LEGAL PREP CHARTER ACADEMY INDIANA, INC.

STUDENT AND FAMILY HANDBOOK
2026- 2027

TABLE OF CONTENTS

MISSION 3
VISION 3
NON-DISCRIMINATION & TITLE IX STATEMENT 3
PROMOTION AND GRADUATION POLICY 3
ADVISORY 5
SOCIAL WORK 6
SPECIAL EDUCATION SERVICES 6
MULTILINGUAL LEARNER (ML) SERVICES 7
COMPLAINT / CONCERN PROCEDURE 7
GRADING POLICY 8
ACADEMIC GOALS AND TRACKING 9
STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY 10
LEGAL PREP SCHOOL-YEAR DRESS CODE 23
ACADEMIC DISHONESTY 24
HOW DO WE MEASURE ACHIEVEMENT? 25
WORKING WITH OUR FAMILIES 26
CODE OF CONDUCT FOR COMPUTER USE 27
ANTI-BULLYING POLICY 28
PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS 34
INCLEMENT WEATHER AND EMERGENCY CLOSURES 36
FIRE AND SAFETY DRILLS 37
TEXTBOOKS 37
STUDENT FEES 37
LOCKERS AND LOCKS 37
SPORTS ELIGIBILITY 38
GUESTS 38
MEDICAL POLICIES 38
MANDATED REPORTING OF ABUSE/NEGLECT 39
STUDENT RECORDS 41

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 compassion, self-motivation, and reflection in young adults who will be prepared to succeed at outstanding four-year colleges and universities.

VISION

Legal Prep Charter Academy strives to be the premier open enrollment high school in Indianapolis and an exemplar for the entire 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.

NON-DISCRIMINATION & TITLE IX STATEMENT

Legal Prep Charter Academy does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, or any other characteristic protected by law in its educational programs, activities, admissions, or employment practices.

In accordance with Title IX of the Education Amendments of 1972, Legal Prep Charter Academy prohibits discrimination and harassment based on sex, including sexual harassment, sexual assault, dating violence, and stalking.

Questions or concerns regarding discrimination or harassment may be directed to the school administration or the school's Title IX Coordinator. The school will investigate complaints promptly and take appropriate action consistent with applicable law.

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:

High School

At Legal Prep, each semester-long course is equal to one credit hour. Students take classes totaling 14 units each year and must earn at least 50 units to graduate. These credits must include the following:

- 8 English
- 8 Math

- 8 Science & Technology
- 6 Social Studies
- 2 PE / Health
- 4 World Languages
- 8 Law
- 1 College & Career

Students must be on track to graduate in order to be promoted to the next grade level. Ninth grade students must earn 12 credits before becoming sophomores and must pass the core courses of English, math, science, and law. Sophomores must earn at least 24 total credits and pass the core courses of English, math, science, social studies, and law before they are promoted to the eleventh grade. Juniors must earn at least 36 total credits and pass English, math, social studies, science, and law and have at least 2 world languages credits 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.

Service-Based Learning

One twenty-hour project is integrated into the curriculum and must be successfully completed. This can be substituted with an independent study under the direction of a staff member advisor for transfer students or students who do not successfully complete the project during regular coursework.

Post-Secondary Planning

All students must complete the required postsecondary plan. As part of that plan, every student must complete the Free Application for Federal Student Aid (FAFSA) and be accepted to at least one college or university.

Middle School

In order to be promoted to the next grade in middle school, a student must earn a passing grade in the core subject areas of English Language Arts, Mathematics, Social Studies, Science, and Law. Credit recovery is available to students who do not meet this requirement.

2. Attendance:

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.

Students are expected to maintain 95% attendance, which means missing nine or fewer days of school per year. When a student has 10 or more unexcused absences, they are considered chronically truant. We will work with students and parents to correct attendance issues and provide support, as needed. Students who miss more than 18 days of school during the year must attend summer school.

Health-Related Absences and Communicable Diseases: Legal Prep Charter Academy follows guidance from the Marion County Public Health Department, the Indiana Department of Health, and other relevant public health authorities regarding communicable diseases, including COVID-19.

If students are required to quarantine or isolate due to illness or exposure to a communicable disease, the school will communicate expectations regarding attendance, return-to-school procedures, and available academic support. The school may update health protocols as public health guidance evolves.

Legal Prep is a closed campus: Students are not permitted to leave campus once they are inside the building.

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 9:00 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.
3. No early dismissals are permitted in the last 30 minutes of the school day.

Note: Students who do not meet all the academic and attendance requirements at least one week before the subsequent school year must complete credit recovery.

McKinney-Vento Services - Educational Rights of Students Experiencing Homelessness

Legal Prep Charter Academy complies with the McKinney-Vento Homeless Assistance Act, which ensures educational stability and access for students experiencing homelessness.

Students experiencing homelessness have the right to:

- immediate enrollment in school even if typically required documents are unavailable
- attend school while missing enrollment records, immunization records, or proof of residency are obtained
- receive support services to help ensure full participation in school
- remain enrolled in their school of origin when feasible and in the student's best interest

Families who believe their child may qualify for services under the McKinney-Vento Act should contact the school administration (Melissa Almazan at malmazan@legalprep.org) for assistance.

ADVISORY

Legal Prep's advisory structure is core to the student experience. Each student is placed in an advisory when they arrive at Legal Prep. That group of students and the advisor will stay the same throughout middle school. Ninth grade students are placed in a new advisory group with a high school advisor and stay with that same group throughout all of 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.
- Restorative accountability will be taught and practiced on a weekly basis to promote community support and care for advisees.
- 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 same sex students. 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.
Facilitate restorative processes with advisees to celebrate successes and address conflicts or concerns.
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 Parent Teacher Conferences.

SOCIAL WORK

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

SPECIAL EDUCATION SERVICES

Legal Prep Charter Academy provides special education services in accordance with the Individuals with Disabilities Education Act (IDEA) and applicable Indiana law.

Students who may have disabilities are identified through evaluation processes consistent with federal and state requirements. Eligible students receive services through an Individualized Education Program (IEP) developed by a team that includes educators, specialists, and the student's parent or guardian.

Services are designed to support students in accessing the general education curriculum in the least restrictive environment while addressing each student's individual learning needs.

MULTILINGUAL LEARNER (ML) SERVICES

Legal Prep Charter Academy supports students identified as Multilingual Learners (ML), sometimes referred to as English Language Learners (ELL), who are developing proficiency in English while learning academic content. Legal Prep Charter Academy is committed to ensuring that students who are learning English receive the support necessary to succeed academically.

Students whose primary language is not English are identified through the state-required Home Language Survey and may be assessed for English language proficiency using state-approved assessments.

Students identified as Multilingual Learners receive appropriate language development services designed to support English proficiency and access to grade-level academic content. Services may include targeted language instruction, classroom accommodations, and additional academic support.

The school monitors the progress of ML students and adjusts supports as needed to ensure students can fully participate in the educational program.

COMPLAINT / CONCERN PROCEDURE

Legal Prep Charter Academy encourages families to communicate concerns so that issues can be resolved promptly and constructively.

If a parent or guardian has a concern, the following steps should generally be followed:

1. Contact the student's teacher or the appropriate staff member to discuss the concern.

2. If the concern is not resolved, the parent or guardian may contact the school Principal.

3. If the concern remains unresolved after meeting with the Principal, the parent or guardian may submit a written complaint to the school's Head of Schools or designated network leadership.

4. If the concern is still unresolved, a written complaint may be submitted to the Legal Prep Charter Academy Board of Directors at indyboard@legalprep.org.

Contact information for school leadership and the Board of Directors is available on the school website.

The school will review and respond to complaints in a timely manner consistent with applicable law and school policy.

GRADING POLICY

Grading periods:

- Legal Prep Charter Academy operates on a 40-week school year with 180 school days. There are two semesters per year. To mirror the college experience of having the semester end at winter break, Semester 1 is typically slightly shorter than Semester 2.
- Students and parents/guardians will have access to the PowerSchool Parent Portal for immediate reports on student grades.
- Parents are strongly encouraged to attend parent-teacher conferences at the end of the first and third quarters.
- 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	90-100	C	73-76
B+	87-89	C-	70-72
B	83-86	D	60-69
B-	80-82	F	0-59
C+	77-79		

Pass / Fail classes are issued “P” or “F” and earn credit; however, they do not factor into grade point averages. Students must have a 70% to earn credit and pass a pass/fail class.

GPA Scale:

Regular	Honors	AP or Dual Credit
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. Teachers may provide additional time for make-up work, if warranted.

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 once 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. Office hours become mandatory if a student's grade drops below a C.

Homework: Students at Legal Prep may 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.

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.

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. Legal Prep's vision is to have every incoming student graduate from Legal Prep. While there will be challenges along the way, Legal Prep encourages parents to avoid transferring their child. A cohesive middle school and high school experience is the best way to prepare a student for college success.

Referral - A student can be issued a referral for a rule infraction. The social emotional team and the culture team work together to determine the consequence for the individual infraction. Any consequence issued is not an academic punishment and does not impact a student's grade or promotion status.

Redirections – A student will receive a redirection 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.

Demerits - A student can be assigned from 1-8 demerits for a rule infraction. Any multiple of eight cumulative demerits over the course of a week will earn a detention that must be served after school.

Examples of student choices that do not meet the expectations of Legal Prep:

Student Choice	Student Consequence
Eating or drinking outside of the lunchroom or drink visible outside of the lunchroom	Redirection + 4 demerits, student required to immediately give food or drink to an adult for disposal.
Tardy to class (not in assigned seat when the bell rings)	● 1-2 minutes late: Class entry + tardy pass + 2 demerits ● 3-4 minutes - 4 demerits + Culture Team/Teacher escort ● 5+ minute CA Check-in + Tardy pass back to class (Automatic Detention)
Talking during expectation during level 0	Redirection, then 1 demerit
Sleeping in class	Redirection, 2 demerits, then SET
Off task/not completing work	Redirection, then 1 demerit
Entering a restricted area (teacher's lounge, empty classroom, back stairwell, elevator, staff bathrooms, etc.) without permission	8 demerits (automatic detention)
Leaving/Walking out a classroom without Permission	8 demerits (automatic detention)
All cell phones, tablets, smartwatches, personal computers, gaming devices, other Internet-enabled devices, and accessories like headphones, AirPods, other wireless earbuds must be turned off and delivered to Legal Prep Staff for security storage in a designated location upon entry into the building and must remain in secure storage during the entirety of the day. No such devices may be used during the school day.	First offense: Automatic detention + Confiscation until EOD Multiple offenses: First offense consequences + required parent conference and device pick-up
Using any school issued electronic device without express permission from a teacher or adult.	Step 1: Redirection Step 2: Automatic detention Step 3: Loss of technology privileges for remainder of day
Possession or use of another student's computer without teacher permission	4 demerits + confiscation
Visible or use of headphones when not part of a teacher's lesson	Step 1: Redirection Step 2:Automatic detention + Confiscation until EOD
Dress code violations that can be corrected immediately (such as un-tucked shirt, buttons or pins on polo/LPCA sweatshirt, untied shoes, headphones)	Step 1: Redirection Step 2: 4 demerits + referral if student does not comply
Dress code violations that cannot be corrected immediately (no khaki pants, no closed toe/heel shoes, or no LPCA polo or shirt)	Student identified - provide assistance with daily rental Staff identified - 4 demerits + daily rental
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	min 1 demerit; max 4 demerits
Foul language, including curse words and ethnic or other slurs	2 demerits
Bullying or verbal harassment	min 1 demerit; max 4 demerits

Horseplay or play fighting	min 1 demerit; max 4 demerits
Inappropriate public displays of affection	min 1 demerit; max 4 demerits
Talking during a fire or emergency drill	Automatic Detention
Academic dishonesty, cheating or plagiarism	8 demerits + referral
Property damage	Referral
Removal from detention	8 demerits + Referral

Detentions/Demerit Cycles – Any time a student earns 8 demerits in a one-week period, he/she is issued a 45-minute detention to be served the following week. Detention may take the form of a silent work period where students will engage in a restorative accountability activity.

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

Students and families will be emailed a detention notice on Mondays from their advisory teachers for any detentions required to be served that week.

Detention Requirements – Serving detention is not optional. Students must serve every detention that they earn. Students may serve multiple detentions during the week. Any outstanding detentions are expected to be served as soon as possible. Failure to serve detention or multiple outstanding detentions will result in a parent conference to both address the underlying issues and develop a plan for serving those detentions.

Merits - Students can earn merits for positive behavior choices. 15 merits yield 1 merit ticket that can be exchanged at the school merit store for food items, school supplies, or Legal Prep gear. The merit system, and examples of rewarded behavior, are outlined below:

Student Choice	Student Reward
Perfect Attendance for a one week period	10 merits
Demerit free for a one week period (min. 4 days attended)	15 merits
Student arrived on time to class every day for a week (no tardies)	5 merits
<u>Outstanding Student of the Quarter</u> Each teacher will select one deserving student per week based on the following criteria: ● Class participation ● Student completing all class/homework assignments ● No demerits received ● Perfect attendance for the week	Automatic Raffle Ticket Legal Prep Swag
Student displayed leadership, perseverance, character, or advocacy *This merit is at the discretion of the teacher. Student may be rewarded for (but not limited to) any of the following acts: ● Student was seen being extraordinarily kind to peer or staff.	1 - 5 merits

• Student may have shown improvement and/or a commitment to improving. • Student may have helped a peer better understand the lesson or assignment.	

Behavioral Interventions 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 meeting is scheduled either in-person or by Zoom with conference documented, incident explained, and future consequences reviewed.

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 are provided with the opportunity to respond to the underlying allegations prior to the suspension. 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).

Legal Prep is committed to keeping students in the classroom and only uses suspensions when absolutely necessary, according to the following guidelines:

- Suspensions up to three days: Issued if student's continued presence in school would pose a threat to school safety or a disruption to other students' learning opportunities.
- Suspensions for four days or more: Issued if other appropriate and available behavioral disciplinary interventions have been exhausted and the student's continued presence in school would: (1) pose a threat to the safety of other students, staff, or members of the school community; or (2) substantially disrupt, impede, or interfere with the operation of the school.

A school official must fill out an appropriate misconduct report any time a student is suspended and send home a suspension notice. The notice will include a note on whether support services are to be provided during the period of suspension or whether it was determined that there are no such appropriate and

available services. The notice will also document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions. 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 Head of Schools (HoS), Katie-jo Ray, within two days of the notice of the suspension. The HoS will make the final determination of any suspension appeal with a report to the Legal Prep CEO. An appeal does not halt a student's suspension. If the suspension is 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, screwdrivers, 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 Head of Schools 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 Principal or designee will present the evidence against the student. The school will present more than hearsay evidence to prove the underlying allegations. The student and/or guardian is allowed to cross-examine witnesses as well as present evidence and witnesses to support his or her position. The guardian may elect to have their student represented by legal counsel and/or a community or staff member of their choice. 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 conditions. Any expulsion will be for a definite period not to exceed two calendar years. Any recommendation for expulsion will include: (1) summary of the evidence; (2) reason(s) why removing the student is in the best interest of the school; (3) rationale for the duration of the expulsion; and (4) whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions. 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, 525 S. Meridian St., Indianapolis, Indiana 46225 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 three members:

Position	**Quantity**	**Selection Method**
Head of Schools or Designee	1	N/A (serves as Hearing Officer to preside over the process)
Teacher or staff member	1	Rotating faculty or staff members for each hearing
Board Member	1	Rotating Legal Prep Governing Board Member, Associate Board Member, or Parent Advisory Council Member (must be trained)

Expulsion steps in order:

1. Principal or designee recommends the student for expulsion with a misconduct report to the Discipline Board and notifies the parent of the expulsion hearing via certified mail. The notice will include the time, place and purpose of the hearing.
2. Head of Schools or designee schedules expulsion hearing.
    a. Head of Schools will conduct the expulsion hearing.
    b. Principal 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 and/or a community or staff member of their choice.
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, Legal Prep Charter Academy, 525 S. Meridian St., Indianapolis, Indiana 46225 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 Directors within five business days of the CEO's final decision being issued.

All suspension and expulsion procedures described in this handbook are implemented in accordance with Indiana Code 20-33-8 and applicable state and federal law.

Re-engagement - Legal Prep will facilitate the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting.

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.

Student Search & Seizure

School administrators may search a student and the student's possessions, including lockers, backpacks, electronic devices, and other personal items, if there is reasonable suspicion that the search will reveal evidence of a violation of school rules or the law.

School lockers and other school property remain the property of the school and may be inspected by school officials at any time.

Searches will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

Items that violate school policy or the law may be confiscated and may be turned over to law enforcement when appropriate.

Technology, Internet and Acceptable Use Policy

Legal Prep's Technology and Acceptable Use Policy complies with IC 20-26-5-40.5. Legal Prep prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors (as described in IC 35-49-2-2) on computers and other technology related devices owned by the school corporation or charter school. Legal Prep uses various hardware and software on school issued computers and other technology related devices to filter or block Internet access to materials that are harmful to minors. The school also has established appropriate disciplinary measures to be taken against persons violating this policy.

Students may be provided access to school technology resources including computers, networks, internet access, and educational platforms. These resources are provided to support learning and school-related activities.

Students are expected to use school technology responsibly and in accordance with school rules. Prohibited uses include, but are not limited to:

- accessing inappropriate or harmful content
- harassment or cyberbullying
- attempting to bypass school internet filters or security systems
- damaging or interfering with school technology systems
- using school technology for illegal or non-educational purposes

The school may monitor the use of school technology and electronic communications on school devices or networks. Students should not expect privacy when using school technology resources.

Misuse of technology may result in disciplinary consequences consistent with the Student Code of Conduct.

Law Enforcement Notification

In certain circumstances involving serious violations of school rules or conduct that may constitute a violation of law, the school may notify law enforcement authorities.

Situations that may result in referral to law enforcement include, but are not limited to:

- possession of weapons or dangerous objects
- possession, distribution, or use of illegal drugs or alcohol
- threats of violence or acts of violence
- serious property damage or theft
- conduct that poses a significant threat to the safety of students or staff

The decision to contact law enforcement will be made by school administration based on the nature and severity of the incident and applicable legal requirements.

School disciplinary consequences may be applied independently of any action taken by law enforcement authorities.

Administrative Discretion in Discipline

The Student Code of Conduct provides guidelines for addressing violations of school rules and expectations. School administrators retain the authority to determine appropriate disciplinary responses based on the specific circumstances of each incident.

In determining appropriate consequences, administrators may consider factors including the severity of the behavior, the student's disciplinary history, the age of the student, the impact of the behavior on the school community, and whether the behavior created a risk to the safety of students or staff.

Disciplinary responses may include restorative practices, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion as permitted under Indiana law.

The school may modify disciplinary responses when appropriate to support student growth, maintain a safe learning environment, and ensure fairness in the application of school rules.

For younger students, including those in middle school grades, the school will consider age-appropriate interventions, supports, and restorative practices before imposing the most severe disciplinary consequences when appropriate and consistent with maintaining school safety.

Unacceptable Behavior & Behavioral Interventions other than Demerits

Infraction Category	**Infraction Category is Eligible for:**		
	Suspension of 3 days or less	**Suspension of more than 3 days**	**Expulsion Referral**
2-1 Disruptive behavior on the school bus	☑	☐	☐
2-2 Behavior that substantially disrupts the learning environment, including excessive talking, refusing to follow directions, inappropriate noise, or interfering with the learning of others.	☐	☐	☐
2-3 Fighting – physical contact between two people with intent to harm, but no injuries result	☑	☐	☐
2-4 Unsafe Physical Behavior - Engaging in pushing, shoving, rough play, or other unsafe physical behavior that may result in injury or disruption of the school environment.	☑	☐	☐
2-5 Use of bias-based or discriminatory language, gestures, slurs, or other behaviors involving a protected category	☑	☐	☐
2-6 Bullying behaviors – conduct directed towards a student, or retaliation against another person for reporting non-sexual conduct that can be reasonably predicted to cause fear of physical or mental harm, harm to property,	☑	☐	☐

and/or interfere with student's ability to participate in school or school activities			
2-7 Use of cellular telephones or other information technology device to harass, incite violence, or interrupt other students' participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings which are not sexual in nature	☑	☐	☐
2-8 Misuse of Technology or Social Media - Using phones, computers, or social media in a manner that disrupts the school environment or harms others, including posting images, recordings, or messages about students or staff without permission.	☑	☐	☐
2-9 Use of the Legal Prep network for a seriously disruptive purpose not otherwise listed in the SCC	☑	☐	☐
2-10 False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified	☑	☐	☐
2-11 Extortion – obtaining money or information from another by coercion or intimidation	☑	☐	☐
2-12 An attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate unwanted bodily contact without permission or legal justification	☑	☐	☐
2-13 Willful or malicious destruction or defacing of the property of others or damage to property at a cost less than $500	☑	☐	☐
2-14 Unwanted bodily contact with another person without legal justification or aiding or abetting in the commission of this behavior which does not result in a physical injury	☑	☐	☐
3-1 Fighting – physical contact between more than two people with intent to harm, or physical contact between two people with intent to harm that results in injury	☑	☐	☐
3-2 - Bullying or Intimidation - Engaging in conduct that constitutes bullying, intimidation, or harassment of another student as defined in the school's Anti-Bullying Policy.	☑	☐	☐
3-3 Theft (unauthorized control over the physical property	☑	☐	☐

of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property that costs less than $150			
3-4 Possession, use, sale, or distribution of fireworks	☑	☐	☐
3-5 Trespassing on Legal Prep property – entering Legal Prep property when previously prohibited or remaining on school grounds after receiving a request to depart	☑	☐	☐
3-6 Knowingly or intentionally using the Legal Prep network or information technology devices to spread viruses to the Legal Prep network	☑	☐	☐
3-7 Possession of any dangerous object as defined by this SCC, first documented behavior	☑	☐	☐
3-8 Use or possession of alcohol, drugs, controlled substances, “look-alikes” of such substances, contraband (including all devices that contain substances for the purposes of intoxication or any unknown substances), or use of any other substance for the purpose of intoxication in or before school or a school-related function.	☑	☐	☐
3-9 Initiating or participating in inappropriate physical contact with school personnel, such as pushing school personnel out of the way in order to physically fight with another student, with no intent to harm school personnel	☑	☐	☐
3-10 Voluntary sex acts or voluntary sexual conversations between students that occur on Legal Prep property or during Legal Prep-sponsored activities. This includes any voluntary action that includes genital contact, including fondling, digital penetration, sexual intercourse, oral sex, or sending sexually explicit messages or emails.	☑	☐	☐
4-1 An attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate unwanted bodily contact without permission or legal justification committed with a deadly weapon, by a person who conceals their identity, or against school personnel	☑	☑	☑
4-2 Knowingly and without authority entering or remaining in a building or vehicle with intent to commit a theft therein	☑	☑	☑
4-3 Theft (obtaining or exerting unauthorized control	☑	☑	☑

over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than $150			
4-4 Use of intimidation, credible threats of violence, coercion, stalking, or persistent severe discrimination, bias-based behavior, bullying, dating violence, or domestic violence.26 Intimidation is behavior that prevents or discourages another student from exercising their right to education, or using force against students, school personnel and school visitors, including severe acts of retaliation for reporting non-sexual behavior that includes intimidation, credible threats of violence, coercion, stalking, or persistent severe discrimination, bias-based behavior, or bullying. For severe bias-based behavior or bullying, see the Addressing Bullying and Bias-Based Behavior Policy before assigning an intervention or consequence.	☑	☑	☑
4-5 Gang activity or overt displays of gang affiliation	☑	☑	☐
4-6 Inappropriate sexual conduct, including unwelcome sexual contact, indecent exposure, and creating and/or transmitting sexually suggestive images and recordings through any device or medium	☑	☑	☑
4-7 Engaging in or attempting any allegedly illegal behavior which interferes with the school's educational process and is not otherwise listed	☑	☑	☑
4-8 Persistent or severe acts of sex-based harassment – unwelcome sexual or gender-based conduct (either physical, verbal, or electronic), or retaliation against any person for having made a complaint or report of sexual misconduct, which is sufficiently severe, pervasive, objectively offensive, and/or persistent to limit a student's ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment	☑	☑	☑
4-9 False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified	☑	☑	☑
4-10 Unwanted bodily contact with another person without legal justification or aiding or abetting in the commission of this behavior which results in a physical injury.	☑	☑	☑
5-1 Use of any computer, including social media	☑	☑	☑

platforms, or use of any information technology device to threaten, stalk, harass, bully or otherwise intimidate others. Or, hacking (intentionally gaining access by illegal means or without authorization) into the Legal Prep network to access student records or other unauthorized information, or to otherwise circumvent the information security system			
5-2 Willful or malicious destruction or defacing of property) or criminal damage to property that results in damage exceeding $500 or that is done to personal property belonging to any school personnel	☑	☑	☑
5-3 Participating in a large or disorderly group of students using force to cause injury to a person or property, or persisting in severe disruption after being directed to cease by school personnel or Police	☑	☑	☑
5-4 Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons, or use or intent to use any other object to inflict bodily harm	☑	☑	☑
5-5 Intentionally causing or attempting to cause all or a portion of the Legal Prep network to become inoperable	☑	☑	☑
5-6 Arson – knowingly damaging, by means of fire or explosive, a building and/or the personal property of others	☑	☑	☑
5-7 Bomb threat – false indication that a bomb, or other explosive of any nature, is concealed in a place that would endanger human life if activated	☑	☑	☑
5-8 Robbery – taking personal property in the possession of another by use of force or by threatening the imminent use of force	☑	☑	☑
5-9 Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, contraband39, or any other substance used for the purpose of intoxication	☑	☑	☑
5-10 Sex acts, and attempted sex acts, that occur without the voluntary participation of one or more parties, that may involve the use of implicit or implied force. This is unwelcome touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against the person’s will.	☑	☑	☑

This also includes unwelcome oral, anal or vaginal penetration. Sexual violence occurs when a reasonable person knew or should have known that the victim did not or could not engage in the sex act voluntarily.			
6-1 Unwanted bodily contact with another person without legal justification that causes great harm, is done with a deadly weapon, is done by a person who conceals their identity, or the use of physical force against school personnel. This includes aiding and abetting in the commission of this behavior.	☑	☑	☑
6-2 Murder – killing an individual without legal justification	☑	☑	☑
6-3 Attempted murder – an act that constitutes a substantial step toward intended commission of murder	☑	☑	☑
6-4 Kidnapping – secret confinement of another against their will or transportation of another by force or deceit from one place to another with the intent to secretly confine	☑	☑	☑
6-5 Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than $1,000	☑	☑	☑

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. The dress code is in effect any time students are in the school building and at most school functions. Students deemed to be out of dress code will be sent to the Culture Team's office and their individual situation will be assessed. Parents need to ensure that their students have all necessary uniform items before they leave their homes for school each morning.

1. Shirts and outerwear

a. Students must wear an unaltered official Legal Prep polo shirt each day. School-issued Legal Prep spirit wear (this does not include the PE uniform shirt) may be worn in place of the polo only on designated days as communicated by school leadership. Any shirt 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 may wear a short-sleeve T-shirt underneath their school shirts and nothing over them except an LPCA sweatshirt or sweater.

c. 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.
d. Students must wear their school ID on a lanyard around their neck.

2. Pants

a. Students must wear non-ripped khaki colored dress pants. No sweatpants or athletic pants are permitted. Pants must be worn above hip bones and may not sag. Pants must have belt loops and a black belt must be worn.
b. No underwear may be visible at any time.

3. Shoes

a. All shoes must be close-toed/closed heel shoes. Crocs, slides, flip flops, or house shoes are not allowed.

4. 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.

6. Body Modifications:

a. Tattoos that represent violence or gang affiliation will need to be covered at the school's request.

6. School ID:

a. The student ID must be worn around a student's neck on a school-issued or school-approved lanyard at all times.

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 must wear an unaltered, official Legal Prep shirt and student ID.

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 SIM (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.

- Student required to make up the assignment or the equivalent as determined by the teacher
- Automatic 4 demerits earned
- Teacher/Student/Dean of Students/Parent Conference
- Removal or disqualification from Legal Prep or summer programs
- Homework must be handed in to the office

HOW DO WE MEASURE ACHIEVEMENT?

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.

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.

SAT: All high school students in Indiana participate in the SAT and Legal Prep students participate in the entire SAT suite of assessments. The three tests are PSAT-9 (9th grade), PSAT-10 (10th grade), and SAT (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 Parent Teacher Conferences 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
Through PowerSchool, where you can check your student's grades and GPA
Parent Advisory Council Announcements
Automated Calls
Quarterly Town Halls
Quarterly Parent Teacher Conferences

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 in Indianapolis.

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 AND INTERNET USE

The goal of computer and internet 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. Students may only send, receive, view and download school approved materials when accessing the Internet or using school computers.

Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal or harmful 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 email 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.

NO CELLPHONE POLICY

Legal Prep has a "bell-to-bell" cellphone ban in compliance with Indiana Code 20-26-5.40.7. All cell phones, tablets, smartwatches, personal computers, gaming devices, other Internet-enabled devices, and accessories like headphones, AirPods, other wireless earbuds must be turned off and delivered to Legal Prep Staff for security storage in a designated location upon entry into the building and must remain in secure storage during the entirety of the day. No such devices may be used during the school day.

ANTI-BULLYING POLICY

This policy is adopted in accordance with Indiana Code 20-33-8-13.5 and applies to all students enrolled at Legal Prep Charter Academy.

Purpose

A safe and civil school environment is necessary for students to learn and achieve and that bullying, including hazing, bullying, cyberbullying or other aggressive behavior, causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and violence. It is the goal of Legal Prep Charter Academy to create a learning environment in all its school communities where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals. Bullying undermines a safe and respectful school environment. Legal Prep Charter Academy prohibits all forms of hazing, including activities associated with initiation into student organizations, teams, or groups that humiliate, endanger, or harm students.

Legal Prep asks every student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Scope

Bullying is contrary to Indiana law and this Policy is consistent with Indiana Code Title 20. Bullying based on any characteristic, including but not limited to race, color, religion, sex, national origin, ancestry, disability, sexual orientation, gender identity, military status, or association with a person with one or more of these characteristics is prohibited. Nothing in this Policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Article 1, Section 9 of the Indiana Constitution.

This Policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. Legal Prep will re-evaluate this Policy every two (2) years based on an assessment of its outcomes and effectiveness, including, but not limited to, factors such as the frequency of victimization; student, staff and family observations of safety at school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation.

Bullying is prohibited:
(1) during any school-sponsored or school-sanctioned program or activity;
(2) in school, on school property, on school buses or other Legal Prep-provided transportation, and at designated locations for students to wait for buses and other Legal Prep-provided transportation ("bus stops");
(3) through the transmission of information from a Legal Prep computer or computer network, or other electronic school equipment;
(4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Legal Prep-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
(5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Legal Prep-provided transportation.
(6) In any physical area attendant to school or related activities, whether or not such area is on school property (including but not limited to, school buildings and lands), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and
(7) With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e., impact or connection) to the school, safety at school, or is disruptive to the educational environment.

Hazing in any form is strictly prohibited on school property, at school-sponsored events or activities, on school transportation, or in connection with any school team, club, or organization.

Definitions

"Bullying" means overt, repeated acts or gestures, including verbal or written communications or images transmitted electronically, committed by a student or group of students against another student that create a hostile school environment.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the SCC. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.

"Hazing" means any intentional or reckless act directed against a student that is connected to initiation into, affiliation with, or continued membership in a school group, team, or organization and that endangers the physical or mental health or safety of a student.

Hazing may include but is not limited to physical brutality, forced physical activity, sleep deprivation, exposure to extreme conditions, humiliation, intimidation, harassment, or activities that subject a student to embarrassment or ridicule.

Hazing is prohibited regardless of whether the student voluntarily participates in the activity.

"**Cyberbullying"** means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This policy does not require the school to monitor non-school related activities.

"Retaliation" means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/consequences according to this Policy and the SCC.

"Peer Conflict" means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

"Restorative Measures" means a continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs.

Intervening to Address Bullying

Responsibilities of Legal Prep Employees and Contractors

All Legal Prep employees and contractors, including lunchroom staff and bus drivers, who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

(1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;

(2) report the incident of bullying or retaliation to the Principal/Designee as soon as practicable, but within 24 hours; and

(3) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/Designee.

Responsibilities of Students, Parents and Guardians

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable. Reports can be made to any Legal Prep employee or contractor in person, via email, or by telephone. Anonymous reports may be made; however, disciplinary action will not be based solely on an anonymous report.

Investigation

(1) The Principal shall select a designee, knowledgeable about bullying prevention and intervention, to perform the investigation.

(2) Investigation of a bullying incident shall be initiated within five school days of receipt of a report and completed within 10 school days, unless the Principal grants in writing an additional 5-day extension due to extenuating circumstances. The Principal/ Designee shall document the extension in the investigation report and shall notify the parties involved.

(3) The investigation shall include:

a. Identifying the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.

b. Conducting an individual interview in a private setting with the alleged perpetrator and target. The alleged perpetrator and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders.

c. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected.

d. Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.

e. When appropriate, preparing a Misconduct Report identifying his/her recommendation for individual consequences.

f. Comprehensively documenting the details of the investigation.

(4) When the investigation is complete, the Principal/Designee shall ensure the investigation report is attached to the Incident Report.

Notification

Parents or guardians of all students directly involved in a reported bullying incident will be notified promptly following the initiation of an investigation and again following the conclusion of the investigation. On the same day the investigation is initiated, the Principal/Designee shall report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in PowerSchool. When the investigation is complete, the Principal/Designee shall notify the parents/legal guardians of all students involved of the outcome of the investigation. Parents/legal guardians of the students who are parties to the investigation may request a personal conference with the Principal/Designee to discuss the investigation, the findings of the investigation, the actions taken to address the reported incident of bullying, and any resources available in or outside the school to help the students address the underlying reasons for the bullying (see "Referrals" section below).

If the investigation results in the imposition of consequences, the Principal/Designee may advise the parent/legal guardian of students other than the perpetrator that the Student Code of Conduct was followed. S/he may not advise them of the specific consequence imposed, as that would violate the confidentiality of school-record information required by law.

When communicating incidents of bullying to the target's parent/guardian, the Principal/Designee should consider whether the student may want to keep certain information confidential. For example, if a student is bullied after coming out as gay, the Principal/Designee shall not disclose the student's sexual orientation to the parent/guardian without the student's permission, unless there is a legitimate, school-related reason for doing so.

If the target is a student with a disability, the school shall convene the IEP Team to determine whether additional or different special education or related services are needed to address the student's individual needs and revise the IEP accordingly. For example, if the student's disability affects social skill development or makes the student vulnerable to bullying, the Principal/Designee shall ask the student's IEP Team to consider whether the IEP should include provisions to develop the student's skills and proficiencies to avoid and respond to bullying.

If the student who engaged in bullying behavior is a student with a disability, the school shall convene the IEP Team to determine if additional supports and services are needed to address the inappropriate behavior and consider examining the environment in which the bullying occurred to determine if changes to the environment are warranted. For example, the IEP Team should consider a behavior intervention plan for the student or review a current behavior intervention plan and revise if necessary. The Principal/Designee shall comply with the Procedural Safeguards for Discipline of Students with Disabilities/Impairments when considering interventions and consequences for students with disabilities.

Reporting to the Indiana Department of Education

Legal Prep Charter Academy will document and report substantiated bullying incidents in accordance with reporting requirements established by the Indiana Department of Education.

Assigning Interventions and/or Consequences

Many Peer Conflicts can be resolved immediately and do not require reporting or creation of a Misconduct or Incident Report. If, however, a conflict is ongoing and meets the definition of bullying, the investigation procedures in this Policy must be followed.

Legal Prep will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in the Student Code of Conduct. Legal Prep will avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. Incidents involving hazing may result in disciplinary consequences under the Student Code of Conduct and may also affect participation in athletics, extracurricular activities, or student leadership roles.

When an investigation determines that bullying occurred, the Principal/Designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently.

The Principal/Designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:
-The perpetrator is no longer bullying and is interacting civilly with the target.
-The target reports feeling safe and is interacting civilly with the perpetrator.
-School staff notice an increase in positive behavior and social-emotional competency in the perpetrator and/or the target.
-School staff notice a more positive climate in the areas where bullying incidents were high.

What Not To Do:
-Solicit an apology from the perpetrator to the target, use peace circles, victim/offender conferences, or any form of mediation that puts the perpetrator and target in contact with one another in an immediate attempt to resolve the bullying. Restorative measures may be helpful to repair relationships between the perpetrator and target, but only if used after other interventions have balanced the power differential between the perpetrator and target.

-Dismiss bullying as typical student behavior or assume it is not serious.

Referrals
The Principal/Designee may refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills), social work, counseling or school psychological services within the school, if necessary, to reinforce the behavioral expectation they violated and increase their social-emotional competency.

The targets of bullying need protection from bullies, but may also need support and help in changing their own behavior. The Principal/Designee shall ask a school mental health professional to refer these students to individual or group therapy where they can openly express their feelings about their bullying experience, social-skills training and/or groups where they can practice assertiveness and coping mechanisms, or social work, counseling or school psychological services available within the school.

Consequences for Legal Prep Employees and Contractors
When it is determined that an employee or contractor was aware that bullying was taking place but failed to report it, the employee/contractor will be considered to have violated this Policy. The Principal shall consider employee discipline for such violations.

Hazing and Student Organizations
Students participating in athletics or extracurricular activities are expected to promote a culture of respect and inclusion. Hazing or initiation activities that harm, intimidate, or humiliate other students are strictly prohibited.

Training and Professional Development

Staff
Professional development will be offered to build the skills of all Legal Prep employees, contractors, and volunteers to implement this Policy. The content of such professional development shall include, but not be limited to:

(1) Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them;
(2) Information about the complex interaction and power differential that can take place between and among a perpetrator, target, and witness to the bullying;
(3) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying; and
(4) Information about Internet safety issues as they relate to cyberbullying.

Student Internet Safety Education

In accordance with Legal Prep's Internet Safety Policy, Legal Prep shall incorporate into the school curriculum a component on Internet safety to be taught at least once each school year to all students. The Principal or designee, shall determine the scope and duration of this unit of instruction and topics covered. At a minimum, the unit of instruction shall address: (a) safety on the Internet; (b) appropriate behavior while online, on social networking websites, and in chat rooms; and (c) cyberbullying awareness and response. The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught.

PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS

Legal Prep Charter Academy may discipline students with disabilities in accordance with the school's Code of Conduct and applicable federal and state law, including the Individuals with Disabilities Education Act (IDEA) and Indiana special education regulations (511 IAC 7).

Short-Term Removals

School officials may remove a student with a disability from their current educational placement for up to ten (10) cumulative school days in a school year for violations of the Code of Conduct, to the same extent that such removals would apply to students without disabilities. Removals of ten (10) school days or fewer in a school year do not constitute a change in placement.

Saturday detentions, before- or after-school detentions, and other disciplinary actions that do not remove the student from instruction do not count toward the ten-day limit. Additionally, in-school suspensions will not count toward the ten-day limit if the student:

- continues to participate in the general education curriculum,
- continues to receive the services specified in the student's Individualized Education Program (IEP), and
- continues to participate with non-disabled peers to the extent required by the IEP.

Change in Placement and Manifestation Determination

If a disciplinary removal would result in a change of placement, including a suspension exceeding ten (10) cumulative school days in a school year, the school will convene a Manifestation Determination Review (MDR) within ten (10) school days of the decision to change the student's placement.

The parent/guardian will receive:

- written notice of the disciplinary action,
- notice of the MDR meeting, and
- a copy of the Procedural Safeguards Notice required under IDEA.

Manifestation Determination Review

The student's IEP team, including the parent/guardian, will review all relevant information in the student's educational record, including:

- evaluation and diagnostic results,
- information provided by the parent/guardian,
- teacher observations, and
- the student's current IEP.

The team will determine whether the conduct was a manifestation of the student's disability. The behavior will be considered a manifestation if:

1. The conduct was caused by, or had a direct and substantial relationship to, the student's disability, or
2. The conduct was the direct result of the school's failure to implement the student's IEP.

Behavioral Supports

If the behavior is determined to be a manifestation of the student's disability, the IEP team will:

- conduct a Functional Behavioral Assessment (FBA) if one has not already been completed, and
- develop or revise a Behavior Intervention Plan (BIP) designed to address the behavior.

Except in limited circumstances involving weapons, drugs, or serious bodily injury as defined by law, the student will be returned to the placement from which they were removed unless the parent and school agree otherwise.

Discipline When Behavior Is Not a Manifestation

If the IEP team determines that the behavior is not a manifestation of the student's disability, the school may apply the same disciplinary consequences as for students without disabilities.

However, the school must continue to provide educational services so that the student can:

- continue to participate in the general education curriculum, and
- progress toward meeting the goals set forth in the student's IEP.

Interim Alternative Educational Placement

School personnel may remove a student with a disability to an interim alternative educational setting for up to forty-five (45) school days, regardless of whether the behavior is determined to be a manifestation of the student's disability, if the student:

- carries or possesses a weapon at school or a school function,
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance at school or a school function, or
- inflicts serious bodily injury upon another person at school or a school function.

Students with Section 504 Plans

Students who receive accommodations under Section 504 of the Rehabilitation Act of 1973 are entitled to similar procedural protections. If a disciplinary removal would constitute a significant change in placement, the school will conduct a manifestation determination review consistent with applicable federal law.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

In the event of severe weather or other emergencies, Legal Prep Charter Academy may implement a two-hour delay, a virtual learning day, or a school closure.

When making weather-related decisions, the school will consider Indianapolis Public Schools (IPS) decisions regarding delays and closures as a guide, while also evaluating conditions affecting Legal Prep students, staff, and transportation.

If a virtual learning day is implemented, students will participate in remote instruction or complete assignments provided by their teachers. These days may count toward required instructional days as permitted by Indiana law.

Families will be notified of delays, closures, or virtual learning days through the school's communication systems (phone, text, email), the school website, and local media outlets. Whenever possible, announcements will be made the evening before or early in the morning of the affected school day.

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 are no fees to attend Legal Prep, but there are certain items that are required for attendance, such as a school supply package and uniform polo shirts. There is no specific "sports fee," but there may be some direct costs, such as uniforms, that will be required. Students whose families cannot afford one or more of the expenses may see the office or the Business Manager for assistance.

LOCKERS AND LOCKS

Lockers and locks: Middle school students are provided with a place to store their belongings in their homeroom. High school students are 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 ELIGIBILITY

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 meet IHSAA 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 may 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.

MANDATED REPORTING OF ABUSE/NEGLECT

All Legal Prep Charter Academy employees and volunteers are mandated reporters under Indiana law. Any staff member who has reason to believe that a child under the age of eighteen (18) is a victim of abuse or neglect must immediately make a report to the Indiana Department of Child Services (DCS) or to law enforcement, as required by Indiana Code 31-33.

A report must be made whenever a person has reason to believe that a child's physical or mental health or welfare has been harmed or is threatened by abuse or neglect by a parent, guardian, or other person responsible for the child's care.

Reporting Procedure

Once a staff member becomes aware that a student may be the victim of abuse or neglect, the staff member must:

1. Immediately report the concern to the Indi,ana Department of Child Services (DCS) by calling the Child Abuse and Neglect Hotline at 1-800-800-5556, submitting a report through the DCS online reporting system, or contacting local law enforcement.

2. Notify the Principal or the Principal's designee that a report has been made.

3. Document the report in accordance with the school's internal incident reporting procedures.

Staff members must make the report personally and immediately and may not rely on another person to make the report on their behalf.

Legal Prep Charter Academy will cooperate fully with the Indiana Department of Child Services and law enforcement agencies in any investigation of suspected abuse or neglect.

Information to Provide When Making a Report

When making a report, the staff member should provide as much of the following information as is known:

- Name, age, and address of the child
- Name and address of the child's parent or guardian
- Name and relationship of the alleged perpetrator
- Description of the suspected abuse or neglect
- Time and location of the incident
- Any known injuries or risks to the child
- Names and ages of other children living in the household
- Any other information that may assist authorities in assessing the child's safety

A report must still be made even if all information is not known.

Immunity for Good Faith Reports

Indiana law provides that any person who makes a report of suspected child abuse or neglect in good faith is immune from civil and criminal liability that might otherwise result from making the report.

Non-Interference With Reporting

No employee, supervisor, or administrator may prevent, interfere with, or discourage a staff member from making a report of suspected child abuse or neglect.

Under Indiana law, a person who knowingly fails to make a required report may be subject to criminal penalties. A person who knowingly makes a false report may also be subject to legal consequences.

Physical Abuse

Physical abuse may occur when a parent, guardian, or other caregiver inflicts or allows to be inflicted physical injury by other than accidental means. Indicators may include:

- bruises or welts
- fractures
- burns
- bite marks
- injuries inconsistent with the explanation provided

Physical abuse may also include actions that create a substantial risk of serious physical harm, such as shaking, choking, or striking a child.

Sexual Abuse

Sexual abuse may occur when a child is subjected to sexual activity, exploitation, molestation, or other sexual conduct by a caregiver or other responsible adult.

If a student attempts to disclose sexual abuse:

- Staff should listen calmly and attentively.
- Staff should not attempt to investigate or ask leading questions.
- The student's statements should be documented as accurately as possible.
- The report must be made immediately to DCS or law enforcement.

The student should also be referred to the school counselor, social worker, or another appropriate support professional.

Neglect

Neglect occurs when a parent, guardian, or caregiver fails to provide for a child's basic needs, including:

- adequate food
- clothing
- shelter
- medical care
- supervision appropriate to the child's age and development

Neglect may also occur when a child is placed in situations that endanger the child's health or safety.

Student Support

Following a report, school personnel may provide appropriate support to the student through counseling services or other school-based resources, consistent with student privacy laws and the guidance of child protection authorities.

STUDENT RECORDS

Legal Prep Charter Academy maintains student education records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable Indiana law, including Indiana Code 20-33-7 governing student records, and the school's official Student Records Policy.

The purpose of this policy is to ensure the confidentiality, integrity, and proper access to student records while allowing parents, eligible students, and authorized school personnel appropriate access to educational information.

Definition of Student Records

Student records or education records mean any information maintained by the school that is directly related to a student and personally identifiable to that student.

Student records may exist in written, electronic, audio, video, photographic, or other formats maintained by the school.

Records maintained by a staff member solely for personal use and not shared with others are not considered education records.

Types of Student Records

Student records maintained by the school may include, but are not limited to, the following:

<u>Enrollment and identifying information</u>

- Student name and identifying information
- Parent or guardian contact information
- Date of birth

- Student identification number

Academic records

- Course enrollment and grades
- Academic transcripts
- Assessment and standardized test results
- Grade level progression and graduation information

Attendance records

- Daily attendance records
- Tardiness records
- Withdrawal or transfer documentation

Health records

- Immunization records as required by Indiana law
- Health information provided to the school
- Accident or injury reports maintained by the school

Discipline records

- Disciplinary incidents and consequences
- Behavioral intervention plans or related documentation

Special education records

- Individualized Education Programs (IEPs)
- Evaluation reports and eligibility determinations
- Section 504 plans
- Documentation related to special education services

Additional educational records

- Participation in school activities
- Counseling records maintained by the school
- Other information relevant to the student's educational program

Record Custodian

The Principal or designee shall serve as the official custodian of student records and is responsible for maintaining student records securely, ensuring compliance with privacy laws, authorizing access to student records, and ensuring proper transfer or destruction of records.

Student records will be maintained in secure electronic or physical systems designed to protect the confidentiality and privacy of student information.

Parent and Student Rights

Under FERPA, parents or legal guardians have the right to:

- Inspect and review their child's education records
- Request copies of records
- Request correction of inaccurate or misleading information
- Consent to disclosures of personally identifiable information except where permitted by law

These rights transfer to the student when the student becomes an eligible student, meaning the student reaches 18 years of age or attends a postsecondary institution.

Inspection and Access to Records

Parents or eligible students may request access to student records by submitting a written request to the school.

The school will provide access to the requested records within forty-five (45) days of receiving the request, as required by FERPA.

Copies of records may be provided at a reasonable copying cost unless the cost would prevent the parent or eligible student from obtaining the records.

A school staff member may be present to assist in interpreting the records when appropriate.

Disclosure of Records

Student records may be disclosed without parent consent in circumstances permitted by law, including the following:

School officials with legitimate educational interests: School personnel may access student records when the information is necessary to perform their professional responsibilities.

School transfer: Student records will be transferred to another school upon request from the receiving school where the student has enrolled or intends to enroll, as permitted by law.

Legal orders: Records may be released in response to a lawful subpoena or court order, consistent with FERPA requirements.

Health or safety emergencies: Information may be disclosed to appropriate persons when necessary to protect the health or safety of a student or other individuals.

State and federal reporting: Student information may be shared with the Indiana Department of Education or other authorized government entities as required for educational reporting, accountability, and compliance purposes.

Requests to Amend Records

Parents or eligible students who believe a record contains inaccurate, misleading, or inappropriate information may submit a written request to the Principal requesting that the record be amended.

The school will review the request and notify the parent or eligible student of the decision. If the request is denied, the parent or eligible student will be informed of the right to request a hearing under FERPA.

Transfer of Records

When a student transfers to another school, Legal Prep Charter Academy will provide the student's education records promptly upon request from the receiving school, consistent with Indiana law and FERPA. Parents may request copies of transferred records.

Record Retention and Destruction

Student records will be maintained in accordance with applicable federal and state record retention requirements. Permanent academic records such as transcripts will be maintained indefinitely. Other education records will be retained according to applicable record retention schedules and destroyed securely when no longer required. Special education records will be retained for the period required under federal and state law before secure destruction.

Confidentiality and Data Security

Legal Prep Charter Academy will implement appropriate administrative, technical, and physical safeguards to protect the confidentiality of student records, including secure electronic data systems, restricted staff access, and secure storage of physical records.

All staff members with access to student records are responsible for maintaining the confidentiality of student information.

Annual FERPA Notice

Legal Prep Charter Academy will provide families with an annual notice of their rights under FERPA, including the right to inspect and review student records and control the disclosure of student information.

Directory Information and Opt-Out Rights

Legal Prep Charter Academy may designate certain student information as directory information. Directory information may be disclosed without prior written consent unless a parent or eligible student opts out of such disclosure.

Directory information may include:

- Student name
- Grade level
- Dates of attendance
- Participation in officially recognized activities and sports
- Honors and awards received
- Photographs or video images used in school publications, websites, yearbooks, newsletters, or similar school communications
- Student work displayed publicly or in school publications

Directory information may be used for legitimate school purposes including school publications such as yearbooks and newsletters, recognition of student achievement, athletic rosters and event programs, school websites and social media platforms, and communication with the school community and media.

Legal Prep Charter Academy will provide families with annual notice of the types of information designated as directory information and their right to restrict disclosure.

Parents or eligible students who do not wish to have directory information disclosed must submit a written request to the school within the timeframe provided in the annual notice. Once an opt-out request is received, the school will not release directory information about the student except as permitted or required by law.

An eligible student is a student who is 18 years of age or older or who attends a postsecondary institution, at which point FERPA rights transfer from the parent to the student.

Opting out of directory information may limit the student's ability to be included in certain school publications or public recognitions.