

- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected category or characteristic.
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment in good faith.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

All such unlawful harassment, regardless of form, violates the School's policies, which may subject the harasser to disciplinary action up to and including termination. Unlawful harassment is unacceptable in the workplace itself, in the classroom, in other work-related settings such as professional conferences, school-related social events, and other School-related circumstances.

If you believe you have been subjected to unlawful harassment, please follow the complaint procedure outlined below.

Unlawful Retaliation

The School prohibits retaliation against any employee because of the employee's opposition to a practice or conduct that the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any adverse retaliatory action because of such opposition or participation may be unlawful and will not be tolerated. All such retaliation is unlawful.

If you believe you have been subjected to unlawful retaliation, please follow the complaint procedure outlined below.

Complaint Procedure

Any incidents of unlawful discrimination, harassment, and/or retaliation, including work-related harassment by any School personnel or any other person, must be reported to the Principal, Administration, or any other supervisor with whom you feel comfortable. Complaints submitted pursuant to this policy should be done in writing, although they may be submitted verbally. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. School administrators and/or supervisors who receive complaints or who observe discriminatory, harassing, and/or retaliatory conduct must immediately inform Administration. Prompt reporting of any such conduct enables the School to respond rapidly and take appropriate action, and helps the School maintain an environment free of unlawful discrimination, harassment, and/or retaliation for all employees.

Every reported complaint of unlawful discrimination, harassment, and/or retaliation will be impartially investigated by qualified personnel thoroughly, promptly, and objectively. All complaints will be handled as confidentially as possible, and information will be disclosed only

as it is necessary to complete the investigation and resolve the matter. During the investigation, the School will provide regular progress updates, as appropriate, to those directly involved. The School will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected. If the investigation confirms a violation of this policy, the School will take appropriate disciplinary action up to and including termination.

The School will not tolerate retaliation against any employee for making a good faith complaint about unlawful harassment or discrimination, or for cooperating in an investigation, proceeding, or hearing on a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Retaliation itself is a violation of this policy and should be reported immediately. Any person who engages in retaliatory conduct towards any employee who cooperated in an investigation or made a good faith complaint will be subject to discipline, up to and including termination.

Employees who believe that they have been unlawfully discriminated against, harassed, or retaliated against may also file a complaint with the local office of the California Department of Fair Employment and Housing (“DFEH”) or the Equal Employment Opportunity Commission (“EEOC”). The DFEH, as well as the EEOC, can also order an employer to hire, reinstate, or promote a victim of discrimination, harassment, and/or retaliation or make other changes in School policies. The address and phone number of the local DFEH and EEOC offices can be found in the government sections of your local telephone directory.

Immigration Compliance

The School is committed to full compliance with federal and state immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he or she begins work. Accordingly, all new hires must go through this procedure

At-Will Status Employment

Employment at the School is at-will. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause; and with or without notice. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause, and with or without notice at any time.

Nothing contained in this Handbook, employment applications, the School memoranda, or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to terminate an employee at any time for any reason. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will.

communication device, computer, or pager, or communication including, but not limited to, any of the following:

- A message, text, sound, video, or image.
- A post on a social network Internet Web site including, but not limited to:
- Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above
- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
- Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- An act of "Cyber sexual bullying," including, but not limited to, the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in the definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Notwithstanding the definition of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Grievance Procedures

Reporting

All staff members are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this policy.

Any student who believes they have been subject to misconduct prohibited by this policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Ms Thelma Johnson
tjohnson@invictusla.com

(323) 792-4403

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW Washington, DC 20202-1100
Telephone: 800-421-3481

While the submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this policy or other verbal, or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Campus Administrator, Coordinator, a staff person, or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this policy.

Invictus Leadership Academy acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

Invictus Leadership Academy prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

Investigation

Upon receipt of a report of misconduct prohibited by this policy from a student, staff member, parent, volunteer, visitor, or affiliate of Invictus Leadership Academy, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this policy are maintained in a secure location.

Consequences

Students or employees who engage in misconduct prohibited by this policy will be subject to disciplinary action.

Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process, consistent with the procedures described in this handbook.

Right of Appeal

Should the reporting individual find the Coordinator's resolution unsatisfactory, he/ she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

Annual Notice of Uniform Complaint Procedure

Invictus Leadership Academy has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violations of state or federal laws governing educational programs, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.

Invictus Leadership Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Board of Directors. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, immigration status, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any Invictus program or activity that receives or benefits from state financial assistance.

All students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this UCP, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>. Students who are victims of hate crimes have the right to report such crimes per this process.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws including (to the extent offered by Invictus):

- After School Education and Safety Programs
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Child Nutrition Programs
- California Peer Assistance and Review Programs for Teachers Child Care and Development
- Every Student Succeeds Act/ No Child Left Behind Act (2001) Programs (Titles I-VII) State Preschool
- Bilingual Education
- Economic Impact Aid
- Tobacco-Use Prevention Education
- Requirements governing the Local Control Funding Formula, Local Control and Accountability Plans or Sections 47606.5 and 47607.3 of the Education Code, as applicable
- Former Juvenile Court Pupils, and Pupils of Military Families
- Physical Education Instructional Minutes
- Compensatory Education
- School Safety Plans
- Special Education

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of non-compliance with laws relating to pupil fees are filed with the Executive Director. A complaint regarding pupil fees and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Ms. Thelma Johnson
 4928 S Western Ave, Los Angeles, CA 90062
 tjohnson@invictusla.com

(323) 792-4403

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or his or her designee in writing.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) daytime period may be extended by the written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with Invictus Leadership Academy' UCP policies and procedures.

The complainant has a right to appeal Invictus Leadership Academy's decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the decision. The appeal must include a copy of the complaint filed with the School and a copy of Invictus Leadership Academy's decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside Invictus Leadership Academy's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Campus Administrator.

Field Trips

Students may be encouraged to participate in educational field trips that are related to classroom curriculum. "All trips will be well supervised by Invictus Leadership Academy Faculty members, and parents are encouraged to attend as chaperones (please see Field Trip policy for more details). If a field trip is planned, parents will receive adequate notice. Students will not be allowed to participate in field trips without parents' written permission. All Invictus Leadership Academy rules and Code of Conduct apply when students are on field trips.

Before a student participates in a school-sponsored field trip, it is the parent's responsibility to inform the school of any emergency medical information, allergies, etc.

Summer School and Enrichment

Invictus Leadership Academy Education Charter School will focus on extensive student support structures (e.g. summer school, shadow classes, before/after-school tutoring) to help students

meet matriculation requirements. Additionally, students identified for retention will be provided remediation and enrichment programs (e.g. after-school tutoring and summer enrichment).

Students may take enrichment courses during the summer session, but these courses will not be applied to course requirements or calculated into GPA or class rank. Enrollment in the summer school program is not guaranteed. In the event that the summer school is not available, more information will be provided to students and families during the school year.

Nutritionally Adequate Free or Reduced-Price Meals

Applications for free or reduced-price meals are included in the enrollment packets to all families and can also be obtained on the school website and in the office. All families are encouraged to complete the application form in order to include as many eligible students as possible.

Free and Reduced-Price Meals Pursuant to California Law, the Charter School will provide each student who meets federal eligibility criteria for free and reduced-price meals with at least one free or reduced-price, nutritionally adequate meal per school day. Applications for free or reduced-price meals are included in the first-day packets to all families and can also be obtained on the Charter School website and in the main office. All families are encouraged to complete the application form in order to include as many eligible students as possible. Completed application forms can be returned to the main office.

Grading Policies and Procedures

Grades and Reports

Official grades will be posted electronically in Invictus Leadership Academy Campus, Invictus Leadership Academy' Student Information System, six (6) times per year. This includes four (3) interim progress reports (to be posted eight weeks after the beginning of each quarter); three (3) trimester report cards (to be posted at the end of T1, T2, and T3);

NOTE: Interim progress report grades are reported at a time when all work may not yet be graded and should be interpreted as an indicator of progress only.

Parents will be reminded by email and/or school messenger when grades are posted. If you do not have access to the Internet at home, parents may request a hard copy of interim progress reports be sent by mail. The School will mail home the quarterly and semester report cards for every student for record-keeping purposes.

Although each teacher has their own grading scale, grades generally include credit for homework, classwork, projects, class participation, test, and quizzes. In Middle School courses, Midterm and Final exams together account for at least 20% of the course final average. We encourage all students and parents to regularly check Jupiter Ed for up-to-date grades and progress in courses.

Failing Reports

It is important for parents to be kept abreast of their students' progress. Teachers may make phone calls to parents when a student's grades begin to decline.



COMPLAINT FORM

Todays Date:

Please complete this form and return it to the office manager who will acknowledge its receipt and inform you of the next stage in the procedure.

Parent Guardian Name:	Home Phone:
Address:	Cell Phone:
Email address:	Work Phone:
Name of Child:	Grade:

INCIDENT/COMPLAINT DESCRIPTION

1. Please state date of the event or series of events causing the complaint:

2. Please state specific facts of which you are aware to support your complaint

3. What specific remedy or corrective action are you seeking?

X

Parent Signature

X

Date