members: Employees in Washington Latin's LLC are prohibited from holding employment with any entity that contracts with Washington Latin. If an employee suspects a conflict with a contracted entity, they must immediately notify the Head of Schools.

Educational Entities and Public Office: Employees must seek approval from the Head of Schools/CEO before becoming an owner, employee, consultant, or board member of any educational entity or before accepting any elected or appointed public office (local, state, or national).

Existing External Roles: Employees who already hold any of the roles listed above must notify the Head of Schools within 30 days of either the policy's effective date or the start of their employment at Washington Latin, whichever is later.

Approval Process: The Head of Schools will evaluate whether the external role presents a conflict of interest, interferes with Washington Latin duties, or poses a reputational risk to the school. Washington Latin reserves the right to require employees to cease external employment or public office roles if they conflict with the school's interests, duties, or reputation, in accordance with federal, state, and local law.

Leave and Time Off: If outside employment or public office requires time off during Washington Latin

working hours, employees must request leave in accordance with the school's leave policies. This policy ensures that Washington Latin's best interests are maintained while allowing employees to pursue outside opportunities.

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.

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.

Confidential information is defined as any non-public data or information relating to students, their families, staff, or the school itself. This includes but is not limited to educational records, grades, medical history, financial status, and personal contact information.

Guidelines

Student Records: Access to student records shall be limited to authorized personnel who need the information to perform their job responsibilities. Any unauthorized disclosure is strictly prohibited.

Verbal Communication: Any verbal exchanges about students, staff, or internal school affairs should be kept confidential and occur only among authorized personnel.

Electronic Data: Employees are responsible for ensuring that confidential electronic data is secure. Do not send confidential information via unsecured email or store it on unsecured devices.

Third Parties: Confidential information must not be disclosed to any third party unless required by law or authorized by the school administration.

Mandatory Reporting: Any suspicions of child abuse or neglect must be reported according to state law and school protocols. This is an exception to the confidentiality policy.

Violations: Violations of this confidentiality policy may lead to disciplinary action, up to and including termination. Legal action may also be taken in the event of unlawful disclosure of confidential information.

Reporting Procedure: Employees who are aware of a breach in confidentiality are obligated to report the incident to their immediate supervisor or the Human Resources Department as soon as possible.

Appropriate Relationships

Washington Latin is committed to maintaining a safe, nurturing, and professional educational environment for all students. Employees, volunteers, and contractors are prohibited from engaging in grooming behavior or forming inappropriate relationships with students. Any violation of this policy will be subject to immediate disciplinary action, up to and including termination, and may be reported to legal authorities.

Definitions

- **Grooming:** A series of actions deliberately aimed at establishing an emotional connection and trust with a student to manipulate or exploit the student for sexual or other improper purposes.
- **Inappropriate Relationship:** Any relationship between a current student and an adult that blurs the boundary of a healthy teacher-student dynamic, or that could be perceived as exceeding the limits of a platonic, educational interaction.

Guidelines

- **Professional Boundaries:** Employees must always maintain professional boundaries with students both in and out of the school setting. Staff should not pursue or engage in personal friendships, communicate privately for non-educational purposes, or develop relationships with students that could be considered inappropriate.
- **Communication:** All communication with students including emails, texts, or social media interaction, should be transparent, accessible to supervisors, and restricted to school-related activities or topics.

- **One-on-One Interactions:** One-on-one meetings with students should occur in a public or an observable setting. Any deviation from this guideline must be approved by a supervisor and documented.
- **Reporting Suspicion:** Employees are required to immediately report any behavior—either by colleagues or themselves—that might be construed as grooming or forming an inappropriate relationship with a student. Failure to report is a violation of this policy and may result in disciplinary action.
- **Investigation:** All reports will be taken seriously and will be subject to investigation by the schools, which may involve consultation with law enforcement agencies.
- **Consequences:** Violation of this policy will result in immediate disciplinary action, up to and including termination, and may also lead to criminal charges.

Washington Latin Physical Education and Athletics Policy for Physical Contact with Students¹

Philosophy

Appropriate physical contact between students and coaches, staff members, trainers, contractors, or volunteers is at times a necessary part of our athletic program. However, guidelines for appropriate physical contact reduce the potential for misconduct in sports.

Guidelines for Appropriate Physical Contact

Our team adheres to the following principles and guidelines in regard to physical contact with our athletes:

Common Criteria for Appropriate Physical Contact: Physical contact with student-athletes – for safety, consolation, and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- The physical contact takes place in public.
- Physical contact occurs with permission from the student-athlete.
- There is no potential for, or actual, physical touching of sensitive areas of the body.
- The physical contact is for the benefit of the student-athlete.

Safety: The safety of our student-athletes is paramount and in many instances, we make the athletic space safer through appropriate physical contact. Examples include:

- Spotting a student-athlete so that they will not be injured by a fall or piece of equipment
- Positioning a student-athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- Making student-athletes aware that they might be in harm's way because of other student-athletes practicing around them or because of equipment in use.

Celebration: Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement, and victory through physical acts. We encourage these public expressions of celebration, which include:

- Greeting gestures such as high-fives, fist bumps, and brief hugs

¹ Adapted from the USOPC and Center for SafeSport Physical Contact with Athletes Policy, 2021

- Congratulatory gestures such as celebratory hugs, “jump-arounds” and pats on the back for any form of athletic or personal accomplishment.

Consolation: It may be appropriate to console an emotionally distressed student-athlete (e.g., a student-athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- Putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)
- Lifting a fallen student-athlete off the playing surface and “dusting them off” to encourage them to continue competition.

Prohibited Physical Contact

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- Lingering or repeated embraces of student-athletes that go beyond the criteria set forth for acceptable physical contact.
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from a student-athlete.
- “Cuddling” or maintaining prolonged physical contact during any aspect of training, travel, or overnight stay.
- Playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling).
- Continued physical contact that makes a student-athlete obviously uncomfortable, whether expressed or not.
- Any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.
- Other prohibited conduct, as outlined in the expectations for employee conduct.

Reporting Violations

Violations of this policy must be reported to the Director of Athletics and the Principal who will then report the violation to the Head of Schools/CEO. The Head of Schools/CEO will determine the best course of action taking into consideration the rights of the employee, as well as the rights of the student. Some forms of physical contact may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

Supporting the Mission

Employees are asked to publicly support the mission of 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 Schools.

Communication Guidelines

Technology and Equipment Use

All computing services, including access to Washington Latin's network, are to be used primarily for work

purposes. Incidental personal use is permitted but must remain occasional and appropriate. Excessive or inappropriate personal use is prohibited.

Appropriate Usage

- Activities consistent with Latin's educational mission
- Educational and research purposes
- Administrative and support activities

Communications Systems Policy

All work-supplied communications resources—including devices, telephone, voicemail, email, and Internet access—are Washington Latin property. All messages created, sent, or received using these systems belong to Washington Latin, and the school reserves the right to access and disclose their contents.

Prohibited Uses:

- Defamatory or harassing messages
- Sexually explicit materials
- Copyrighted materials transmitted without authorization
- Solicitation or distribution of goods/services (except school-sponsored charitable activities)

Security Requirements:

- Maintain secure passwords
- Report viruses, tampering, or system breaches to the IT Director immediately
- Obtain IT Director approval before installing software

Social Media Guidelines

Definitions

Social Media: Any form of online publication or presence allowing interactive communication, including but not limited to Facebook, X (Twitter), Threads, YouTube, Snapchat, Bluesky, TikTok, Instagram, blogs, and forums.

Professional Social Media: Work-related social media activity, either school-based or representing Washington Latin officially.

Personal Social Media: Non-work-related social media activity for personal use.

Professional Social Media Use

Account Management:

- Maintain separate professional and personal email addresses
- Use official Latin email address for professional social media activities
- Obtain supervisor approval before establishing professional social media presence
- Consult the Director of External Affairs when creating professional accounts

Student Communication:

- Professional sites must address instructional, educational, or extracurricular matters only
- Annual parent consent forms required for student participation

- Use privacy settings to limit access to intended audiences
- No personally identifiable student information or images may be posted without explicit permission
- Student images are prohibited online under any circumstance

Content Standards:

- Treat professional social media like a classroom or professional workplace
- Include language identifying sites as officially affiliated with Washington Latin
- Comply with all existing Latin policies
- Obtain permission before posting photos of other employees

Monitoring:

- Supervisors must regularly monitor and provide feedback on professional social media sites
- Employees have no expectation of privacy on professional social media
- Supervisors may remove posts or disable pages that violate policy
- Violations must be documented and reported immediately

Personal Social Media Use

Student Interaction:

- Do not communicate with students on personal social media sites

Content Guidelines:

- Use appropriate privacy settings (understanding their limitations)
- Do not tag Latin employees, parents, students, or alumni without permission
- Do not post student information or images
- Do not use Latin's logo or claim to speak for the school officially
- Be mindful of how posts may reflect on Washington Latin's reputation
- Avoid negative references to students or colleagues

Email Communication Standards

Response Time Requirements

- Respond to parent emails within 24 hours (one business day)
- Respond to colleague emails within one business day

Email Format and Etiquette

For Parent Communication:

- Do not use email for bad news or surprising information about students—call or meet in person
- Use subject lines identifying Washington Latin
- Include proper salutation ("Dear Mr./Ms. [Name]")
- Write in standard English with proper grammar
- Proofread carefully before sending
- End with professional closing and your name/position
- Good news may be shared via email but personal delivery is preferred

For Student Communication:

- Use Washington Latin email accounts only
- Require proper email format from students
- Only accept emails from official Latin student accounts
- Focus on school-related matters only

For Colleague Communication:

- Maintain professional and collegial tone
- Address complex or systemic issues through meetings, not email
- Schedule conversations with administrators for serious concerns

General Email Guidelines

- Address emails to specific recipients when possible
- Be thoughtful about forwarding personal emails
- Only CC people with direct interest in the matter
- Remember that emails create permanent records and can be forwarded
- Use face-to-face communication for substantive discussions when possible

Legal Compliance

All communication must comply with federal, state, and local laws, including COPPA, FERPA, and intellectual property laws.

Questions and Updates

For questions about these guidelines, contact your direct supervisor or Human Resources at hr@latinpcs.org. These guidelines will be regularly updated as technology evolves.

Technology changes rapidly, and these guidelines will be revised as needed to reflect best practices and legal requirements.

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 and Yearbook Team.. 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, X (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 individuals 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 specific, alumni-oriented profile that is work-related and separate from their private account.
- 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 the school leadership team.

If there are any questions, please contact the Director of External Affairs or the Head of Schools/CEO.

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

Security Cameras

Installation and Placement

- A limited number of cameras are installed in public areas where individuals do not have a reasonable expectation of privacy, such as parking lots, entrances, and common areas.
- Cameras are not and will NOT be placed in areas such as restrooms, locker rooms, classrooms, offices, and the health suite.
- The locations where cameras are installed will be periodically reviewed to ensure their alignment with the school's mission and safety and security needs.

Data Storage and Access

- Video recordings will be stored in a secure manner with access limited to authorized personnel only.
- Video footage will be retained for a period of 90 days unless the recording is being used as part of an investigation.

Misuse of System

- Any attempt to tamper with, interfere with, or misuse the security camera system may result in disciplinary action and/or legal consequences.
- Any unauthorized use, sharing, or distribution of surveillance footage is strictly prohibited.

Privacy Considerations

- Cameras will be positioned to avoid capturing images inside adjacent buildings or areas where individuals would have a reasonable expectation of privacy.
- Security cameras are not equipped with audio recording capabilities.

Review and Oversight

- The LEA LLC will periodically review the policy and camera placements to ensure that they remain appropriate and effective.

Compliance with Laws

- All security camera systems and practices will adhere to local, state, and federal laws concerning privacy and data storage.

Request for Footage

- Parents/guardians or legal authorities may request access to security camera footage directly related to a specific incident involving the safety or security of a student. Such requests will be reviewed on a case-by-case basis, with a strong emphasis on ensuring student privacy and legal compliance.

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 Schools 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 Chief Financial Officer.

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 Schools 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).

Code of Conduct Violations

Violating Washington Latin's code of conduct or failing to adhere to explicit policies may lead to various consequences for employees, depending on the severity of the violation, specific policies, and any applicable laws or regulations. Here are some possible consequences for violations:

Minor Violations

- Verbal Warning: A conversation with a supervisor to discuss the violation and reinforce expectations.
- Written Warning: A formal written notice detailing the violation and expected corrective actions.
- Retraining or Professional Development: Required attendance at workshops or training sessions to address specific issues.
- Performance Improvement Plan (PIP): A structured plan with specific goals and timelines to improve performance or behavior.
- Loss of Privileges: Temporary suspension of certain privileges.
- Increased Supervision: Closer monitoring and supervision of work to ensure compliance with policies.
- Temporary Reassignment: Assignment to a different role or classroom for a specified period.

Moderate Violations

- Formal Reprimand: A documented reprimand placed in the employee's personnel file.
- Probationary Period: A defined period during which the employee must demonstrate improved behavior or performance.
- Suspension Without Pay: Temporary removal from duties without pay for a specified time.
- Reduction in Responsibilities: Permanent or temporary reduction in job responsibilities or duties.
- Mandatory Counseling or Coaching: Requirement to attend counseling or coaching sessions to address

behavioral issues.

- Loss of Leadership Roles: Removal from leadership positions or committees within the school.
- Demotion: Reduction in job title, responsibilities, or pay grade

Severe Violations

- Termination of Employment: Permanent dismissal from the school for severe or repeated violations.
- Legal Action: Initiation of legal proceedings if the violation involves criminal activity or breach of contract.
- Restitution: Requirement to compensate for any damages or losses caused by the violation.
- Ban from School Property: Prohibition from entering school premises, often enforced after termination or legal action.
- Reporting to Authorities: Reporting the violation to local law enforcement or child protective services if it involves illegal or unethical behavior.

Steps in the Disciplinary Process

The disciplinary process for handling code of conduct violations typically involves several steps:

1. Investigation: Conducting a thorough investigation to gather facts and evidence regarding the violation.
2. Documentation: Recording details of the violation, including dates, times, and witness statements.
3. Meeting with Employee: Discussing the violation with the employee to provide them an opportunity to explain their actions.
4. Determination of Consequences: Deciding on appropriate consequences based on the severity of the violation and school policies.
5. Implementation of Consequences: Enforcing the decided consequences and ensuring the employee understands the implications.
6. Follow-up: Monitoring the employee's behavior or performance following the disciplinary action to ensure compliance with school policies.

The following principles guide investigations into professional misconduct:

- Fairness: Ensuring all employees are treated fairly and consistently when addressing violations.
- Transparency: Clearly communicating the disciplinary process and potential consequences.
- Support and Resources: Providing support and resources to help employees improve behavior and comply with school policies.
- Legal Compliance: Adhering to applicable laws, regulations, and contractual agreements when enforcing disciplinary actions.

SECTION IV: POLICIES CONCERNING THE WORKPLACE

Emergencies and Inclement Weather

In cases of inclement weather or other emergencies, the Head of Schools 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](https://latinpcs.org) and [parents' home page](#) and social media (Facebook, X). 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 Schools.

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 Schools 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 be pre-approved by the Business Manager to drive. You must present a valid driver's license, 5-year driving record, and a signed copy of the School Van Policy (Appendix D) in order to be added to the school's insurance policy. Please submit all documentation to the Business Manager (businessoffice@latinpcs.org) at least two weeks before the requested date for use of the vehicle. 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 Schools. In the second semester of each year, the Head of Schools 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's discretion. The Head reserves the right, again at their 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

Latin has a step scale compensation system in place for lead teachers, special education case managers, counselors, school culture specialists, and academic intervention specialists (dedicated aides) that takes into consideration years of relevant experience. These salary scales were implemented in SY 2022-2023 for these positions, with the exception of the Academic Intervention Specialist, which was added in SY 2023-2024.

For other roles not included within the scope of the public salary scales, the Head of Schools and the Chief Financial Officer will determine compensation based on the budget capacity for each given year. The approach to compensation will be calculated using an equitable and progressive method and transparently communicated to the faculty. Compensation audits are performed annually for all positions to ensure that employees are earning comparable salaries to their peers performing similar roles. Adjustments to compensation will be communicated to the employee in writing before the new employment period begins.

(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. Email access will be deactivated on the last day of employment.

SCHOOL PAYMENTS & EMPLOYEE REIMBURSEMENT

Professional Development Payment Requests

For any Professional Development request, please submit the [Google Sheet request form](#) which will go to Jimmy Kelly at 2nd St, Khashiffa Roberts at Cooper, and Peter Anderson for LEA-level staff.

Once your request is approved, the Business Office will be in touch to provide you with a **virtual Ramp card** (credit card) in order for you to make your own travel and accommodation arrangements.

What is covered?

Transportation	Covered	Not covered
	<ul style="list-style-type: none">• Airfare or train fare (economy class)• Mileage reimbursement for personal car use (IRS rate, currently 67 cents/mile for 2024)• Ground transportation (Uber/Lyft/taxi between airport/train station and hotel or venue)• Parking and tolls when driving	<ul style="list-style-type: none">• Upgrades to business/first class• Car rentals unless pre-approved and demonstrably cheaper than other options
Lodging	Reasonable coverage	Not covered
	<ul style="list-style-type: none">• Hotel costs (standard room rate, single occupancy)• Typically capped at federal per diem rates (use GSA per diem calculator)• Taxes and fees included	<ul style="list-style-type: none">• Luxury hotels or resorts• Room service, minibar, in-room movies

Meals and Incidentals	Covered	Not covered
	<ul style="list-style-type: none"> • Per diem (set daily amount, e.g., \$59/day for most cities; varies by location) • Or actual cost with itemized receipts (usually capped at \$15–\$20 breakfast, \$20–\$25 lunch, \$30–\$40 dinner) 	<ul style="list-style-type: none"> • Alcohol • Meals for guests/family members • Tips beyond customary 15–20%
Conference/workshop fees	Covered	Not covered
	<ul style="list-style-type: none"> • Full registration fee • Required materials or books 	<ul style="list-style-type: none"> • Optional add-on events, gala dinners, or excursions
Other reimbursable items	Covered	Not covered
	<ul style="list-style-type: none"> • Wi-Fi access (if required for work) • Checked bag fees (one bag per person) • Printing of materials for a presentation 	<ul style="list-style-type: none"> • Personal entertainment • Childcare or pet care at home (though this can be discussed case-by-case for equity purposes)

Using the Ramp Virtual Card

Once your estimated total for travel and accommodations is provided, the Business Office will create a virtual Ramp card for you. You will receive an email invitation from Ramp, and after creating your account, you can access the card for online purchases.

Important steps after each transaction:

- **Upload your receipt**
- **Include a memo** (detailed description of the transaction)
- **Choose the correct accounting code:**
- Fill in QuickBooks Category: **7610 - Staff Development (travel)**
- Fill in QuickBooks Class:
 - **2nd St Middle School (Latin A: Middle School)**
 - **2nd St Upper School (Latin A: Upper School)**
 - **Cooper Middle School (Latin B: Middle School)**
 - **Cooper Upper School (Latin B: Upper School)**

Ensure all documentation is submitted within **7 days** to avoid delays in expense tracking.

Expense Reimbursement

Employees will be reimbursed for expenses they pay directly related to their duties. Employees must seek prior approval for such reimbursements and should not assume a reimbursement request will be accepted automatically. All reimbursement requests for purchases must be approved in advance by the appropriate

budget manager. Employees must submit a reimbursement request using ExpenseWire through Paylocity, including all clear copies of receipts with the date and dollar amount. Reimbursement requests should be submitted within 90 days of the expense date. **Note that if prior approval is not obtained or a reimbursement request is submitted after 90 days of the purchase, Latin may not be able to issue a reimbursement.**

To minimize the need for reimbursements, employees are encouraged to work with the Business Office and Operations team to procure goods and services, ensuring that the school pays directly to the vendor. This can be done via our accounts payable invoicing system Anybill, using Ramp (virtual pre-paid credit card), or other applicable methods. This ensures a smoother and more efficient process. If reimbursement for approved expenses is necessary, please submit a reimbursement request using ExpenseWire through Paylocity for approval. Note that this year the business office is launching a new process to submit reimbursement using ExpenseWire. You should have received detailed information from our HR manager via email.

PAID TIME OFF (PTO)

PTO days at Washington Latin cover various types of paid leave to meet different needs. Our PTO balance includes any vacation, personal, and sick days. Additionally, we offer Bereavement Leave, Religious Holidays, Jury Duty Leave, and Military Leave for eligible employees. All Paid Time Off (PTO) requests must be submitted via Paylocity for supervisor's approval (except for emergencies) at least one week in advance. Employees in charge of managing a group of students should also submit a leave coverage request to the substitute teacher manager. (See below for more information)

Instructional employees are expected to be present on each regularly scheduled workday during the academic year. 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.

Ten-month employees are granted ten (10) 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.

Instructional faculty taking time off on class days disrupts the education of students and causes a strain on the school. Instructional faculty members are expected to make use of the scheduled school holidays for vacation. 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. Only in unusual and pressing situations would PTO days be granted directly before or after a scheduled school vacation.

If an employee takes more leave than the number of days granted in their Letter of Employment, **the additional days will be deducted from their paycheck** in accordance with applicable wage and hour laws. Faculty are expected to manage PTO responsibly and within their annual allotment. Excessive use or patterns of leave that disrupt school operations may also be addressed as a performance concern under the employee's performance evaluation. This policy will not be applied to absences protected under federal or District of Columbia law.

Any unused PTO days at the end of the school year will not be carried over to the following year.

Instructional Faculty Coverage Request

Instructional faculty, who teach or supervise students, must submit a PTO request via Paylocity **and also** submit a "Substitute Coverage Request" form (see links to the forms below) to the Substitute Teacher Manager. This form is also required for other absences such as field trips or sporting events, where only a coverage request is needed. Note that only PTO absences should be requested via Paylocity as these requests will be accounted towards your PTO balance. The Substitute Manager will confirm the coverage request via email based on availability.

For planned absences, teachers should provide lesson plans to the substitute teacher and coordinate with the Substitute Manager to ensure all materials and instructions are clear. Ensure that substitutes are aware of non-classroom duties like break or lunch supervision.

For emergency coverage requests made after 4:00 pm for the following day, contact the Substitute Teacher Manager immediately by phone or text.

If an instructional faculty member is absent for only one or two periods, they may arrange coverage with colleagues but must still submit a PTO request.

Leave Coverage Request forms:

2nd St: [2nd Leave Coverage Request SY26](#)

AJC: [Cooper Leave Coverage Request SY26](#)

For 10-month employees only:

PTO CASH OUT POLICY: For 10-month employees with unused PTO by June 30th of any given year, the school will compensate for the unused PTO balance at a rate of \$50 per day, up to a maximum of 8 PTO days. This policy does not apply to 11-month and 12-month employees. Please note, this policy is subject to change based on the school's financial capacity and the consistent adherence of 10-month employees to the PTO request process.

PTO DONATION PROGRAM: 10-month employees may voluntarily donate up to two of their annual PTO days to support fellow 10-month employees facing unforeseen personal hardships or emergencies. A recipient 10-month employee may not receive more than three additional PTO days beyond their standard annual allotment of 10 days. These donated PTO days are intended solely for use during the current academic year and cannot be "cashed out" or carried forward to the next school year. 11-month and 12-month employees are not eligible to receive or donate PTO days under this program.

For 12-month employees only:

Dark Week

We have designated the week following the end of summer school as "Dark Week"—a coordinated pause in operations during which all campuses and departments across the LEA will be closed. The purpose of Dark Week is to provide 12-month faculty and administrators with a shared opportunity to rest and recharge, free

from meetings, emails, or active work responsibilities.

While time off during Dark Week is encouraged, it is not mandatory. Beginning in August 2025, those who choose to take time off during this period must submit a PTO request, and the days will be deducted from their accrued vacation time, even though the school is closed.

By aligning this break across the organization, we aim to reduce the stress of returning to a full inbox and foster a culture that values balance and well-being.

This policy will be reviewed annually and may be adjusted based on employee feedback and operational needs to ensure it continues to support both staff wellness and institutional goals.

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. All employees would need to provide HR with the required supporting FMLA leave supporting documentation as follows:

- The reason for FMLA Leave
- The anticipated start date and duration of leave if known.
- Medical Certification, if applicable. This certification should include the nature of the condition and the expected duration of the leave.
- Documentation Supporting Qualifying Exigency Leave, if applicable
- Military Caregiver Leave Documentation, if applicable
- Return-to-Work Documentation, complete the HR FMLA return to work form

While on approved FMLA leave, employees will remain enrolled in Washington Latin's health insurance plan. The school will continue to pay the employer portion of the monthly health insurance premium for up to 16 weeks of FMLA leave within the first 12-month period, in accordance with the federal Family and Medical Leave Act and applicable D.C. laws. Employees are responsible for paying their share of the premium during this period.

For employees who separate from Washington Latin after at least 15 years of continuous service, the school will pay the employer portion of the COBRA premium for a period of up to six months following separation. This benefit will be administered consistently for all eligible employees and in accordance with applicable laws. This offering only applies to former employees who do not have health coverage immediately after they leave our 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, the District of Columbia began administering paid leave benefits. DC employees are 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.

As of October 1, 2022, the Paid Leave Act provides up to 2 weeks of prenatal leave, 12 weeks of parental leave, 12 weeks of family leave, and 12 weeks of medical leave for every 52 weeks worked. 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.

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, 4th of July, 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.

Religious Holidays: 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 religious holidays. Religious holidays must be scheduled at least five (5) days in advance with the employee's supervisor.

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. If needed, the employee must submit a bereavement leave request to your supervisor and to the HR department via email.

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 should notify the supervisor and the HR department of a jury duty notice as soon as possible. Employee must submit proof of jury service to the HR department 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 CFO, HR Manager or the Head of Schools. 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 up at least 75% 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 offers an employer match of up to 4% of an employee's annual compensation to the retirement plan calculated in each pay period. An end-of-plan-year "true-up" is provided to ensure all eligible employees receive the full match.

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. 100% of the premium paid by Latin.

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 provides a Metro fare subsidy through SmartTrip/SmartBenefits of up to \$85.00 per month for employees who choose public transportation. At the Cooper campus, faculty offered a school-paid

parking spot must choose either the Metro subsidy or parking - they cannot receive both.

Lunch

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

Paid FMLA Leave

Washington Latin will pay the employee's regular salary during the first five weeks of FMLA leave. 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 for up to 16 weeks.

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, legal services plan and others.

Employee Wellness Benefit

Washington Latin makes available an annual Employee Wellness reimbursement of \$500 per year. You can use this stipend to pay for personal mind and body wellness support, including mental health counseling support, health club memberships, apps that help to reduce stress, or other wellness activities for direct personal use. Exclusions: Trips, Equipment, watches, cellphones, and other goods. Employee Wellness Policy is included in detail in this handbook.

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.

Employee Referral Bonus

Washington Latin encourages employees to help us recruit great talent by referring qualified candidates for open positions. Employees who refer a candidate who is hired and remains employed for at least six (6) months will receive a \$500 referral bonus as a thank-you for their support. For substitute teacher positions, the referral bonus is \$100, payable once the referred substitute has worked for the school for at least (3) months. This benefit does not apply to direct hiring managers or employees involved in the hiring decision for the referred candidate.

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 \$3,500 per fiscal year, to be repaid within the same fiscal year by employee.** The terms of the loan and repayment is determined by the CFO 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 to the CFO and/or the Head of Schools. 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 Advisor, and the Head of Schools. To obtain more information about how to access professional development opportunities, please refer to the School Payments and Employee Reimbursement section of the handbook.

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

Washington Latin is committed to supporting employees' professional growth in alignment with our mission. To foster continuous learning and career development, we provide tuition assistance for eligible employees pursuing degree programs that enhance their ability to serve our students and advance our educational goals.

Full-time employees become eligible for tuition assistance after completing six months of continuous employment prior to course enrollment. The benefit provides up to \$3,000 per fiscal year (July 1–June 30) to cover tuition, required course fees, and textbooks exclusively. Courses must be part of an accredited degree program relevant to the employee's current role or potential advancement at Washington Latin.

Employees must submit a written request to their immediate supervisor at least 30 days before course enrollment, including course details, cost breakdown, and explanation of relevance to their position. The supervisor reviews the request and forwards their recommendation to the principal or Head of Schools for final approval. Approval is contingent upon the employee's full-time status, the program's relevance to their role at Latin, and availability of budgeted funds.

Reimbursement requires submission of official enrollment verification, itemized receipts, and proof of successful course completion with a grade of C or better. Documentation must be submitted within 60 days of course completion for processing. Employees who leave Washington Latin within 12 months of receiving tuition assistance must repay the full amount received. This benefit supports our commitment to developing educators who can excel in their jobs while contributing to our goal of human flourishing.

Employee Wellness Benefit Policy

Philosophy and Purpose

In alignment with our classical mission and The Latin Way, Washington Latin recognizes that *mens sana in corpore sano* (a sound mind in a sound body) is fundamental to human flourishing. Just as the ancient Greeks and Romans understood the interconnection between physical wellness, mental clarity, and intellectual excellence, we believe that supporting holistic well-being enables us to better serve our students and embody the virtues we seek to cultivate.

This wellness benefit reflects our commitment to the classical ideals of balance, self-discipline, and the pursuit of excellence in all aspects of life.

Benefit Overview

Washington Latin provides an annual Employee Wellness Benefit of \$500 per eligible employee to support personal wellness activities that promote physical health, mental well-being, and the cultivation of good habits that align with classical virtues.

Eligibility

All faculty members who are full-time employees are eligible for this benefit. The benefit is personal to the employee and may not be used for family members or dependents.

Approved Wellness Services and Activities

The following services and activities reflect our commitment to classical ideals of wellness and are eligible for reimbursement:

Mental and Emotional Well-being

- Mental health counseling and therapy services
- Stress-reduction applications and subscriptions (Calm, Headspace, etc.)
- Sleep coaching and wellness programs
- Smoking cessation programs

Physical Health and Fitness

- Health club and gym memberships
- Personal training sessions
- Wellness classes (yoga, Pilates, dance, martial arts, swimming, etc.)
- Registration fees for health-focused races and events (marathons, 5Ks, etc.)
- Acupuncture, chiropractic care, and physical therapy
- Therapeutic massage services

Professional and Educational Wellness

- Health and wellness coaching
- Nutritional counseling and coaching
- Subscriptions to wellness-focused books, magazines, or educational content
- Ergonomic equipment for workspace wellness (standing desk converters, ergonomic chairs, etc.)

Medical and Health Expenses

- Out-of-pocket medical and dental expenses not covered by insurance
- Preventive out-of-pocket health screenings and wellness assessments not covered by insurance
- Function health assessment and coaching

Excluded Items and Services

The following items **do not** align with the intent of this benefit and are not eligible for reimbursement:

Physical Goods and Equipment

- Any equipment that can be returned, resold, or transferred (fitness equipment, electronics, watches, phones, etc.), with the exception of approved ergonomic items as referenced in the approved list, is excluded.
- Clothing, shoes, or accessories
- Any health items that can be returned, resold, or transferred such as Supplements, vitamins, or other health products

Services and Experiences

- Food, beverages, meal delivery services, or dining expenses
- Travel expenses, retreats, or overnight wellness trips
- Spa treatments focused on appearance rather than therapeutic benefit (haircuts, manicures, pedicures, cosmetic facials)
- Services for family members or dependents
- Gift cards or cash equivalents

Non-Wellness Related Items

- Any subscriptions or services not directly related to health and wellness
- Entertainment or recreational activities without clear wellness focus

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 Schools. The appeal should clearly summarize the issues of concern and the minutes from the meeting with the Principal should be included. The Head of Schools shall then establish an Assessment Meeting. The format and attendees of that Assessment Meeting shall be determined by the Head of Schools. The Head of Schools 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 Schools' 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 Flex Time

For the 2025-2026 school year, faculty members are able to access an additional **three** days/24 hours of flex time to use for COVID-19 related illness, vaccinations, and recovery. 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 members who are 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

With the termination of the COVID public health emergency in Spring, 2023, schools were instructed by DC Health and OSSE to treat cases of COVID as they would any comparable illness such as flu, stomach virus, etc. under their school's standard illness policy. Washington Latin, therefore, asks those who test positive for COVID to stay home until they have been symptom-free and fever-free without medication for at least 24 hours and test negative for COVID. As soon as those conditions are met, the individual may return to campus and is not required to quarantine, isolate, or mask.

For purposes of tracking COVID flex time, if you test positive for COVID-19, please notify your immediate supervisor, the Director of Operations, and the HR department. Please provide HR with a picture or a copy of the positive COVID-19 test.

Washington Latin PCS Remote Work Policy

Purpose

Washington Latin Public Charter School (WLPCS) is committed to fostering a vibrant, connected, and collaborative in-person community among staff and students. We believe the daily presence of teachers and staff enriches our culture, strengthens relationships, and enhances student outcomes. This policy outlines expectations and parameters for remote work where appropriate, while preserving the integrity of our in-person educational model.

Scope

This policy applies to all WLPCS employees. However, its application differs depending on the nature of the role:

- **Full-Time Instructional Faculty:** Due to the instructional demands and our pedagogical philosophy, full-time instructional faculty (e.g., classroom teachers, special education case managers, dedicated aides) are not eligible for remote work days except in the case of approved leave or school closure.
- **Administrative and Non-Instructional Staff:** Employees whose duties do not require daily in-person interaction with students may be eligible for occasional remote work, subject to Head of Schools approval and organizational need.

General Guidelines

In-Person Priority

The default expectation for all staff is to work on-site. Remote work is a privilege, not a right, and must support the school's mission, student experience, and team cohesion.

Eligibility and Approval

- Employees eligible for remote work must have a documented job function that can be effectively performed remotely.
- Requests for remote work must be submitted in advance and approved by the Head of Schools.

- No more than one remote workday per week will be considered under normal circumstances for eligible roles, unless otherwise specified by the Head of Schools.

Remote Work Expectations

- Employees must be fully accessible during work hours via phone, email, and virtual meetings.
- All deadlines, meetings, and deliverables must be met without disruption.
- Remote employees are expected to maintain a professional environment free from distractions.

Exceptions

- In cases of inclement weather, public health concerns, or other emergencies, remote work expectations may be extended to include all staff, including instructional personnel, at the discretion of the Head of Schools.
- For 12-month employees, additional remote work options can be arranged during the summer and during times when school is not in session.

Technology and Security

- Employees working remotely are responsible for ensuring the confidentiality of school records and student information in compliance with FERPA and other data privacy standards.
- The school may provide necessary tools (e.g., laptop, VPN access) for remote work, though internet access is the employee's responsibility.

Accountability and Performance

- Supervisors may require documentation of work completed during remote work days.
- Continued eligibility for remote work is contingent on performance and adherence to the policy.

Policy Review

This policy will be reviewed annually and updated as needed to reflect operational needs and evolving best practices.

Notice of Non-Discrimination

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 professional organizations holding professional agreements with Washington Latin Public Charter Schools ("Latin") are hereby notified that Washington Latin Public Charter Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability in admission or access to, or treatment

Grievance Policy & Procedures

Grievance Policy

Washington Latin strives to build strong, trusting relationships with all members of the community, including parents, students and faculty. When disagreements arise, we aim to resolve them through civil

discussion. We encourage parents and guardians to address concerns or disagreements with members of the Latin faculty or administration directly to resolve the issue through informal conversation.

Informal Grievance

If direct conversation with the involved individual(s) does not resolve the issue, grievants are encouraged to take their concern for prompt and candid discussion with a supervisor, Principal or Head of Schools. If the situation is still not adequately resolved through these informal means, the following grievance procedures should be employed to ensure that complaints receive full consideration. Individuals are encouraged, but not required, to discuss their concerns with appropriate school officials before resorting to a formal complaint.

Formal Grievance

The grievance procedures outlined below establish how formal complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

What May Be Grieved

The Washington Latin grievance process should be used as follows:

- To deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts
- To resolve complaints of discrimination and harassment based upon race, color, national origin, sex, age, disability, religion, personal appearance, sexual orientation, gender identity or expression, etc.

Who May Grieve

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

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's Second Street Campus may be submitted to Caroline Gifford, Chief of Schools, CGifford@latinpcs.org, 5200 2nd Street NW, Washington DC 20011, 202.223.1111.
- Complaints involving Washington Latin employees or third parties may be submitted to Martita Fleming, Director of Operations, mfleming@latinpcs.org 5200 2nd Street NW, Washington, DC 20011, 202-223.1111.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance. Washington Latin prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

Grievance Procedure

A formal grievance may be filed by following the steps outlined below.

Initial Grievance Submission

- Within 90 days of the alleged incident (discrimination, harassment, etc.), written notice of the complaint must be filed with the individual designated above. Complainants may use the grievance 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 is 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, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Appealing Initial Outcome

- If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Head of Schools, Peter Anderson, panderson@latinpcs.org or by mail to 5200 2nd Street, NW Washington, DC 20011 within ten (10) business days after receipt of the response.
- The Head of Schools 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 Schools will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Appealing Second Outcome

- If the complainant is not satisfied with the decision of the Head of Schools, he/she may appeal through a signed written statement to the school Board of Governors, (Ken Merritt, President, ken.merritt@merrittadvisory.org) within ten (10) business days of the receipt of the Head of Schools' 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.

Filing a Complaint with the Office for Civil Rights

- The grievant also has the right to file a complaint with the Office for Civil Rights by:
 - Mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1475
 - Faxing it to (202) 453-6021
 - Filing it electronically at: www.ed.gov/ocr/complaintprocess.html.
- For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

WASHINGTON LATIN PCS - GRIEVANCE FORM

Date: _____

Name of Person on Whose Behalf 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:

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.

Name & Signature of Complainant

Date

Name & 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 Schools 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 Schools. If the employee does not feel comfortable reporting the information to the Head of Schools, 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 Schools, 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 four 14-passenger vans for use for student travel.

Vans should be used for Washington Latin school business. Personal use of the vans is generally not allowed. Express permission from the Head of Schools must be granted for exceptions to this rule.

Primarily, the vans will be used to drive sports teams to and from practices/competitions and for field trips, as well as a student shuttle between the 2nd St and Cooper campuses (see below).

As a general rule, student shuttles and sports team use will receive priority for van use.

A 2nd St Shuttle for the Cooper campus begins at approximately 7:35 AM and finishes at approximately 8:10 AM. The 2nd St Shuttle runs from approximately 3:20 PM until 4:00 PM. The Athletics Director will work with the Director of Operations and the Business Manager 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. School day field trip requests, once approved by your Division Director, should be emailed to [Jill Chia](#), field trip coordinator, who will request the vans from Bob Eleby-El, Director of Athletics.

Non-field trip requests for van use can be made to [Bob Eleby-El](#), Director of Athletics. Van Use is not confirmed until potential conflicts with shuttle and sports use are cleared and a reservation is made by Bob.

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 to [Dena Kolb](#), Business Manager. 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 14-passenger van and bus may be required. This may involve some practice driving the van without student riders. If you would like to get practice driving the van, please email [Dena Kolb](#).

Unless special permission is granted by the Head of Schools, vans should be parked on school grounds in the view of the Washington Latin PCS 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.

General Rules

- 1.) **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.
- 2.) Please sign out van keys from the Athletic Office and return keys to the drop-box at the Business Office. **Keys must be signed in and signed out for each use.**
- 3.) **Make certain that the 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.
- 4.) **Make sure all windows are closed and doors locked before returning the keys.**
- 5.) Email early to reserve a van.
- 6.) If the gas in the van falls below a 1/4 of a tank, let the Business Office know. We will fill the tank, but we have to know it is necessary.
- 7.) **Follow all traffic laws.** The driver will be responsible for speed camera/traffic light camera tickets as well as moving violations. **Should we receive a ticket in the mail, you will be required to pay the fine.**
- 8.) Insurance and van registration live in the center console. Make sure you know where they are before you

drive.

9.) On the streets near the school, be extra courteous and yield right-of-way first.

10.) 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

HANDBOOK RECEIPT ACKNOWLEDGEMENT

(School Year 2025-2026)

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 Schools/Chief Executive Officer, or their designees and myself. Any such contrary agreement must be in writing and signed by Washington Latin's Head of Schools/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): _____