



## **Employee Policies**

### **Equal Opportunity Employment**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the Inspired Teaching Demonstration School are based on merit, qualifications, and ability. The Inspired Teaching Demonstration School does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin or ancestry, sex, pregnancy (including childbirth, lactation, related medical conditions, or reproductive health decisions), age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation in school, political affiliation, genetic information, disability, source of income, place of residence or business, uniformed service member status, lawful use of tobacco products, unemployment status, or veteran status or any other characteristic protected by applicable federal, state, or local law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of the administration of Inspired Teaching Demonstration School. Employees can raise concerns and make reports without fear or reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Diversity Statement**

The Inspired Teaching Demonstration School is committed to creating a diverse co-educational community and actively seeks students, faculty, and staff from different racial, cultural, religious, and economic backgrounds who have a range of abilities. The Inspired Teaching Demonstration School nurtures and values a rich intellectual environment that embraces authentic respect for individual talents, perspectives, and opinions.

### **Notice of Nondiscrimination**

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

Anyone having inquiries concerning the Inspired Teaching Demonstration School’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act or who wish to file a complaint regarding such compliance should contact:

Kate Keplinger  
Chief Operating Officer  
Inspired Teaching Demonstration School  
200 Douglas St., NE  
Washington, DC 20002  
202-248-6825  
kate.keplinger@inspiredteachingschool.org

## **Non-Discrimination and Anti-Harassment Policy**

The Inspired Teaching Demonstration School is committed to providing an environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. The Inspired Teaching Demonstration School does not discriminate on the basis of actual or perceived race, color, religion, national origin or ancestry, sex, pregnancy (including childbirth, lactation, related medical conditions, or reproductive health decisions), age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation in school, political affiliation, genetic information, disability, source of income, place of residence or business, uniformed service member status, lawful use of tobacco products, unemployment status, or veteran status or any other characteristic protected by applicable federal, state, or local law.

Conduct deemed harassment includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email, text messages, instant messages and social media platforms).

Allegations and reports of Harassment and/or Discrimination should be reported to the Title IX Coordinator (Kate Keplinger); upon receipt, ITDS will conduct an investigation into the allegation.

## **Unlawful Harassment Policy**

Harassment consists of unwelcome conduct, whether verbal, written, physical, or visual, that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Harassment includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct including derogatory posters, photography, cartoons, drawings or gestures based on protected classification; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an

employee's work performance or creates an intimidating, hostile, or offensive work environment. Harassment of any form is not allowed at Inspired Teaching Demonstration School and is a violation of the school's expectations for all employees, vendors and partners of the school.

## **Sexual Harassment**

Sexual harassment is defined as unwanted sexual conduct, such as sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; (2) submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Sexual harassment also includes various forms of offensive behavior based on sex. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for making reports or threatening to report sexual harassment.

All such harassment, regardless of form, is a violation of the Inspired Teaching Demonstration School's policies and may subject the harasser to disciplinary action, up to and including suspension without pay and termination. Such conduct may also be a violation of local and/or federal law, which may subject the harasser to personal liability for any such conduct.

## Consensual Relationships

1. Sexual or romantic relationships between employees and supervisors in the employee's chain of command are strongly discouraged.
2. The existence of a consensual sexual or romantic relationship between an employee and a supervisor may be a factor in any proceeding in which the relationship is alleged to have contributed to a hostile work environment and/or adversely affected the terms and conditions of employment of the involved parties or a third party.
3. Employees who engage in a limited consensual relationship with a supervisor or colleague, such as going out to dinner or on dates, remain free to refuse further sexual overtures and have the right to demand that sexual or sexually harassing conduct going

beyond that which was consented to must stop. Alternatively, they also may seek the assistance of a supervisor to demand that sexually harassing conduct cease.

4. Conduct that was once welcome or consensual may become unwelcome. Once the conduct is no longer welcome, and the formerly-consenting employee, or a supervisor, agency designee or counsel, tells the other party to stop, all unwelcomed behavior of a sexually harassing nature must cease.
5. If legal action is commenced against ITDS and/or a supervisor who engaged in a sexual/intimate relationship with an employee, or a person engaged in a potentially-conflictual relationship, the existence of the sexual or romantic relationship will be a factor in the ITDS's decision to provide legal representation to the supervisor or the employee(s) engaged in a potentially-conflictual relationship.

### **Prohibition of Threatening, Hostile, or Abusive Behavior**

Inspired Teaching Demonstration School strictly prohibits any threatening, hostile, or abusive behavior in the workplace or in performance of duties. Threatening, hostile, or abusive conduct directed at students, family members, employees or members of the public will result in discipline, up to and including dismissal and possible referral for criminal prosecution. Employees may not possess or use any weapon or any component of a weapon on School grounds or while performing School duties.

Employees should report all threats or incidents of violence, as well as any suspicious individual or activity, immediately to the administration of the Inspired Teaching Demonstration School. To maintain workplace safety, Inspired Teaching Demonstration School may suspend an employee, either with or without pay, pending investigation.

### **Notice of Grievance Procedures**

Anyone who believes that the Inspired Teaching Demonstration School has violated Title VI, Title IX, Section 504, Title II, and/or the Age Act may submit a complaint pursuant to the Inspired Teaching Demonstration School's Grievance Procedures. A copy of the grievance procedures can be found in the Employee Handbook or obtained by request through

Kate Keplinger  
Chief Operating Officer  
Inspired Teaching Demonstration School  
200 Douglas Street NE  
Washington, DC 20002  
202-248-6825  
kate.keplinger@inspiredteachingschool.org

Any employee who believes that he or she has been subjected to prohibited harassment, discrimination or retaliation by a co-worker, supervisor, agent, parent, family, vendor or contractor, or who is aware of such harassment, discrimination or retaliation of others, should immediately provide a written or verbal report to his or her supervisor, any other member of management or to Chief Operating Officer regarding such incidents.

The Equal Employment Opportunity Commission ("EEOC") and the DC Office of Human Rights will accept and investigate charges of unlawful discrimination and harassment at no

charge to the complaining party. The nearest office of the EEOC and the DC Office of Human Rights can be found in your local telephone directory.

Retaliation is prohibited against any person by another employee or by the Inspired Teaching Demonstration School for using the Grievance Procedures, reporting proscribed harassment or discrimination, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

An employee should report any retaliation to his or her supervisor, any management team member or the Chief Operating Officer. Employees can contact the Chief Operating Officer to report such incidents. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

### **Substance Abuse Policy**

Inspired Teaching Demonstration School is committed to maintaining a drug-free workplace and promoting high standards of employee health and safety. Employees may never use, transfer, sell, or possess illegal drugs (which include any controlled substances that have not been lawfully prescribed for the employee by his/her doctor) or drug paraphernalia. Employees may not report to work under the influence of illegal drugs or while abusing prescription drugs. ITDS recognizes that marijuana has been approved by certain states for recreational, personal, or medical use, though it still remains illegal under federal law. As such, marijuana is strictly prohibited from campus, and no employee should be under the influence of marijuana on school grounds or at school events.

Similarly, employees may not serve, be under the influence of, or drink alcohol while on School grounds. From time to time, the School may host a special event where alcohol is served off campus. At such school-hosted events employees are responsible for behaving in a professional manner and should refrain from becoming intoxicated. Employees must remember they are representing the School and should ensure they are upholding the School's reputation.

In the event that an employee is arrested or convicted of, or pleads "no contest" to, any crime involving drugs or alcohol, he/she must notify the administration of Inspired Teaching Demonstration School immediately.

Violations of the substance abuse and alcohol policies may result in disciplinary action up to and including termination.

Inspired Teaching Demonstration School cooperates fully with law enforcement authorities. Violations of the substance abuse policy that are also violations of federal or local law may be referred to the appropriate law enforcement agency.

Smoking is not permitted within 500 feet of the school. Staff should also ensure that they are modeling an anti-smoking policy for students, meaning that students should not see or smell any

tobacco or smoking paraphernalia. Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor, another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates District of Columbia law or this policy.

## **Grievances and Complaint Procedures**

### **Progressive Employee Discipline**

Because employment at Inspired Teaching Demonstration School is based on mutual consent, both the employee and the School have the right to terminate employment at will, with or without cause or advance notice. However, in an effort to seek the best solutions for both the employee and the School, progressive discipline may be used, based on the School's sole discretion.

Disciplinary action may call for one or more of four steps:

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Termination of employment – depending on the severity of the problem and the number of occurrences.

There may be circumstances where one or more steps are bypassed. Inspired Teaching Demonstration School recognizes that there are certain actions serious enough to warrant suspension or termination of employment without going through the usual progressive discipline steps.

### **Work Related Grievances and Staff Problem Resolution Procedure**

Inspired Teaching Demonstration School is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from School supervisors and administrators. Inspired Teaching Demonstration School strives to ensure fair and honest treatment of all employees. Supervisors, administrators and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. The Inspired Teaching Demonstration School provides an Open Door Policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

If an employee disagrees with established rules of conduct, policies or practices, or his or her treatment, he or she may express his or her concerns through the following problem resolution procedure. No employee will be retaliated against or penalized formally or informally, for voicing a complaint with Inspired Teaching Demonstration School in a reasonable, business-like manner or for participating in the investigation of a complaint pursuant to the problem resolution procedure discussed below. All information related to employee complaints and subsequent investigation will remain confidential.

If an employee believes that a condition of employment or a decision affecting him or her is unjust or inequitable, he or she is encouraged to follow the following steps. This procedure does not bar individuals from filing claims in other forums to the extent permitted by state or federal law. The employee may discontinue the procedure at any step. Written complaints can be sent to Kate Keplinger, Chief Operating Officer, or delivered to 200 Douglas Street NE, Washington, DC 20002.

#### Staff Problem Resolution Procedure

1. Employees must present the problem either orally or in writing to the immediate supervisor ideally within 10 calendar days after an incident occurs. If a complaint of discrimination is being made against the employee's immediate supervisor, the complaint can be presented to the Chief Operating Officer, the Head of School, or any person in a supervisory role, who will designate an appropriate individual to investigate and respond to the complaint.
2. For general complaints, the supervisor will respond orally or in writing within 10 calendar days. The supervisor will document the discussion and decision.

For complaints of discrimination based upon race, color, national origin, sex, age or disability, the employee will be permitted to present any information, documents, or witnesses that he/she would like to be considered as part of the supervisor's investigation. The supervisor will respond in writing within 10 school days.

3. If the employee believes the problem has not been resolved, he/she may appeal to the Head of School. In doing so, the employee must provide a written statement describing the circumstances involved and what resolution he/she is seeking. This document must be submitted within 10 working days after the supervisor has issued a decision on the matter.
4. The Head of School or designee will review the information presented as part of the initial investigation and meet with the individuals as necessary in an attempt to resolve the concern. Within 10 school days the Head of School or designee will respond to the employee in writing summarizing the outcome of the appeal and any corrective or remedial action necessary.
5. If the employee believes the problem has still not been resolved, the employee may contact the Chair of the Board of Directors in writing ([boardchair@inspiredteachingschool.org](mailto:boardchair@inspiredteachingschool.org)). The Board Chair or designated Board member(s), will review the issue, meet with the individuals as necessary in an attempt to resolve the concern. Within 10 school days the Board Chair or designee will respond to the employee in writing summarizing the outcome of the appeal and any corrective or remedial action necessary.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop

confidence in each other. This confidence is important to the operation of an efficient, harmonious work environment.

Retaliation is prohibited against any person by another employee or by Inspired Teaching Demonstration School for using this complaint procedure, reporting proscribed harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

An employee should report any retaliation prohibited by this policy to his or her supervisor, any management team member or to the Chief Operating Officer. Employees can contact the Chief Operating Officer to report such incidents. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

### **Whistleblower Policy**

The Inspired Teaching Demonstration Public Charter School is committed to operate within all legal and ethical requirements and regulations. All Board members, employees, contractors, and vendors are expected to cooperate in the School's commitment by adhering to all laws, regulations, policies, and procedures.

If at any time a concern exists regarding the propriety or legality of an action taken or that contemplated by a Board Member, employee, contractor or vendor, the knowledgeable party can address the issue with their management until the matter is satisfactorily resolved.

#### Reporting Concerns

An employee should normally raise concerns with their immediate manager/supervisor. However, if their concern is about their manager they should contact the Chief Operating Officer or the Head of School. If an employee's concern is about the Chief Operating Officer, they should contact the Head of School. If an employee's concern is about the Head of School, they should contact the Chair of the Board of Directors.

Concerns may be raised verbally or in writing. Employees who wish to make a written report should give the background and history of the concern and the reason why they are particularly concerned about the situation. Upon receipt of the concern, the manager/supervisor will conduct an investigation that may include contacting the school's Title IX coordinator, interviewing involved parties, or following up in writing. Upon completion of the investigation, the employee will be notified and any next steps discussed.

The School is committed to the highest standards of openness, honesty, and accountability. In line with that commitment, we encourage employees, and others that we deal with, who have serious concerns about any aspect of the School's work to come forward and voice those



concerns. The School will not tolerate any form of harassment or victimization and will take appropriate action to protect employees when they raise a concern in good faith.

Under this policy, all concerns will be treated in confidence and every effort will be made not to reveal an employee's identity if that is their wish. However, this cannot be guaranteed if the matter is considered by an external body, outside of the School's control, i.e. legal proceedings. Those who report illegal or unethical activity will be protected. The individual making the report will not be discharged or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct.