



LAMB PCS

Policies and Procedures

Equal Employment Opportunity

LAMB is an equal opportunity employer, committed to providing a workplace free of all forms of unlawful discrimination. It is the policy of LAMB that there shall be no discrimination with respect to employment or any of the terms and conditions of employment, on the basis of race, ethnicity, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, credit information, or any other characteristic protected by applicable federal, state, or local laws. This policy governs all terms and conditions of employment at LAMB, including but not limited to placement, training, promotion, compensation, benefits, discipline, and other such aspects of employment.

Any employee found to be engaging in any type of unlawful discrimination will be subject to appropriate disciplinary action, up to and including separation.

Employees who have questions or concerns about discrimination should speak with her/his immediate supervisor, the Executive Director, Chief of Staff, or Principal.

Safeguards and Grievance Procedures

The School's most crucial concern is the safety of its community. This Handbook, as well as related School policies, provide LAMB employees with ample avenues to report concerns, complaints, and to discuss issues related to School safety, health, and culture, for both employees and students.

Grievance Policy

The grievance procedures outlined below establish, generally, how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Any person who believes they have been discriminated against or who otherwise wishes to bring a complaint related to LAMB's administration of its programs may file a complaint by following the steps outlined below. LAMB reserves the right to take whatever actions it deems appropriate to best educate students, keep them safe, and resolve conflict. That means that the school reserves the right to alter, amend, or interpret these provisions within its sole discretion, unless such action or interpretation would violate due process or applicable law.

LAMB strives to treat all members of its community fairly and with respect. However, the school realizes that disagreements may arise. LAMB is committed to resolving disagreements and misunderstandings while preserving good relationships among all members of its community.

Informal complaint

Ideally, anyone with a concern should first attempt to resolve it informally with school staff. You may bring an informal complaint to the attention of a classroom teacher or advisor, Assistant Principal, or ELD coordinator. These individuals will seek to resolve the complaint by working with those involved to reach a cooperative agreement. Please remember that all concerns and complaints are very important to LAMB. Every member of the faculty and administration is also working diligently to run a school that focuses on education and safety, as well as making sure the students are engaged and having fun. To that end, LAMB asks that anyone seeking informal resolution please allow time for said resolution. The school's employees are encouraged to act as quickly as possible, and resolution may take time.

Formal grievance

A formal grievance may be brought if you are unable to resolve your concerns informally, or if you would rather bring your concerns in a more formal, documented manner, directly to the administration. In order to bring a formal grievance, **adults** (including parents and staff members) must complete the Formal Grievance Form. The Formal Grievance Form is available at the front desk in each school location. Formal Grievance Forms, along with any supporting documents, must be delivered in writing either in person or by postal mail to the address below, and cannot be sent by email.

Maria-Jose Carrasco
Chief of Staff
Latin American Montessori Bilingual PCS
5000 14th Street NW
Washington, DC 20011

Resolution of formal grievance

After receiving a formal grievance, the Chief of Staff will determine which member of the administration is best suited to resolve the grievance. That individual will:

1. Meet with the grievant.
LAMB will determine whether it needs any additional information before attempting to resolve the formal grievance. If it does, it will request a meeting or telephone call with the grievant.
2. Determine whether mediation is appropriate.
LAMB will evaluate the complaint and, if appropriate, recommend mediation. The nature of mediation is flexible, but in general, one or more School officials will meet with the grievant and any other involved parties to discuss the incident(s) that led to the grievance and potential resolutions. The goal of mediation is for the parties involved to agree on a solution or resolution together.

3. Conduct an investigation.
LAMB will designate an individual to conduct an impartial investigation into the grievance if mediation fails or is not appropriate. An investigation may involve interviews, taking statements and/or collecting documents.
4. Provide a written response to the grievance.
LAMB will provide a written summary of the investigation findings, including a determination of whether the grievance was substantiated, and if so, a proposed resolution. Note that, depending on the nature of the grievance, LAMB may be limited in what information it can release to the grievant. LAMB will strive to provide this response within 20 school days after receipt of the Formal Grievance Form.

Appeal of a formal grievance

If you remain dissatisfied with the resolution of the formal grievance, you may submit a written statement of appeal to the Executive Director within 10 school days of receiving the grievance response. The statement of appeal must be delivered in writing either in person or by postal mail to the address below, and cannot be sent by email.

Charis Sharp
Executive Director
LAMB PCS
5000 14th Street NW
Washington, DC 20011

If your grievance is with the Executive Director or if the Executive Director responded to the formal grievance, you may submit your statement of appeal to the Chair of the Board of Directors the address below. The statement of appeal must be delivered in writing either in person or by postal mail, and cannot be sent by email.

LAMB Board Chair
5000 14th Street NW
Washington, DC 20011

An appropriate member of the leadership team will contact the grievant after receiving the statement of appeal to schedule a meeting. Usually this meeting will occur within 10 school days of filing the statement of appeal.

The appropriate member of the leadership team shall provide a final written response explaining the outcome of the appeal and any corrective or remedial action to be taken. This final written response will typically be provided within 20 school days after receiving a written request for appeal.

Prohibition against retaliation

LAMB prohibits retaliation against any individual who has made a complaint pursuant to this grievance policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. LAMB also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor. Any individual found to be engaging in any kind of

retaliation will be subject to appropriate disciplinary action.

Parents and guardians, students, staff members, and other members of the LAMB community are expected to cooperate in good faith in the investigation and resolution of any grievance raised by them or against them.

Whistleblower Policy (Reporting Violations of Law or Policy)

LAMB expects all of its employees and other agents to practice honesty and integrity in fulfilling responsibilities and to act in accordance with applicable policies, laws and regulations.

Reporting Responsibility

To the extent any employee believes, in good faith, that LAMB's policies, practices, or procedures are inconsistent with any applicable rule, law, or regulation, the employee is encouraged to bring her/his concern to a supervisor, the Executive Director, Communications and Compliance Director, Principal, or other member of the LAMB leadership team. Further, we encourage employees to report any violation of a School policy, violation of law, or other conduct by an individual in the LAMB community which jeopardizes the safety of any other LAMB community member, or which is otherwise inappropriate.

Wrongful Conduct

"Wrongful conduct" is defined in this Whistleblower Policy to include:

- A serious violation of LAMB policy;
- A violation of applicable state and/or federal law;
- The use of LAMB property, resources, or authority for personal gain or other non organization-related purpose except as provided under LAMB policy.

This definition of wrongful conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the school.

Non-retaliation

No LAMB staff who in good faith reports wrongful conduct will suffer harassment, retaliation, or adverse employment consequence. Any LAMB staff who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline, up to and including termination of employment, removal from the board or directors, or dismissal from the school as applicable. This Whistleblower Policy is intended to encourage and enable LAMB staff to raise serious concerns within LAMB prior to seeking resolution outside LAMB. Any incidents of retaliation should be reported immediately to the Executive Director, Chief of Staff, or Principal.

Reporting Wrongful Conduct

The School encourages employees to personally make a report, or to identify her/himself in a written report, to facilitate the investigation of the matter. However, written reports/complaints may be submitted to the Compliance Officer at the email/address below. All reports/complaints

will be directed to the Compliance Officer, unless good practice dictates otherwise (e.g., if the Compliance Officer is the subject of the report/complaint).

Compliance Officer:

Maria-Jose Carrasco

maria-jose@lambpcs.org

5000 14th Street NW

Washington DC, 20011

This policy is intended to supplement, but not replace, the complaint or reporting procedures listed elsewhere in this Handbook, including but not limited to procedures related to reporting harassment or suspected child abuse or neglect.

Policy Against Harassment

Consistent with our policy prohibiting discrimination, LAMB is committed to a work environment in which all employees are treated with respect and dignity and which is free from all forms of unlawful harassment. Harassment is conduct which is unwelcome and which has the purpose or effect of unreasonably interfering with an individual's work performance or has the purpose or effect of creating an intimidating, hostile or offensive work environment based upon an individual's race, ethnicity, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, credit information, or any other characteristic protected by applicable federal, state, or local laws. Harassment may take the form of verbal or written statements (e.g., derogatory comments, slurs, or jokes), whether spoken or written in an email, text, social media post or elsewhere; gestures, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, violence, intentional blocking or impeding or interfering with movement and work, or other conduct or communications.

All LAMB employees, particularly supervisors and administrators, have a responsibility for keeping our work environment free of harassment. Conduct that takes place outside of the School's physical workspace but impacts the workplace is subject to this policy. LAMB's policy endeavors to protect employees from harassing behaviors by other employees, but also by any vendor or other third party with whom employees interact as a result of their employment at LAMB. In addition to protecting our workforce, we also expect all employees to refrain from the conduct described herein, whether around other employees, families, vendors, volunteers, or other members of the LAMB community.

Sexual Harassment

Sexual harassment is a type of harassment which is also prohibited under this policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual abuse, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different sex and may include a range of behaviors including, for example: words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence.

Reporting Harassment

If any LAMB employee feels that this policy has been violated, s/he should promptly report it. We strongly encourage victims and witnesses or anyone with any knowledge of harassment to report the incident(s) immediately, whether the harassment was perpetrated by another employee, contractor, volunteer, or other third party interacting with LAMB employees. Incidents must be reported to a supervisor, the Principal, the Executive Director, the Chief of Staff, or any other member of the leadership team with whom the employee feels comfortable.

Additionally, employees may communicate directly with the alleged harasser to convey that the behavior is unacceptable, offensive or inappropriate, but are not required to do so. We likewise encourage you to help promote a safe environment by letting colleagues know when their conduct is inappropriate, even when you are not the subject or victim or otherwise offended by the conduct. In any event, it is essential, however, that employees who become aware of an incident of harassment, whether by witnessing the incident or being told of it, must promptly report it. We want to help every employee feel safe at work, and we cannot help fix a problem we do not know about. Failure to report conduct prohibited under this policy may be considered a violation of this policy.

All complaints of harassment will be investigated as appropriate to the situation and may include interviewing anyone involved or anyone who may have information about the situation. Investigations will be handled with discretion, maintaining confidentiality to the extent possible. If it is determined that there has been a violation of this policy, the School will take prompt corrective action and determine the appropriate remedy, which will be commensurate with the nature of the violation. Anyone found to be engaging in any type of unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Where the conduct involves abuse, including sexual abuse (which includes sexual molestation, sexual assault, sexual exploitation, or sexual injury), or any form of violence or threat of violence, LAMB will involve the appropriate authorities.

Policy against Retaliation

The School does not permit retaliation against any employee for bringing forward a good faith concern about possible unlawful harassment, or for cooperating with the School's investigation of such concerns. Anyone found to be retaliating against another employee for reporting harassment or participating in an investigation of harassment will be subject to disciplinary action, up to and including termination of employment. If an employee feels that s/he has been retaliated against for making a good faith complaint, or for participating in an investigation regarding a complaint, the employee should report the retaliation in the same manner as reporting a harassment complaint.

Tobacco, Drugs and Alcohol

LAMB is committed to promoting the safety, health, and wellbeing of its employees and all people who come into contact with the School. It is a violation of School policy for any employee:

- To use, possess, trade, offer to sell, offer to buy or sell any illegal drugs, or to otherwise engage in the use of illegal drugs, at any time, whether on or off the job, or on or off of School grounds;
- To use prescription drugs or other over-the-counter drugs in a manner that is illegal at any time, whether on or off the job, or on or off campus;
- To report to work impaired by any substance; or
- To use any tobacco, tobacco-related, or tobacco-derivative product (including but not limited to cigars, chewing tobacco, dipping tobacco, e-cigarettes/vaping of any kind) anywhere on School grounds, or while chaperoning or accompanying students in any location. Consistent with law and policy, LAMB's grounds must be completely tobacco-free. Additionally, employees should remember their position as role models and refrain from smoking or vaping in the presence of LAMB students under any other circumstances.

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.

In addition, employees may attend School events which allow adult social consumption of alcoholic beverages on campus or at School-designated locations. At such events, employees who are of legal age may be permitted to engage in the responsible consumption of alcoholic beverages, but are expected to act responsibly by exercising moderation and discretion in the presence of students/families and maintaining professionalism. However, any alcohol possession or consumption is expressly forbidden while supervising or chaperoning students and while accompanying field trips.

Upon reasonable suspicion, as determined by the School, the School reserves the right to require an employee to submit to a drug and/or alcohol test. Any employee who refuses to undergo or who fails to cooperate fully with required drug and/or alcohol testing will be subject to discipline, up to and including immediate discharge. Employees tested because of reasonable suspicion of drug or alcohol use may immediately be suspended, pending receipt of the test results. Based on the circumstances presented at the time of a positive test result, the employee may be subject to disciplinary action, up to and including immediate discharge.

Consistent with the law and School policy, LAMB will not discriminate and may accommodate employees seeking assistance and recovering from substance addictions. However, the prohibitions listed above are equally applicable to individuals suffering with such afflictions. LAMB will attempt to work with employees seeking such assistance consistent with applicable law and policy.