STUDENT AND FAMILY HANDBOOK
2015 – 2016

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Please note that information in this handbook is subject to changes or updates during the school year. Changes or updates will be provided to students.

MISSION

The mission of Legal Prep Charter Academy is to use its unique, law-themed curriculum and culture of high expectations to cultivate compassionate, self-motivated, and reflective young adults who will all graduate from outstanding four-year colleges.

VISION

Legal Prep Charter Academy will be the premier open enrollment high school in the country. Our students will use their academic and civic education to grow in their professional careers, be advocates for disadvantaged communities, and positively impact our society.

PROMOTION AND GRADUATION POLICY

Only students who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

1. Academics: At Legal Prep, each year-long course is equal to one credit hour and each semester course is worth one half of a credit hour. Students take classes totaling 8 units each year and must earn at least 28 units to graduate. These credits must include:

- 4 English
- 4 science
- 4 math
- 3 history
- 3 foreign language
- 3 law/civics
- 2 advisory
- 2 elective
- 1 physical education (this requirement can also be met with two seasons of a sport)

Students must be on track to graduate in order to be promoted to the next grade level. Ninth grade students must earn seven credits before becoming sophomores and must pass the core courses of English, math, science, and law. Sophomores must earn 14 credits and pass the core courses of English, math, science, and history, and have at least one credit of foreign language before they are promoted to the eleventh grade. Juniors must earn 21 credits and pass English, math, science, and history before being promoted to the 12th grade. Alternative course credits, enrichment, credit recovery, and college coursework credit will be given at the discretion of the Principal. Whenever possible, students must make up credit at Legal Prep.

2. Discipline: Students must demonstrate discipline and maturity to be promoted or to graduate. The following are requirements for promotion or graduation:

a. 0-12 detentions earned in one school year: Students may be promoted or graduate as long as they serve all detentions.

b. 13-24 detentions earned in one school year: Students may only be promoted or graduate if they take a discipline class. All detentions must still be served.

c. 25-36 detentions earned in one school year: Students may only be promoted or graduate if they take two discipline classes. All detentions must still be served.

d. More than 36 detentions earned or more than 20 days suspension earned in one school year: the student will not be promoted or graduate, and must repeat the grade.

Note: Students who do not meet all the academic and discipline requirements at least one week before the subsequent school year must repeat the entire grade.

ADVISORY

Every child will have an advisor who will stay with them for four consecutive years, be a mentor to them when they embark to college, and give them their diploma upon graduating high school.

- The advisor is the conduit between the student's family and the school.
- Advisors ensure that the student is organized, has a strategic plan for classes that are challenging, and praises them constantly for the hard work that they do.
- Advisory at Legal Prep is a family, and we are thrilled to have the honor to watch your student grow and flourish to reach their fullest potential.

This pivotal relationship is critical to students having a friendly face that they come to know on a very personal level who pushes them academically, socially, and emotionally.

At Legal Prep Charter Academy each student will be in a group of no more than 20 students of the same sex. The purpose of advisory is to have a touch-point with families regarding their student's progress and success at school.

What You Can Expect From Your Child's Advisor
Communicate with families of advisees.
Check each advisee's uniform for correct attire, worn in a precise manner.
Check advisee's binder for proper organization.
Keep advisor grades in Gradebook up-to-date.
Conference with advisees daily against promotion benchmarks.
Ensure 100% attendance of advisees' parents/guardians at Report Card Pick-Ups and 80% to Parent University Nights.

SOCIAL WORK

We understand at Legal Prep the importance of our students' social and emotional well-being. We have assembled the best Social Work Team in the country to aid in students' social and emotional development and give them a safe to space to express themselves and learn self-control.

GRADING POLICY

Grading periods:

- Legal Prep Charter Academy operates on a 40-week school year. There are two semesters per year; each semester is approximately 20 weeks long.
- Students will receive progress reports every two weeks of the semester.
- Parents must attend report card pick-up at the end of every quarter.
- Students receive credits at the end of each semester for classes they have passed. (See graduation requirements above).

Grading Scale:

Legal Prep Charter Academy uses the following grading scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	F	0-59
B-	80-82		

Pass / Fail classes are issued "P" or "F" and earn credit; however, they do not factor into grade point averages. Students must have a 85% to earn credit and pass a pass/fail class.

GPA Scale:

Regular	Honors	Advance Placement
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0

Make-up Exams or Quizzes:
At Legal Prep we are focused on having our students hone their skills as hard workers and be prepared for a rigorous college environment. In college the expectation is that students budget their time and complete all assignments.

Students will have the number of days absent to turn in any missing assignments..

Students still have to turn in work if they do not receive credit because it teaches the lesson that all work is important to their learning and failure to complete and turn in an assignment diminishes their opportunity to practice, learn, and grow.

ACADEMIC GOALS AND TRACKING

To ensure that students are learning and maximizing their potential, teachers will track student progress and student success. This model of tracking student achievement allows for teachers to create goals, set benchmarks, and reassess students so that they learn 100% of the content taught in classrooms.

Student's Responsibility
Go to Office Hours to receive extra help to learn material that was not mastered
Go to Tutoring for extra assistance in English and Math
Do all Homework
Study with Advisory Groups

What Can Families Do?
Check PowerSchool for Assessments where students did not perform well
Check student work, making sure that students complete all homework every night
Conference with Teachers and Advisors on your student's goals and performance
Have students go to Tutoring and Office Hours
Check and Keep Progress Reports

Office Hours: Teachers will have office hours at least twice each week where they will have opportunities to tutor and conference with students. Office Hours will be one hour long so that students can come in for quick help or stay for the entire duration.

Homework: Students at Legal Prep receive homework every night. Homework is an opportunity to reinforce lessons taught in the classroom, help students practice, and hold students to high academic expectations.

Homework at Legal Prep
Purposeful and able to complete in its entirety.
Take students two hours to complete all homework from the day.
Turned in the following day, every day.
Students receive homework over long holiday breaks and have an assignment that they can do alone or with parental assistance every night that they are not in school.
Homework will be visibly written on the board.
Students will be given time during the class period to write their homework down in their agenda.
Teachers will check homework every day during the first five minutes of class.
Teachers will give students homework detention for not fully completing their homework.

What Can Families Do?
Check homework every night for completion.
Look at student's agenda for homework being written clearly and legibly.
Email individual teachers to ensure homework assignments are accurate and complete.

ATTENDANCE POLICY

Students are to arrive on time every morning to school. We also want to limit the amount of early dismissals students receive so that students get a full day of learning and not miss key concepts and/or skills necessary for them to master.

When a student misses 21 days of school or more total, **FOR ANY REASON**, they will be asked to complete summer school before being promoted to the next grade level. Students that miss that many

days of school are falling behind academically and are not ready for the next grade level. They need remediation and help in order to move forward by attending summer school.

Legal Prep is a closed campus: Students are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization will result in a suspension and/or a detention.

Early dismissals or late arrivals: If at all possible, students must make medical or other appointments after school hours or on weekends. If a student is to be out sick, the parent/guardian should inform the main office before 7:30 a.m., if possible. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the student in or out of school.
2. The student must make up all missed work.

STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY

The Board of Directors ("Board") of the Legal Prep Charter Academies is responsible for establishing policies under which Legal Prep Charter Academy operates. This Student Code of Conduct (SCC) has been designed to provide a positive and safe environment for student learning. It has been designed to be used as an instructional and corrective tool. The goal of this policy is to provide students with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, and successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations of Legal Prep are high, and the SCC is designed to give students the best chance to be prepared for college or a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address student misconduct that is not specifically included in this discipline policy. **This code applies to actions of students before or after school hours and off school property if those actions disrupt the learning environment in the school.**

Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: Age, health, maturity, and academic placement of a student; the student's discipline record, including previous similar incidents; the student's attitude and willingness to change; the cooperation of parents/guardians; seriousness of offense; and willingness to enroll student in a student assistance program.

Demerits - A student can be assigned from 1-4 demerits for a rule infraction. Students will receive a warning from a teacher for exhibiting an inappropriate behavior. The student will receive a demerit upon the second display of this type of behavior. The student will be removed from class and earn 4 demerits if that behavior is displayed again. Students removed from class will be sent to the Discipline Department and evaluated to determine if further intervention or disciplinary action is warranted.

Warnings – A student will receive a warning for behaviors that are inappropriate, undesired, or not authorized inside a classroom environment. A student will be instructed how to correct their behavior by an adult and given the opportunity to comply with the instruction. Further inappropriate behavior will receive a demerit. Refer to the table below for how warnings will be used for grade level classes.

Warning System for Academic Classes:

Freshman	Sophomore	Junior	Senior
Year long	1st Semester Only	1st Quarter Only	Never

Tardy to School Tickets:

Students who arrive to school after the start of AMA will receive tardy tickets. These tickets will accrue over the course of quarter. Anytime a student earns a multiple of 4 tardy tickets, they will automatically earn a LaSalle that day. Students will not be allowed to attend their enrichment class that day.

Tardy to school	• 1 – 10 minutes – 1 tardy ticket • 11 – 20 minutes – 2 tardy tickets • 21 – 60 minutes – 3 tardy tickets

Examples of student choices that would earn demerits:

Student Choice	Student Consequence
Chewing gum or any other non-food item	1 demerit, student required to clean desks and chairs of classroom at end of school day.
Eating or drinking outside of the lunchroom	1 demerit, student required to sweep hallway at end of school day.
Food or drink visible outside of the lunchroom	1 demerit, student required to immediately give food or drink to adult for disposal.
No outside candy, gum, food, or beverage are allowed into the building. (medically prescribed food/beverage will need official doctors note)	1 demerit, student required to immediately give material to adult for disposal.
Tardy to class (not in assigned seat when the bell rings)	• less than 1 minute – 1 demerit • 1-3 minutes – 2 demerits • more than 3 minutes – 3 demerits
Unexcused absence from a class (cutting)	4 demerits
Sleeping in class or detention	1 demerits
Entering a restricted area (teacher's lounge, empty classroom, back stairwell, etc.) without permission or failure to leave an area (hallway, front sidewalk, etc.) when asked to do so.	1 demerits
Having (whether or not in use) a cell phone, iPod, headphones, or other electronic devices outside of your book bag or locker. All electronic devices, including cell phones, must be turned off prior to entering the building and may not be turned on until after leaving the building.	1 demerit and confiscation of the device until after school for first offense. 1 demerit and confiscation of device until parent retrieves the item from school for repeated behavior. 1-day suspension if student does not turn device over to adult. Parent conference is mandatory.

Evidence of phone use during school hours (between 7:30 a.m. – 3:40 p.m. all outgoing calls must be logged in a campus call log)	1 demerit
Dress code violations that can be corrected immediately (such as un-tucked shirt or untied shoes)	1 demerit. 2 demerits given if not corrected. 4 demerits given if student does not comply with adult's direction
Dress code violations that cannot be corrected immediately (such as no belt, dress pants, or school shirt)	1 demerit and student will be sent home until the uniform violation can be corrected. Repeated violations will result in a parent conference.
Disrespectful conduct (eye rolling, sighing, lip smacking, tone of voice, body language, talking back, etc.) or failure to comply with a teacher or staff member's direction	minimum 1 demerit
Foul language, including curse words and ethnic or other slurs	minimum 1 demerit
Bullying or verbal harassment	minimum 1 demerit
Rowdy or loud behavior anywhere in the school	minimum 1 demerit
Horseplay or play fighting	minimum 1 demerit
Inappropriate public displays of affection	minimum 1 demerit
Yelling or throwing anything	minimum 1 demerit
Not returning a tray or not cleaning up in the lunchroom	1 demerit
Talking during a fire or emergency drill	4 demerits and possible suspension
Disciplinary removal of a student from class	4 demerits and possible suspension
Academic dishonesty, cheating or plagiarism	4 demerits and possible suspension
Dirtying any school property, or possession of a permanent marker or Sharpie	4 demerits and payment for repairs or cleaning, and possible suspension
Comb or brush out or visible in pocket; applying lip balm, makeup, cosmetics, or any act of grooming anywhere but the bathrooms	1 demerit
Removal from detention	1 demerit, no detention served credit given. All detentions must be served in order for students to promote to next grade level.

Detentions/Demerit Cycles – Any time a student earns 4 demerits in a one-week period, he/she is issued a two-hour detention to be served the following Wednesday. Detention may take the form of a silent study period, behavior improvement work, cleaning or maintenance work, physical fitness work or a combination of these activities. Parents who object to cleaning or maintenance work, or physical fitness as part of detention should request in writing that their child only have a silent period or behavior improvement work during detention.

Each demerit cycle runs Monday through Friday in a given week, and resets after the weekends. Thus, if a student receives one, two or three demerits in a week, the demerits reset to zero and he/she will not be issued a detention.

Students will be issued detention letters on Mondays from their advisory teachers. This letter must be taken home for a parent/guardian to sign and be returned on Thursday to their advisor. Failure to return the letter will result in a LaSalle for the student.

Detention Requirements – Serving detention is not optional. Students must serve every detention that they earn. Failure to serve detention will result in 4 demerits and possible suspension days.

Students who earn 3 or more detentions in a week will automatically earn a Saturday detention. This detention will be held from 8:00am-10:00am at Legal Prep Charter Academy and meet in the multipurpose room. Students are required to attend with their parent/guardian/adult due to the serious nature of their infractions. Any student who is earning detentions at this rate is off track to be promoted to their next grade level. Failure to attend a Saturday session will result in the student being suspended until a parent/guardian attends a conference with the Dean of Students at a mutually agreed upon date and time.

Corrective Disciplinary Consequences besides Demerits and Detentions

Good Standing- Students who break school rules or fail to serve the penalty for breaking them may lose their good standing status at school. For those who are not in good standing, this could result in not eating lunch with classmates and not being eligible for sports, dances, proms, camp, activities, and/or field trips.

Student Conference- Student is informed of consequences that will be recommended or assigned if inappropriate behavior continues.

Parent Conference- Parent is informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

Saturday Detention- Student serves a two-hour detention on Saturday morning with their parent/guardian. Failure to attend assigned detention will result in a suspension of the student until a parent/guardian attends a conference with the Dean of Students at a mutually agreed upon date and time.

Discipline Board Review- Students may be called before the Legal Prep Discipline Board to account for their behavior.

Suspension- A suspension is when a student is removed from school due to the serious nature of the inappropriate behavior for up to 10 school days. Students who have been suspended may not appear on campus nor attend any school functions (before school, after school or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make up missed assignments, quizzes or tests.

Students with disabilities may be suspended up to 10 school days in one school year for violations described herein. Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. (Please see Procedural Guide for Students with Disabilities for additional information).

A school official must fill out an appropriate misconduct report any time a student is suspended. Students must have due process that allows them to hear the charges and respond to them. Parents will be notified as soon as possible but no later than 12 hours after the suspension is administered, through a phone call, a message on an answering machine, letter mailed home, email, or home visit.

A parent or student may appeal a suspension by requesting a review in writing to the Legal Prep Charter Academy CEO, Samuel Finkelstein, within two days of the notice of the suspension. The CEO will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension if overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

Arrest- Police may be called to arrest students if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to, involvement in a physical altercation, threat of a physical altercation, or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to: a firearm, tasers, a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b. guns, toy guns, slingshots, or broken bottles. A school official must call the parents immediately after the police are called.

Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the CEO (or designee). The CEO or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police Department. The CEO (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police Department. In addition, the student who is charged with possession and/or use of a weapon shall be subject to immediate suspension from school and may face expulsion.

Expulsion- When the school determines that a student has committed an offense(s) which is (are) grounds for expulsion, the student is brought before the Discipline Board for an expulsion hearing. The Principal acts as Hearing Officer and will govern the hearing. The student will be suspended for up to 10 school days pending the expulsion hearing. At the hearing, the Dean of Students or other designee will present the evidence against the student. The student and/or guardian is allowed to present evidence and witnesses to support his or her position. The guardian may elect to have their student represented by legal counsel. If the student and his or her guardian fail to appear for the scheduled Discipline Board expulsion hearing, the hearing will proceed as scheduled without witnesses or evidence from the student.

After the expulsion hearing, the Discipline Board will issue a written report within five business days with one of the following recommendations: expulsion, reinstatement or reinstatement with probation. The Discipline Board's recommendation shall be delivered by the most expedient means of communication identified by the Parent/Guardian or student at the hearing (telephone, e-mail, etc.) and shall also be delivered by certified mail. The parent and student will have the right to appeal the recommendation of the Discipline Board to the CEO within five business days of notification of the Discipline Board's decision. The appeal should be in writing and sent along with any additional evidence to the CEO, Samuel Finkelstein, at Legal Prep Charter Academy, 4319 West Washington Blvd., Chicago, Illinois 60624 or via email at sfinkelstein@legalprep.org. The CEO will deliver the final decision within ten business days of the Discipline Board's recommendation. The CEO's decision shall be delivered by the most expedient means of communication identified by the Parent/Guardian or students at the hearing (telephone, e-mail, etc.) and shall be delivered, in writing, by certified mail. Expulsion causes the student to be terminated from enrollment at Legal Prep. If a student violates the terms of his or her Discipline Board mandated probation, he or she may be expelled immediately.

The Discipline Board shall be comprised of the following eight members, with five members necessary to proceed with a hearing:

Position	**Quantity**	**Selection Method**
Member of LPCA Board	1	Appointed by CEO
Teacher	2	Rotating faculty members for each hearing

Parent Representative	1	Rotating Legal Prep parent / guardian
Student Representative	1	Rotating Legal Prep student

Expulsion steps in order:

1. Dean of Students recommends student for expulsion with a misconduct report to the Discipline Board and notifies parent of the expulsion hearing via certified mail.
2. CEO or designee schedules expulsion hearing.
    a. LPCA Board Member will conduct expulsion hearing.
    b. Dean of Students or designee may present evidence or witnesses.
    c. Guardian is strongly urged to attend.
    d. Guardian and student afforded due process by being allowed to refute charges and present evidence.
    e. Guardian may bring legal counsel.
3. Discipline Board issues a written recommendation to the CEO within five business days and notifies guardian.
4. Guardian or student may appeal the Discipline Board's recommendation in writing to the CEO, Samuel Finkelstein, at Legal Prep Charter Academy, 4319 West Washington Blvd., Chicago, Illinois 60624 or via email at sfinkelstein@legalprep.org. The appeal must be submitted within five business days of being notified of the Discipline Board's recommendation.
5. CEO makes final decision within ten business days of the Discipline Board's recommendation and notifies Guardian of the decision.
6. The CEO's final decision will be certified by the Executive Committee of the Legal Prep Board of Director's within five business days of the CEO's final decision being issued.
6. For placement information for your student after an expulsion, please contact the Chicago Public Schools, Department of Student Adjudication at 773-553-2249.

Alternative Dispute Resolution- Legal Prep may, at its discretion, employ alternative dispute resolution methods to address conflict and/or rule infractions. The methods available include, but are not limited to: (1) mediation; (2) peer mediation; (3) peer jury; and (4) peace circles. These alternatives may be used in lieu of traditional disciplinary measures.

Unacceptable Behavior & Corrective Disciplinary Consequences other than demerits

Unacceptable Behavior	Range	Disciplinary Consequences
2-1 Electronic Devices – Audible, Visible or In Use	Min. Max.	Confiscation – for parent release only and detention Confiscation – for parent release only, 1-3 day Suspension
2-2 Failure to Serve Detention	Min.	Detention and parent conference

	Max.	3 day Suspension and parent conference
2-3 Gambling	Min. Max.	Item/Money Confiscated 3 day Suspension
2-4 Improper use of technology	Min. Max.	Suspend network use privilege, Parent conference 3 day Suspension
2-5 Leaving class without permission	Min. Max.	Detention 3 day Suspension
2-6 Profanity/Obscene Gestures and Behavior	Min. Max.	Parent conference 3 day Suspension
2-7 Earning any multiple of six detentions	Min. Max.	Parent conference 1 day suspension and parent conference
3-1 Forgery/Cheating/ Plagarism	Min. Max.	Parent conference – No credit given for assignment 5 days Suspension
3-2 Tobacco and smoking paraphernalia	Min. Max.	Detention 5 day Suspension
3-3 Truancy/Skipping Class	Min. Max.	Detention, Parent conference 5 day Suspension
4-1 Gross disrespect-students, staff/adults	Min.	Detention

	Max.	10 day Suspension
4-2 Harassment/Hazing (including sexual harassment and harassment on the Internet)	Min. Max.	Parent conference, Counseling 10 day Suspension and summer behavior improvement class
4-3 Conduct Unbecoming a Legal Prep Scholar (including, but not limited to: (1) encouraging, inciting, cheering or instigating an altercation/harassment/bullying incident; (2) not alerting school/adults to a dangerous situation in a reasonable manner; (3) posting offensive, profane or obscene materials on social media)	Min. Max.	4 demerits and a parent conference 3 day Suspension
6-1 Arson	Min. Max.	10 day Suspension Referral for Expulsion Hearing
6-2 Assault (verbal abuse) /Battery (physical abuse)	Min. Max.	3 day Suspension and possible referral for mediation Referral for Expulsion Hearing
6-3 Intoxication, Possession, Use, Sale of Alcohol or Illegal Drugs	Min. Max.	5 day Suspension and possible referral for Out-Patient Counseling Referral for Expulsion Hearing
6-4 Fighting	Min. Max.	5 day Suspension and possible referral for mediation Referral for Expulsion Hearing
6-5 Gang-Related Activity,	Min.	4 Demerits + Parent Conference

such as tagging and flashing signs, or writing or displaying gang symbols.	Max.	Referral for Expulsion Hearing
6-6 Theft	Min. Max.	3 day Suspension and possible summer behavior improvement class Referral for Expulsion Hearing
6-7 Threat (including threats made on the Internet)	Min. Max.	1 day Suspension and possible referral for mediation Referral for Expulsion Hearing
6-8 Vandalism/Graffiti/Destruction of School Property/Technology	Min. Max.	1 day Suspension, Restitution of Property & associated costs Referral for Expulsion Hearing
6-9 Possession and/or use of weapons/dangerous objects, including, but not limited to firearms, tasers, replica guns, bb guns, knives of any kind, pepper spray, and mace, etc.	Min. Max.	3 day Suspension and Item Confiscated Referral for Expulsion Hearing
6-10 Repeated violations of the Student Code of Conduct	Min. Max.	1 day Suspension Referral for Expulsion Hearing

LEGAL PREP SCHOOL-YEAR DRESS CODE

Dress code: Faculty and staff strictly enforce the dress code, and have final say on what constitutes a violation. Warnings are not issued. If a dress code violation cannot be fixed immediately, the student will: (1) be sent home; (2) receive 1 demerit. A student can return to school as soon as the dress code violation is fixed. The dress code is in effect any time students are in the school building and at most school functions.

1. Shirts and outerwear

a. Students must wear unaltered school shirts each day. Any polo or sweatshirt found to have pen/highlighter/marker writing or coloring would be considered ruined and not worn again. It will need to be replaced by purchasing a new item from the main office.
b. Students must have all buttons fastened except the top button on the polo at all times.

c. Students may wear a short-sleeve T-shirt underneath their school shirts and nothing over them except school sweater with the school seal. T-shirt sleeves may not be visible at any time. If sweaters are worn over the top of the school shirt, the collar of the school shirt must be completely visible.
d. Coats, non-school sweaters, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
e. Shirts must always be tucked whenever students are on school grounds.

2. Pants/skirts

a. Boys must wear dress pants with belt loops and a solid black belt. Girls must wear dress pants or skirts.
b. All pants and skirts must be black in color.
c. No underwear may be visible at anytime.
d. Pants must not be too baggy or too tight nor torn or frayed.
e. Pants must be worn at or above the hipbones.
f. Skirts must be no shorter than one inch above the knee and cannot have a slit. Skorts are not allowed.

3. Shoes

a. Solid black shoes are required. Shoelaces and all parts of the shoe must be black. NO FLIP FLOPS, OPEN TOED, or OPEN BACKED shoes allowed.
b. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

4. Gym Uniforms

a. Students must wear school gym shirts and shorts. Students may not cut off or alter the gym uniform in any way. You may wear a plain, long-sleeve shirt underneath your school gym shirt.
b. White, black or grey Lycra or Spandex leggings may be worn underneath the gym shorts.
c. Students must wear gym shoes.
d. Students must change in their assigned locker room.

5. Belts

a. Must be a SOLID BLACK belt at all times. Belts may not hang down. No belt loop tags.

6. Jewelry and make-up

a. Large, distracting, or unprofessional jewelry will not be permitted.
b. All necklaces must be tucked inside the shirt.
c. No heavy make-up is permitted and make-up, perfume, lotion or any other toiletries or cosmetics are never to be applied anywhere but the bathrooms.

7. Head Coverings

a. No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside the building at any time, except where mandated by legitimate religious requirements.

8. Hair

a. No distracting or inappropriate designs of any kind are permitted to be in the hair, eyebrows, or facial hair.
b. No lines are allowed in the eyebrows. Students must color in lines until eyebrow regrows.

9. Body Modifications:

a. Distracting or inappropriate piercings, tattoos, and hair colors will need to be changed or covered at the school's request.

10. Distracting Clothing

a. No clothing or jewelry that is determined by any teacher or staff member to distract from the learning process is permitted.

LEGAL PREP SUMMER SCHOOL DRESS CODE

Same as the school-year dress code except:

1. Students may wear tailored shorts, skirts, dresses or jeans. No cut-offs, pants with holes in them, spandex, or short-shorts.
2. Students may wear gym shoes.
3. Belts are not required.

LOCKERS AND LOCKS

Lockers and locks: Students and parents must be aware that a student's locker is school property and may be searched by school officials at any time without notice or warning. No additional locks may be placed on the locker – any other lock will be removed without notice.

ACADEMIC DISHONESTY

Academic Dishonesty. Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit for the assignment or test according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

Deliberate plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as one's own.

Accidental Plagiarism:

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests, quizzes or scoring devices.
- Copying another student's answers during a test, quiz or homework assignment.

- Providing another student questions or answers to, or copies of, actual test or quiz questions.
- Having or using non-permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test. Representing as one's own work the product of someone else's creativity.

The following consequences may occur for students who engage in acts of academic dishonesty.

- Automatic 0 on the assignment
- Detention
- Teacher/Student/Dean of Students/Parent Conference
- Removal or disqualification from Legal Prep or summer programs
- Suspension
- Homework must be handed in to the office

HOW DO WE MEASURE ACHIEVMENT?

Through these assessments, we are able to see what kids know and figure out plans to close knowledge gaps. These tests inform our instruction to make the best decisions in the interest of putting students, and their education, first.

Interim Assessments: On a quarterly basis, students will be taking Interims that are aligned to the ACT exam. These interims inform the teacher's instruction and help them plan to close gaps for students.

Quizzes: Students will take quizzes in all of their classes to show what they have learned and to have teachers prioritize what needs to be retaught.

Unit Tests: Teachers will be giving content to children in the form of units. At the end of each unit, the students will take unit tests to show how much they learned in that unit and how much they retained.

Midterms: In the middle of the year, students will take a benchmark assessment that is aligned to the Final Exam students will take at the end of the year. Midterms will show how much progress they are making towards their goals and what shifts need to happen instructionally.

Final Exams: Students will take exams at the end of the year that will be on all of the material that they learned over the course of the year. Final exams show how much the student has retained and what interventions the teacher will need to put in place next year for individual students.

EPAS: All high school students in Chicago participate in the Educational Planning and Assessment System (EPAS). The three tests are Explore (9th grade), Plan (10th grade), ACT (11th grade). Students take the test at the end of each of their first three years of high school, and it shows whether the student is on pace to be college ready when they graduate from Legal Prep.

What Can Families Do?
Have students retake assessments that they do not master.
Have students make early morning appointments with their teachers.
Come to Report Card Pick Ups to learn about students' goals and progress.
Check regularly on PowerSchool for updated assessment grades.

WORKING WITH OUR FAMILIES

Staying in Contact: We believe that you should know everything going on with your student's development at Legal Prep. We want to hear your voices and share our thoughts and plans for what we will do to ensure your student's success at Legal Prep. Teachers and parents will be in regular communication regarding the development of your student.

How We Will Communicate!
Advisory Phone Calls home
Bi-weekly Progress Reports
Through PowerSchool, where you can check your student's grades and GPA
Parent Advisory Council Announcements
Automated Calls
Quarterly Town Halls
Quarterly Report Card Pick Ups

We would love to have you do the following:

Families and Legal Prep Partnership
Contact teachers on a regular basis regarding any questions, comments, or concerns.
Come to any and all school-sponsored events to show support for your child and their education.
Complete surveys and give feedback to the school.
Join our PAC (Parent Advisory Council) to create systemic change for our students and their education by creating programs and tutoring for our students who need extra assistance.

Parent Advisory Council: To close the achievement gap and have students at Legal Prep become well-rounded citizens, the school and community must work together. The PAC is an opportunity for the school and families to regularly meet to discuss culture, academics, and opportunities to make Legal Prep Charter Academy the best school on Chicago's west side.

The second Tuesday of every month, Legal Prep's PAC will meet to discuss the State of the School, projects they would like to oversee, and assisting the school with events.

What Can Families Do?
Come to every PAC Meeting
Recruit other families to attend PAC Meetings
Join a subcommittee PAC Meeting
Plan and execute an event for Legal Prep
Attend all Town Halls

CODE OF CONDUCT FOR COMPUTER USE

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Students have the privilege to use computer workstations, laptops, the school network, e-mail, and the Internet **for monitoring academic progress and school assignments only**.

Student Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly.

Responsible students use computers, other hardware, and printers carefully. Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. The student is responsible for all web pages accessed. Students must earn Internet authorization by studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of the Legal Prep Charter Academy network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Students must comply with the following safety rules for Internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with online.

Students must check their e-mail accounts on a regular basis. Teachers often communicate to their students and request assignments via e-mail.

Responsible students respect the privacy and rights of others. Students must keep their computer account and password private. If students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Students may not access student records of other students. Students may not alter any network address or identifiers. Students may not copy software from computers, or destroy or damage another person's files or messages. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it. Students must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Students may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

Responsible students maintain the integrity of the school network. Students have the responsibility to report all violations of privacy. Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, writing non-academic blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to

maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or administrator.

PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS

Legal Prep Charter Academy officials may suspend students with disabilities/impairments and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with non-disabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Department of Procedural Safeguards and Parental Supports (773/553-1905) is absolutely necessary. Without such consultation and approval from the Department of Procedural Safeguards and Parental Supports, the 10 school day limit on out of school suspensions will continue to apply.

When school officials anticipate a referral for expulsion, the following apply:

1. School must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR) meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.

2. The IEP team must:
   A. Determine whether the misconduct is related to the student's disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:
      1) the conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability; and/or
      2) the conduct in question was the direct result of the school's failure to implement the student's IEP.
   B. Review, and revise if necessary, the student's existing behavior intervention plan or develop a functional behavior assessment and behavior intervention plan (FBA/BIP) to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined.

If the student's behavior is not a manifestation of the disability, school officials may apply the code of conduct, taking into consideration the student's special education and disciplinary records. In no event,

however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior is a manifestation of the disability, a disciplinary change in placement (expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

All MDRs are subject to legal review by the Department of Procedural Safeguards and Parental Supports.

All procedural safeguards contained in the SCC are equally applicable to those students with §504 plans.

SNOW DAYS/SCHOOL CANCELLATION

Legal Prep Charter Academy follows the Chicago Public Schools ("CPS") with respect to snow days or other weather related issues. If CPS cancels school because of weather, so will Legal Prep. Call CPS at 773-553-1000 to find out if they have cancelled school.

FIRE AND SAFETY DRILLS

Posted in every room is a map and safety sheet detailing the required evacuation and lockdown protocols. In the event of an evacuation, students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly outside and stay as a class in the designated outside location until given further instruction. For any fire drill during a non-class time, immediately proceed outside to the designated waiting area for your advisory section. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. **There is to be no talking whatsoever during a fire or safety drill.**

TEXTBOOKS

Students are responsible for keeping their textbooks in the condition in which they received them. Students may print their name in ink on the inside of the cover, but should not otherwise write in their textbook. Students will be charged the cost to replace any textbooks that are abused or lost.

STUDENT FEES

There may be student fees, books fees, fees for sports participation and other fees. Students whose families cannot afford any of the fees may see the office or the Business Manager for assistance.

LOCKERS AND LOCKS

Lockers and locks: Each student is provided a locker and lock for the school year. Students and parents must be aware that a student's locker is school property and may be searched by school officials. All locks must be school locks; any other lock will be removed without notice.

Additionally, students must keep their locker locked at all times. If a locker is not secure, the items in a locker are subject to theft or destruction by others. Failure to keep an assigned lock on an assigned locker will result in loss of locker usage.

No locker contents should be visible when the locker is closed. No open food or beverage or combustible material is permitted to be stored in a locker. Each student is responsible for any item found within his/her locker. Students are not permitted to share lockers or provide their locker combination to other students. In doing so, the student assumes responsibility for anything another student leaves in his/her locker, or for items that are missing because of such a breach of security.

SPORTS ELIGIBILTY

Students are eligible to be active members of a school sports team only if:

- They have a cumulative GPA of at least 2.25.
- Are not currently failing any courses based on the most recent progress report.
- They meet additional requirements that an individual coach requires, if any.
- They met IHSA requirements.

GUESTS

Guests must always obtain a visitor's pass from the Main Office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom.

MEDICAL POLICIES

Records and Physical Exams - In order to enroll at Legal Prep, every student must have an up-to-date physical, health records, including immunizations. Students will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

Medications - If a student requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.

Legal Prep will designate employees as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of Student/Child, Name of Medication, Date, Time, and Who Dispensed Medication.

Students are responsible for coming to the main office to receive their medications at the appropriate time. Students are not allowed to have medications in their possession or in their lockers. This includes any over-the-counter medications.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they: "have reasonable cause to

believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
    a. Call the DCFS hotline at (800) 25-ABUSE,
    b. Notify the Dean of Students or Social Worker, and
    c. Complete a NSCS incident report.

2. When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

3. While these steps are taking place, the social worker will assist both the faculty member and student in understanding the ramifications of the call. The social worker will debrief the student and, when appropriate, will contact the parent(s)/guardian.

4. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

5. Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means." Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Act of torture are defined as "deliberately or inflicting cruel or unusual punishment which results in physical or mental suffering." When reporting physical abuse, it is important to document the presence of any injuries.

6. Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's words verbatim as much as possible. The student will be referred immediately to the school social worker and the Dean of Students will be informed.

7. Neglect occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment,” or when an adult “provides inadequate supervision of a child (particularly small children).”

POLICY ON STUDENT RECORDS

The following policies and procedures were developed in compliance with the Illinois School Student Records Act and the rules and regulations to govern school student records, effective March, 24, 1976, issued by the Illinois State Board of Education.

Definition of Student Records

1. "Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which Legal Prep Charter Academy maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

Student Permanent Record

The Student Permanent Record shall consist of:

1. Basic identifying information, including student's name and gender
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

Temporary Records

The Student Temporary Records shall consist of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies or organizations
11. Other verified information of clear relevance to the education of the student
12. Record of release of temporary record information to individuals not on the school staff

Inspection of Student Records

1. Parents shall have the right to inspect, challenge and copy student records of that parent's child until one of the following events occurs:

a) The student attains 21 years of age; or
b) The student attains 18 years of age-and declares himself or herself financially independent of his or her parents.

2. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
   a) Attain 18 years of age;
   b) Graduate; or
   c) Assume financial independence.

3. Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian.

4. Whenever access to student records is granted to parents or students, a qualified staff member shall be present to interpret information contained in these records.

5. Copies of student records shall be provided to eligible parents or students at a cost of 25 cents per page. No parent or student shall be denied a requested copy of student records due to inability to bear the cost of such copying.

6. Whenever a parent or student desires a copy of information contained in the student's records, he or she shall:
   a) Submit a written request to the student's counselor; and
   b) Pay the school 25 cents per page of copy.

Right to Control Access of Student Records

School officials shall release student records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

Access to Records without Parent Consent

1. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
2. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.
4. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
5. If a student is 18 years of age and the student is independent of parents, the student may request the parents be denied access to his or her records.

6. A student who desires to declare himself or herself Independent of his or her parents shall submit a request in writing to the school's records custodian.

Challenge Procedures

1. A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records of his or her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
2. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

Maintenance of School Records

1. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.
2. Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of five (5) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school.
3. The Principal shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files.