



Employee Policies

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 Inspired Teaching Demonstration Public Charter School (Inspired Teaching Demonstration School) are hereby notified that 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 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 (see also the Grievance and Complaint Process):

Executive Director
Inspired Teaching Demonstration School
200 Douglas St., NE
Washington, DC 20002
202-248-6825

Non-Discrimination and Anti-Harassment Policy

Inspired Teaching Demonstration School is committed to providing an environment in which all individuals, staff, students, and family members 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. 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 behavior that is unlawful or discriminatory, including epithets, slurs or negative stereotyping based on protected characteristics, 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 on the basis of a legally protected status (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; upon receipt, ITDS will conduct an investigation into the allegation.

Unlawful Harassment Policy

Harassment consists of threatening conduct, whether verbal, written, physical, or visual, that creates an unsafe or hostile working environment.

Prohibited harassing conduct includes but is not limited to conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification or about a person's medical condition or family life;
- Visual conduct including derogatory posters, photography, cartoons, drawings or gestures based on protected classification;
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status;
- Conduct that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment and is based on a protected characteristic; and
- Verbal abuse or profane language directed at an individual.

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. Unlawful 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 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 Inspired Teaching Demonstration School. To maintain workplace safety, Inspired Teaching Demonstration School may suspend an employee, either with or without pay, pending investigation. Concerns and complaints for any reason should be completed following the Grievance and Complaint Process.

Equal Opportunity Employment

To provide equal employment and advancement opportunities to all individuals, employment decisions at Inspired Teaching Demonstration School are based on merit, qualifications, and ability. 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.

Complaints About Other Employees

Any employee with questions or concerns about discrimination in the workplace is responsible for bringing these issues to the attention of the administration of Inspired Teaching Demonstration School. Employees can raise concerns and make reports without fear of 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. To trigger Inspired Teaching Demonstration School's formal investigation process, complaints about other employees must be submitted through the Grievance and Complaint Process. Once a complaint is submitted through this process, it will be taken seriously and will warrant a prompt and thorough investigation. The school reserves the right to continue and complete an investigation once initiated, even if the complainant later seeks to withdraw the complaint.

Complaints About Managers, Supervisors, or Leadership

Any employee with questions or concerns about discrimination by a manager, supervisor, or member of leadership is similarly encouraged to bring these issues to the attention of the administration. Employees can raise these concerns and make reports without fear of 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, regardless of their position or role. Employees are encouraged—but not

required—to submit such complaints through the Grievance and Complaint Process. Inspired Teaching Demonstration School cannot guarantee a formal investigation of concerns not brought through this channel. As with all complaints, once a complaint is submitted through this process, it will be taken seriously and will warrant a prompt and thorough investigation, which the school reserves the right to continue and complete even if the complainant later seeks to withdraw it.

Nothing in this handbook, including this section, limits any right protected by the NLRA or other applicable law, including the right to engage in protected concerted activity, to refrain from using this procedure, or to file a charge or complaint with a government agency.

Substance Abuse Policy/Drug-Free Workplace

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. This policy is intended to ensure compliance with the Drug-free Workplace Act of 1988.

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, they 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. Should you suspect a violation of this Substance Abuse Policy, contact the School Principal immediately.

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.

Notice of Grievance Procedures

Anyone who believes that 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 Inspired Teaching Demonstration School's Grievance and Complaint Process. A copy of the grievance procedures can also be obtained by request through:

Executive Director
Inspired Teaching Demonstration School
200 Douglas Street NE
Washington, DC 20002
202-248-6825

Any employee who believes that they have 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 following the Grievance and Complaint Process.

The 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 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 may report any retaliation following the Grievance and Complaint Process. 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.

Performance Management and Progressive Employee Discipline

Observation, Supervision and Feedback

Inspired Teaching Demonstration School is a professional learning community that views progressive teaching practices as a core foundational component of our mission and instructional model. In order to ensure that examination and discussion professional practice for teachers, assistant teachers, dedicated aides, and all of those providing direct service to students, observation, supervision and feedback are essential to employee growth and development. Observation, supervision, and regular feedback provides employees with opportunities to grow their professional practice and also hone their identified strengths. At ITDS, teachers regularly receive feedback and are evaluated based on their designated level of practice (novice, lead, master). All non-classroom based employees will receive a formal evaluation annually.

In the event an employee needs more targeted support, development and strategic planning to improve practice, a supervisor may develop a Professional Learning Plan (PLP). The goal of the PLP is to outline clear steps that both the employee and supervisor will take to support the improvement and growth of the employee. Failing to successfully meet the expectations outlined in the PLP and improving work performance may result in extending the PLP, adjustment to role (including salary), or termination.

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.

Based on the area of concern, one of two paths will be followed, both of which are intended to ensure that employees understand the areas in need of improvement and have dedicated time to discuss ways to approach addressing the issues. The first path (Notice of Concern) addresses basic expectations or performance issues that are the responsibility of the employee as a professional to improve and/or change; the second path (Professional Learning Plan) addresses gaps in skills required for the job that the school will support and/or provide professional learning/development.

Disciplinary action may call for one or more of the following steps according to the Notice of Concern or Professional Learning Plan pathways:

	Progressive Discipline	
	Notice of Concern	Professional Learning Plan
Reason:	Employees NOT MEETING basic expectations for completion of daily duties/responsibilities.	Employees are provided with the opportunity to demonstrate GROWTH in implementation practices related to daily duties / responsibilities.

Examples:	Examples: <i>Not completing lesson plans, not arriving to work on time, not meeting basic handbook expectations; violations of the Code of Conduct</i>	Examples: <i>Needs to improve classroom management practices, lesson plan quality, etc.</i>
Step 0:	Feedback as part of regular check-ins	
Step 1:	Formal conversation/ Verbal warning as part of a scheduled conversation to address the area in need of improvement	
Step 2:	Notice of Concern	Professional Learning Plan
Step 3:	Letter of Reprimand	
Step 4:	Suspension with or without pay	
Step 5:	Termination	

Steps 0-1 are conducted with the employee and supervisor or school administrator. Steps 2-5 must include the employee, supervisor, and Director of HR. Depending on the nature of the concern, other members of the administration team may also be included. 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/Complaints and Problem Resolution Procedure

Inspired Teaching Demonstration School strives to ensure fair and honest treatment of all 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. Supervisors, administrators and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Inspired Teaching Demonstration School provides an Open Door Policy in which employees are encouraged to take problems or concerns to the next level of management if they are unable to resolve a situation with their colleagues or with their direct supervisor.

Nothing in this handbook, including this section, is intended to restrict or prohibit employees from exercising any right protected by the NLRA or other applicable law, including the right to discuss wages, hours, or working conditions with coworkers, to engage in other protected concerted activity, or to file a charge or complaint with the NLRB or any other government agency, without first using the procedures described in this handbook.

If an employee disagrees with established rules of conduct, policies or practices, or their treatment, the employee should express their concerns by reporting the complaint to the

Director of Human Resources to seek resolution. An employee may choose to file a formal complaint (see steps below), or to engage in a conflict resolution process; however, some situations will automatically warrant a formal complaint and investigation.

The steps below should be followed for any and all concerns, complaints, reporting requirements, or issues that require a response and resolution; most of these items have been discussed in further detail previously in this Handbook. This includes, but is not limited to, reporting incidents of:

- Child abuse
- Corporal punishment
- Student sexual harassment or abuse
- Staff sexual harassment or abuse
- Any form of discrimination or Title IX concern
- Bullying
- General workplace concerns, complaints, or grievances

If an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, the employee is encouraged to follow the Formal Complaint steps outlined below. 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 should be sent to the Director of Human Resources, or delivered to 200 Douglas Street NE, Washington, DC 20002.

From time to time, personal conflicts arise between colleagues. While it is not the responsibility of ITDS HR to resolve personal conflicts, when conflicts impact and reflect negatively on the school environment, ITDS HR may intervene to ensure that we maintain a productive work environment. When addressing conflicts that arise between employees, ITDS will implement a Restorative Justice model of conflict resolution between the employees which may include a restorative conversation, mediation, personal reflection and/or recommendations opportunities for both parties to discuss conflict in a solutions-oriented manner. ITDS expects if/when these situations occur, that all employees are cooperative and amenable to methods of resolution aligned to restorative practices.

When personal conflicts are brought to HR, the following steps will be taken:

1. Determine if the employee is making a formal HR/workplace complaint based on a violation of ITDS policies or procedures as outlined in the Employee Handbook.
2. If a formal complaint is being filed, employee must follow the steps outlined below, and a formal investigation will follow. The path to resolution will be determined by HR and will likely require participation in ITDS's Restorative Justice model of conflict resolution.
3. If a formal complaint is not being filed, the employee will have the option to choose which path to conflict resolution is preferred.
4. Any complaint reported to HR, formal or informal, will require an employee(s) to engage in some form of restorative practice/documentated action to address the issue. When issues are brought to HR, employees opt in to restorative methods as

a means of resolution. While employees will be provided with options to choose a method of resolution, employees will be required to select a method (no opt out).

Formal Complaint/Grievance Reporting Procedures and Resolution Process

1. Employees choosing to raise a complaint must present their problem either orally or in writing to the immediate supervisor within 10 calendar days after an incident occurs. If a complaint of discrimination is being made against the Director of Human Resources, the complaint can be presented to the Chief Operating Officer, the Executive Director, 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 Director of Human Resources will respond orally or in writing within 10 calendar days. The Director of HR 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 they would like to be considered as part of the supervisor's investigation. The Director of HR will respond in writing within 10 school days.

3. If the employee believes the problem has not been resolved, they may appeal to the Executive Director. In doing so, the employee must provide a written statement describing the circumstances involved and what resolution they are seeking. This document must be submitted within 10 working days after the Director of HR has issued a decision on the matter.
4. The Executive Director 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 Executive Director 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). 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.

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

complaint process outlined above. All information related to employee complaints and subsequent investigation will remain confidential.

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 the Director of HR, their supervisor, any management team member or to the Chief Operating Officer. 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

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 management until the matter is satisfactorily resolved. Concerns and complaints for any reason should be completed following the Grievance and Complaint Process.

Reporting Concerns

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

Concerns may be raised verbally or in writing and may be completed following the Grievance and Complaint Process. Employees who wish to make a formal complaint should provide a report that gives the background and history of the concern and the reason why they are particularly concerned about the situation. Upon receipt of the

concern, the school will follow the Grievance and Complaint process, which may include conducting an investigation, contacting the school's Title IX coordinator, interviewing involved parties, following up in writing, or notifying the Director of Human Resources. Upon completion of the process, 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 unlawful 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.

Nothing in this handbook is intended to restrict or prohibit employees from exercising any right protected by the NLRA or other applicable law, including the right to discuss wages, hours, or working conditions with coworkers, to engage in other protected concerted activity, or to file a charge or complaint with the NLRB or any other government agency, without first using the procedures described in this handbook.