



LiFT University Student Handbook 2020-21

Board Approved: 03/13/13

Board Reviewed: 07/17/15; 07/20/17; 05/02/20



HANDBOOK PURPOSE

The handbook has been designed to provide each family the rules, guidelines and procedures for the benefit of the students and the school community. We want each family and student to be informed and prepared before attending.

Please read through this handbook completely with your student before the first day of school. LiFT Inc. families and students are expected to be familiar with the handbook to follow the rules and regulations as previously stated on the application.

The Administration reserves the right to interpret, add, delete or modify all rules, guidelines and procedures contained in this handbook as deemed necessary at any time with parent notification. Parents should direct any questions concerning the information contained in this document to Administration for clarity.

After carefully reviewing this handbook with your student, please sign, detach and return the agreement located in the back of this handbook to your student's director on the first day of school.

Please Note:

- a. The handbook does not serve to contractually bind LiFT Inc. in any way
- b. The handbook is subject to change without notice by the LiFT Inc. Board of Directors

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MEET THE ADMINISTRATION:

Executive Director: Shawn Naugle

LiFT University Transition Program Director: Lois Mays

LiFT University Transition Program Managers:

Madison Buxbaum

Ashley Duffy

Kim Coon

LiFT University Transition Program Manager Assistant: Phillip Martin

LiFT University Job Coach: Cynthia Evans

Office Manager: Rebecca Goebel

Director of Development: Keli Mondello (Interim Director)

Director of Information Technology, Security, & Operations: Tony Barner

Principal of LiFT Academy: Holly Andrade

SCHOOL LOCATION: 13272 Park Boulevard, Seminole, Florida 33776

SCHOOL HOURS: Monday through Friday 8:45am to 3:15pm

OFFICE HOURS: Monday through Friday 8:00am to 4:00pm

CONTACT INFORMATION:

Phone: 727-258-7659 - or – 731-608-7042

Fax: 727-800-6995

Email: Info@liftacademy.org

School Website: www.liftacademy.org

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The Mission of LiFT

The mission of LiFT, is to provide challenging academics while building character and confidence, in an accepting and inclusive environment, so traditional students and those with neurodiversity's can develop to their fullest potential.

OUR VALUES

We have a passion that each student comes to value and view their diversity as a gift to be celebrated. Equally important is for each student to respect the differences found in each other.

OUR VISION for LiFT University Transition Program

Our vision is to provide a unique postsecondary experience which offers a perfect balance of academics, real-life socialization, career experience and life skills training to young adults with neurodiversity's, empowering them with skills for successful independence.

OUR VISION for LiFT Academy

Our vision is to provide a nurturing environment for students of all abilities, to discover their innate gifts and talents, and provide them with the knowledge, skills and confidence to succeed as contributing adults in our community.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS STATEMENT

LiFT University is a tuition-based program serving individuals ages 18-22.

NON-DESCRIPTORATORY POLICY

LiFT Inc. admits students of any race, color, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administrations of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or meet academic or behavioral standards.

ACCOMMODATIONS

LiFT understands that some students may need special accommodations to fully succeed in school. "Accommodations" refers to simple changes to allow students with disabilities the chance to succeed in a school setting.

Here are some Examples of "Reasonable Accommodations":

- Allowing a student in a wheelchair to leave the classroom a few minutes early to account for longer passing time
- Providing a student who is visually impaired books with larger print to keep up with schoolwork
- Allowing a person with a diagnosis extra time for test taking
- Providing a student with low-distraction work areas
- Preparing a student for upcoming changes in routine
- Allowing a student with a diagnosis to keep a small object in their desk to manipulate quietly

*Please note that LiFT faculty ensures accommodations &/or modifications are provided discreetly without drawing any undue attention to the student.

ENROLLMENT REQUIREMENTS

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LiFT University Transition Program

- 18 years of age and up (or in last year of public school program)
- Documented Disability
- Finished High School or complete High School at LiFT Academy
- Demonstrate interest and the desire to pursue educational, employment and life experiences through post-secondary education
- Agree to participate in periodic assessments throughout program
- Two letters of recommendation for students new to LiFT
- Basic academic skills (e.g., write sentences, elementary reading skills, follow directions in a group or individually)

STUDENT ENROLLMENT PROCEDURES

LiFT University Transition Program students must re-enroll annually. Once enrolled, students are considered enrolled for a period of four years unless otherwise stated by the parent-guardian. The previous year's FACTS account must be current in order to continue enrollment in the program. All forms must be complete and all fees paid before a student is accepted. A parent-guardian/student interview with the Director of LiFT University Transition Program will be scheduled before admittance into the LiFT University Transition Program. The Director of LU, other LiFT Administrators, and/or board members will determine acceptance and placement.

All students with a balance must be on FACTS unless the balance is paid in full by the first day of school.

ADMISSIONS WILL ONLY TAKE PLACE BY THE FOLLOWING PROCESS:

NEW FAMILIES

- Contact the school to schedule a Tour Day. Based on information gathered during the tour, the administrator touring will offer a shadow day for the student.
- Schedule a day for your student to take the Adults Basic Skills Assessment.
- Schedule a Shadow Day.
- After the Shadow Day, administrator and family will sit down to review all the data to determine if LiFT is an appropriate fit.
- All new students have a 45 day trial period to make sure LiFT can meet the student's needs and the student is a good fit for LiFT. During this time staff and families will address any issues that occur. If LiFT is unable to meet the needs of the student, parents will be notified well in advance of the 45th day.

ACCEPTED AND RETURNING STUDENTS

- Families must complete the LiFT University Transition Program Application (Located on the LiFT University Transition Program Page on www.liftacademy.org). Along with the application, the following must be submitted: a copy of the student's most recent report card, copies of standardized test scores and any special testing the applicant has received, a copy of the student's birth certificate, social security card and immunization records, and all the acknowledgement pages attached to the application packet and handbook.
- Families must complete the registration packet each year (located on www.liftacademy.org) and pay the application/registration fees. The registration fee holds your spot for the following school year
- The administrators may admit or choose to deny the applicant and will notify you appropriately.

STUDENT SHADOWING POLICY

Families that have taken a tour of LiFT and are interested in pursuing the admission may set up an appointment to shadow. This must be pre-arranged with the LiFT University Director.

All student visitors must agree to adhere to the discipline and dress code policies of LiFT while they are under our care. The parent (s) must complete a Student Emergency Card for the visiting student with contact information, instructions for care

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and signatures. If the student visitor becomes ill, the parent will be contacted to pick them up.

The visiting student should bring a pencil or pen, a notebook, and a lunch. The Adult Basic Skills Assessment and a program manager evaluation will be given during the student's shadow day to aid in the admissions decision.

GROUNDS FOR REVERSAL OF ACCEPTANCE

In general, two circumstances may cause LiFT to reverse a prior decision to accept a student. Acceptance may be reversed if there is evidence that information provided the school has been falsified. In the event that an attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records as well as from comments made during interviews.

Acceptance may be reversed if a student fails to show up for school when anticipated (such as the first day of school) and no contact has been made to account for the absence. A student who is absent five (5) days without notification from a parent will be withdrawn from the school and his or her seat will be given to another student.

CONFIDENTIALITY

LiFT's philosophy is to safeguard personally identifiable information in its possession to ensure confidentiality and compliance with all local, state, and federal laws. Additionally, LiFT will only collect personally identifiable information that is required to pursue its educational or business operations and to comply with reporting and disclosure requirements.

Personally identifiable information collected by LiFT may include but is not limited to a student's full legal name, authenticated birth date, place of birth, race or ethnicity, sex, contact information, name of parents/guardian, medical documentation/reports, etc. Personally identifiable information collected will be stored as hard copies in a locked file cabinet in the student's cumulative folder as well as digitally entered into FACTS SIS.

Information stored electronically on FACTs will be safeguarded by FACTS SIS off-site. Students and their parents/guardians will maintain a profile on FACTS SIS and FACTS SIS – ParentWeb and must follow the security measures detailed within the LiFT Technology Acceptable Use Policies to ensure that all personally identifiable information is safeguarded while being accessed.

Families may choose to participate in the FACTS SIS student directory, website or social media features, etc. or they may request that their information or images be blocked. Parents/guardians must indicate their choice to secure their students personally identifiable information upon registration or re-registration within the official registration packet.

LiFT will also collect and create company-assigned information, which may include but is not limited to organizational charts/schedules, spreadsheets, coding and recording systems, telephone directories, e-mail lists, mailing lists, etc. which is considered by LiFT to be proprietary company information to be used for internal purposes only. LiFT maintains the right to communicate and distribute internally such company information as it deems necessary to conduct educational and business operations.

RELEASE OF STUDENT RECORDS

A parent/guardian/student over the age of 18 must provide a signed and dated Records Release Form before LiFT will disclose any personally identifiable information from a student's records, unless a circumstance arises in which a release is not required. The release must specify the records that may be disclosed, the purpose, and identify who the information will be disclosed to.

LiFT will not release any student records if there is a remaining balance. Families should make sure they are current with FACTS before having records requested.

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Release of Records Requirements:

- Authorized parties must physically come to the Front Office to collect a record.
- An Educational Institution may send a Records Request. It must come via fax and, if the student is under that age of 18, it must have a parent's signature authorizing the release.
- The Florida Health Department and Social Security Administration may send a Records Request. LiFT Inc. will contact the Families to verify the reason for their request.

Release of Records Requirements Do Not Need to be Met if the Following Conditions Apply:

- The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities in connection with an audit or evaluation or state supported education programs or for the compliance with federal legal requirements.
- The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, the amount, the conditions for the aid, or to enforce the terms and conditions of the aid.
- The disclosure is to accrediting organizations in order to carry out their accrediting functions.
- The disclosure is to the appropriate parties, in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student.
- The disclosure is to comply with a judicial order or lawfully issued subpoena, only if LiFT makes a reasonable effort to notify the parent of eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Unless the order of subpoena is from a Federal grand jury or for law enforcement purposes and specifies the existence of the order not to be disclosed.
- The disclosure is to a parent/guardian of a student who is over 18 years of age but under the age of 21 and is in regards to a violation of federal, state, or local law, or any rule or policy of LiFT, governing the use or possession of alcohol or a controlled substance.
- The disclosure is to the parent/guardian or eligible student over 18 years of age.

*Depending on the size of the student record we may apply a .14 cent fee per page copied.

TUITION AND FEES

All fees, including registration and the first month's tuition must be paid prior to the first day of school. The school operating budget is maintained by tuition. All tuition and fees are paid through the FACTS system. Families are required to sign up through FACTS and select your payment date and method of payment. Late payments will incur an automatic \$20.00 per week late fee if not paid by the monthly due date. A processing fee of \$40.00 will be charged for all returned checks. LiFT policy is that if you are enrolled in LiFT University Transition Program, you have one month for withdraw from the program in order to not be charged for the entire semester

The registration fee includes a yearbook, FACTS SIS fee and a technology fee.

Tuition fees include textbooks, e-textbooks, consumables, assignment agenda book (if needed), and any other classroom curriculum.

All accounts must be paid in full in order to receive a release of records, report cards and/or transcripts. This includes volunteer hours, extended care payments, as well as any outstanding technology or textbook returns.

2020/2021 Tuition & Registration Rates:

***LiFT University Transition Program Tuition: \$15,750**

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Registration

\$450.00 as of March 3, 2020

*This registration fee is non-refundable.

Additional Registration Fees:

- **FACTS Annual Fee: \$46.00**

FACTS tuition management handles any payments for tuition and extended care, and this account needs to be set up by July 1st.

If you are a scholarship recipient and your scholarship does not exceed the amount of tuition, you will be required to have an account set up with FACTS unless you pay the balance difference by August 1.

REFUNDS AND TUITION BALANCES

The LiFT registration fee is non-refundable.

LiFT asks parents to make every effort to complete each semester before making changes in regards to enrollment. If a family chooses to un-enroll their student all accounts must be paid in full in order to receive a release of records, report cards and/or transcripts. This includes volunteer hours, extended care payments, as well as any outstanding technology or textbook returns.

When changes in state-funded scholarships occur during the school year, tuition charges will be prorated on a monthly basis. As per Florida McKay guidelines, if a student is enrolled for 10 days or more within a quarter, LiFT will keep payment for tuition &/or registration for the entire quarter.

SCHOLARSHIPS

LiFT Inc. accepts McKay, Gardiner, FTC, Family Empowerment, and HOPE scholarships.

FEES THAT MAY BE APPLIED INCLUDE:

McKay recipients will be charged a \$250.00 administrative fee for those whose scholarship will be used for therapies for ordering/invoicing/payment and items needed to support therapy.

This applies to those who receive \$500.00 in excess of the tuition and registration amounts or those who have a 254 matrix or higher.

Gardiner recipients will be charged a \$50 fee for the yearly audit required by the state of Florida.

DEADLINES:

Parents/Guardians have 10 days to sign check with McKay, FTC, HOPE, and Family Empowerment Scholarships, as well as approved reimbursement requests with Gardiner and/or sign the remittance reports from AAA or their child will be withdrawn from LiFT. The 10 days becomes effective from the day of the first notice via e-mail.

April 30 is the deadline for all orders for McKay money, including therapists.

Other scholarships accepted by LiFT Inc. are the Joanne Gallagher Guardian Angel Scholarship, the Two or More Scholarship, and the LiFT Scholarship. These scholarships are based on hardship. FACTS Grant & Aid Assessment conduct the financial need analysis for those scholarships. Families applying for financial aid will need to complete an application and submit the

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necessary supporting documentation to FACTS Grant & Aid assessment by **April 30.**

Applicants can apply online beginning now. Go to our website, www.liftacademy.org. If you look under the admissions tab, you will see the FACTS Family Portal button to start your application. Once an outline application has been completed, the following information will need to be sent to FACTS to complete the application process.

HERE IS WHAT YOU WILL NEED TO APPLY FOR THE FACTS GRANT & AID ASSESSMENT:

- **Copies of your most recent Federal Tax forms including all supporting tax schedules.**
- **Copies of your most recent W-2 forms for both you and your spouse.**
- **Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF.**

Daily attendance is expected. Excessive absences, more than four a quarter, and grade point average in any class lower than 2.5, will result in removal of the scholarship.

For scholarship recipients that receive Gardiner, McKay, HOPE, FES, and FTC, the amount of the LiFT Scholarships will be determined based on the 2020-21 scholarship amounts. The state of Florida does not announce the new rates until later in July. If the amount of the Gardiner, McKay, HOPE, FES, and FTC scholarships increases for the 2020-21 school year, the amount of the LiFT Scholarships will decrease, the payment owed will not decrease.

McKay, Gardiner, HOPE, FES, and FTC for Student scholarship recipient's families assume financial responsibility for any unpaid portion of tuition that results from withdrawing students before the end of term.

Due to the fact that there are limited funds available, no family will receive an award from Two or More, Joanne Gallagher Guardian Angel, or LiFT of a 100% funded scholarship.

STUDENT ACADEMIC POLICIES

LiFT University Transition Program is a warm, nurturing place where students ages 18 and up of all academic levels can excel. With small classrooms, individualized accommodations and innovative teaching techniques, LiFT University Transition Program encourages students to reach their fullest potential — intellectually, emotionally, socially and spiritually.

ACADEMIC HONESTY:

LiFT University Transition Program expects students to be honest in all of their academic work. By enrolling at the University, students agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the University. As members of the University community, students also have an ethical obligation to report violations of the academic honesty policies they may witness.

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University students are expected to be honest and work hard to become self-sufficient in many areas of their life during their time at LiFT. The best way to develop these skills is to complete assignments on your own. Lying about how one completed an assignment will result in a lower grade.

Examples:

- Submitting a paper or project that is not the student's work (i.e. Plagiarism)
- Falsifying information for forms or assignments
- Lying about attending the assigned internship
- Submitting work your parents, other students, or another party completed for you
- Cheating by sharing answers

GRADE PLACEMENT:

LiFT University Transition Program is a four year program. Grade placement is determined by years of completion. First year students are called Freshmen, second year students are Sophomores, third year students are Juniors, and fourth year students are Seniors.

ASSESSMENTS

LiFT believes it is important to assess students learning in order to continuously improve results for students. To further this purpose, information gathered through LiFT's assessment procedures is used to measure student learning; provide performance feedback to students, staff, and parents; inform effective instruction for all students; evaluate school performance; improve curriculum; and work in conjunction with the LiFT Support Plan Process to provide needed accommodations, modifications and related services to help our students achieve their maximum learning potential.

PROGRESS REPORTS:

LiFT University has four grading periods. Students will receive a report card each quarter. Families may access their student's progress via RenWeb.com/FACTS SIS through their assigned Parents Web Portal.

GRADING SCALE:

A 90-100
B 80-89
C 70-79
D 60-69
F 59 or below
I (Incomplete)
W (Withdrawn)

HOMEWORK:

LiFT desires excellence for our Students both on campus and off. Homework allows the student to learn how to become a self-motivated individual. LiFT provides at home assignments to be completed according to the instructions given by each Program Manager. These assignments should be completed by the student so as to develop academically, promote responsibility, and lastly, to help reinforce what they have learned in the classroom.

INTERNSHIPS:

Internships are practical learning experiences in a work setting. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. All students are required to participate in an internship, unless excused by the LiFT University Director.

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Parents are required to provide transportation to Internships. All students receive on the job and in classroom coaching as needed.

Students and Parents must read the Internship Handbook and sign the acknowledgement page prior to the start of an internship.

MAKE UP WORK / REQUEST FOR ASSIGNMENTS:

Students should contact the LiFT University Director to report absences or tardies the morning of the absence. If homework is needed, please be sure to get in contact with one of the LiFT University Transition Program Managers. Students with absences of 4 or more per quarter will find their class grades dropped by one letter grade. Any extenuating medical circumstances must be discussed with the LiFT University Transition Program Director.

It is the student's responsibility to determine what school work was missed during an excused absence and to complete that work at the Program Manager's discretion. School work missed during unexcused absences may be made up at the Program Manager's discretion and may receive reduced credit. The same number of days to makeup work equals the number of days absent (i.e.: 2 days absent = 2 days to make up all work).

The regular make-up policy for excused absences does not apply to anticipated absences. For anticipated absences, it is the student's responsibility to contact Program Managers in advance, informing them of the anticipated absence, and asking for assignments which may be missed during absences. Students should also notify the school office regarding a planned absence.

Each Program Manager should have at least two weeks' notice in order to prepare the homework package. If the Program Manager is able to prepare a package of classwork and homework that will be missed, this work must be completed and turned in upon return to class. If the Program Manager's planning does not cover all of the anticipated days of absence; the remainder of the missed work will be assigned upon return to school and will be due within one week of return to school.

GRADUATION REQUIREMENTS:

LiFT University Transition Program is a 4 year program and in order to graduate, all four years must be complete. Students who attend all four years will receive a certification of completion.

STUDENTS INELIGIBLE TO RETURN:

The administrative team will discuss who should not be allowed to return for academic, behavioral, attendance, or discipline reasons. The final decision rests with the school administration concerning students not being a good fit for LiFT.

STUDENT CONDUCT POLICIES

BEHAVIORAL EXPECTATIONS

Our goal at LiFT University Transition Program is to provide a unique postsecondary experience which offers a perfect balance of academics, real life socialization, career experience and life skills training to young adults with neuro-diversities, empowering them with skills for successful independence. This goal simply cannot be attained if a student lacks respect for authority and/or a desire to learn and grow. Any student having consistent problems with behavior and proper respect for authority will be dismissed from the program.

Similarly, LiFT does not accept students with a behavioral diagnosis, such as Oppositional Defiant Disorder (ODD) Conduct Disorder or Educational Behavioral Disorder as we are not equipped to meet their needs. Parents-guardians should not attempt to enroll a student who does not want to attend LiFT University Transition Program.

Program Managers expect the attention of students when speaking, or during class discussion. There will be times when students are expected to work quietly and by themselves. There will also be times when the atmosphere is not meant to be a strictly structured situation. At all times immediate obedience and respect for authority and others is expected.

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When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and discipline, and the latter is our goal. To this end, the teacher may employ writing assignments, remove privileges or separate the student from the group. If minor infringements continue or if more serious incidents occur, the student's parents will be contacted and a meeting arranged. A student who consistently chooses to disregard rules and disrespect staff may be suspended from the program.

LiFT desires for students to be ambassadors for Jesus Christ, as such LiFT University Transition Program students are to demonstrate appropriate behaviors at all times both on and off campus, adhering to all program behavior expectations. This list cannot be all-inclusive, nor is it intended to be; rather, it serves as a guideline by which students may learn about appropriateness and develop self-control. In all cases, the school administration reserves the right to clarify policies, delineate whether or not specific behavior is acceptable and also determine which disciplinary consequences, if any, are required.

STUDENTS ARE EXPECTED TO:

- Be courteous and respectful to other students and all adults.
- Arrive promptly to school and to internships.
- Come to school prepared with writing utensils, notebook paper, appropriate texts and completed assignments.
- Be honest, fair and Christ-like in conduct.
- Bring only necessary items to school. Students may have a cell phone on campus; however, all cell phones will be "parked" in the LiFT U cell phone "parking lot" as soon as students arrive each morning. Students will pick-up their cell phones at 3:15 each afternoon. In the case of an emergency, program managers may give students permission to use their phones during the school day. Misuse of electronic devices may result in student losing the privilege to bring cell phone to school.
- Keep the school neat and clean. Students may not possess or chew gum on campus at any time, unless given permission by a teacher.
- Show respect for the school and other people by never destroying, vandalizing or defacing the property of others.
- Treat others with respect; do not use foul language, tease, or participate in name-calling. Absolutely no bullying at any time, on or off campus. Bullying has a zero tolerance and will result in expulsion.
- Follow a "hands off" policy: no fighting, no hitting, no slapping or play-fighting. Causing injury to another student is grounds for suspension / expulsion.
- Use desks, tables and chairs properly; do not sit on tables or desktops, and do not tip back in chairs.
- Limit personal grooming to the restroom, not in class.
- Reserve the use of sunglasses for outdoors. Students, both male and female, may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off of the head during school hours.
- Dating is reserved for home time, not school time. This allows everyone the opportunity to become friends, and learn to socialize and communicate in an appropriate manner. Avoid inappropriate displays of affection on campus or at any school sponsored activities. All students need to respect personal space and will not physically hang onto one another.
- Remain visible by staff at all times.
- Help maintain desks, classroom materials and equipment, and school grounds.
- Absolutely no tobacco, cigarettes, e-cigarettes, vaping, drugs, alcohol or weapons on campus at any time. This will result in expulsion.
- If a student requires medication there must be a parental note, appropriate forms filled out, and the medication must be submitted to LiFT U staff for distribution.
- Energy drinks are not allowed at any time.
- Engage and participate during class lessons. Putting your head down is not an option, unless recommended by teacher.

AUTHORITIES IN THE DISCIPLINE PROCESS

Program Managers/Program Assistant will handle disciplinary issues unless the student is not responding or the issue becomes a distraction to the others in the class.

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Director – Program Managers/Program Assistant may refer a student to the director if all attempts to redirect the student have failed.

DISCIPLINARY POLICIES

Discipline at LiFT will be firm, consistent, and tempered with love. We will maintain standards of behavior in the classroom with kindness, love, and genuine regard for the students. This standard is expected behavior on and off of campus. Discipline of student is primarily the parents' responsibility, but parents and school must cooperate to assist student toward self-discipline.

BEHAVIORAL ASSESSMENTS

To ensure the maintenance of our formative learning environment, LiFT has established a positive structure of behavioral management. In order to maintain this structure, LiFT must ensure students prior to admission are properly evaluated for their behavioral diagnosis as well as their social/emotional temperament. LiFT has employed the use of 5 pre-admission assessments to determine how the inquiring student will interact socially/emotionally/and behaviorally, towards our staff and registered students, while engaged in academic studies within the various areas of our learning environment. Upon admission, LiFT will provide each registrant with a training on the requirements and expectations of the LiFT Student Handbook. Training will occur upon admission and annually thereafter. LiFT's assessment protocol, upon admission is conducted within the LiFT Support Plan Process. Students will each be evaluated in all areas of academia, behavior, and accommodative needs to ensure a successful instructional plan can be established. LiFT understands the challenges its students will face in abiding by the code of conduct and will allow for behavioral interventions, accommodations, modifications, and related services to be provided by the staff and/or parent/guardian of the student to help to enforce positive behavioral management. A student's continued or deliberate failure to abide by LiFT's code of conduct will lead to discipline up to expulsion from the program.

Current assessments used in relation to this policy include but are not limited to:

- Parent Tour Questionnaire
- Adult Education Assessment
- Shadow Day Evaluation
- Student Records (IEP's, Standardized Testing, Behavior, Medical, Psychological, Therapy Evaluations)
- LiFT Support Plan

DETERMINING WHEN A BEHAVIORAL SUPPORT PLAN IS REQUIRED

A behavior support plan is not created for every student, only for those who have been found to have behavioral needs. Behavioral needs are found during the behavioral assessment period, typically prior to admission or within the 45 day trial period. However, there are times when students might start to exhibit behaviors through the course of their academic career and in those instances a behavior support plan will be developed at that time. Behaviors that may spark the determination to develop a behavior support plan would include behaviors that are chronic, that cause a great distraction to the learning environment, or cause harm to self or others. The behavior support plan is located within the LiFT Support Plan document under the accommodations section. The behavior support section will include a description of behaviors, triggers, antecedent events, prevention strategies, coping skills, interventions/consequences, and a description of the child and families long term goal or vision for their child in overcoming these behaviors.

The following major offenses may result in suspension or expulsion from LiFT Inc.:

- Insubordination/defiance against authority
- Immorality; possession of obscene literature. Immoral behavior including obscene literature

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- Possession/use of narcotics, drugs, alcohol, or tobacco, or being under the influence of these substances oncampus or off-campus.
- Stealing, lying, cheating or gambling
- Vandalism of school property
- Unauthorized leaving of school grounds
- Possession of knives, dangerous weapons
- Fighting; causing physical harm to another person
- Sexual harassment
- Any form of bullying (including, but not limited to, cyber, online, or face-to-face)
- Viewing inappropriate internet sites
- Improper physical contact

Please note: The final decision regarding all discipline consequences will be left to the discretion of the director.

SOME FORMS OF DISCIPLINE USED AT LiFT UNIVERSITY TRANSITION PROGRAM INCLUDE:

- Verbal reprimand
- Redirection
- Positive reinforcement
- Counseling
- Communication with parents
- Conferences as warranted.
- Temporary removal from the class
- Loss of various privileges
- Expulsion from school

BULLYING POLICY

LiFT takes seriously any report of bullying. Bullying will be defined as “any unwanted, aggressive behavior, which is repeated or has potential to become repetitious that involves a real or perceived power imbalance”. (www.stopbullying.gov) “Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from the group on purpose.” (www.stopbullying.gov) Bullying will be addressed swiftly by LiFT U staff. LiFT Inc. holds a Zero Tolerance for bullying.

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ATTENDANCE AND TARDINESS

Regular school attendance is essential for continuity of learning. Consequently, the only excused absences are those involving the student's illness or family emergencies; all other absences are considered unexcused or anticipated absences. A physician's note is required for absences of three or more days.

Student must contact LiFT U Director on the day of expected absence. Contact can be made via email or phone call.

It is the student's responsibility to make up all missed work.

Students who are absent are not to attend school functions, including after-school or evening activities, unless authorized by administration. This also includes internships and extra-curricular activity.

ANTICIPATED ABSENCES

Anticipated absences are those which are known before the actual absence; in other words, plans are made to be absent. The regular make-up policy for excused absences does not apply to anticipated absences. For anticipated absences, it is the student's responsibility to contact Program Managers in advance, informing them of the anticipated absence, and asking for assignments, which may be missed during absences.

TARDINESS

Students are expected to be present and ready to study when each class begins. **A tardy is defined as arriving at class later than 8:45 am.**

DRESS REGULATIONS

LiFT University Transition Program's philosophy is that both dress and appearance should honor God, be clean, neat, and modest. Students should not dress in such a way that would detract from the educational process or mission of LiFT University Transition Program. Parental review and support before a student leaves for school are important aspects of meeting dress code standards.

Shirts: Shirts must have sleeves and must cover midriff. Cleavage must not be visible. Shirts must not have offensive designs or slogans. Clothing must not have holes or be transparent.

Pants or Shorts: Sweatpants and leggings are not permitted. Students may wear jeans or khakis. Shorts must be knee length.

Skirts or Dresses: Should be reserved for special occasion and must be modest in length and coverage.

Shoes: Slides, heels and flip-flops are not permitted. Sandals must have back straps. Tennis shoes are preferred.

Jackets: Must be worn or stored in backpacks. Students may not wear hoods at any time.

Backpacks: Please assist students in packing for school. Limit all contents to priority items only: computer, school supplies, calculator, lunch.

*LiFT U works to prepare students for success in the workplace and the community. Dressing for success is an important component of the program. Students must come to school dressed in such a way as to impress any potential employer that may visit our campus on any given day.

TECHNOLOGY ACCEPTABLE USE POLICY

PURPOSE

LiFT Inc. (hereafter referred to as LiFT) maintains a computer network and computer systems to provide students, faculty, and staff of LiFT with access to resources available both at LiFT and through the world wide web. Resources include desktop and laptop computers, printers/facsimile machines, email, and telephones. The LiFT network is owned by LiFT Inc. and established to support the school's educational and business operations.

RESPONSIBILITIES

Students and employees of LiFT have access to electronic resources through the LiFT- owned network and internet access points. The LiFT behavior expectations as outlined in the Student and Employee Handbook apply to student/staff actions while accessing or using the network or internet access points. Students/staff are expected to use all electronic resources in a mature, ethical, and responsible manner. Personal use of electronic resources is allowed but LiFT reserves the right to limit access and activities. Access to the LiFT network and internet access point is a privilege, not a right.

UNACCEPTABLE ACTIVITIES AND BEHAVIORS

Activities that are considered violations of this electronic resources acceptable use policy and school rules include:

- Involvement in any activity prohibited by law
- Adversely affecting the ability of others to use the LiFT equipment or services.
- Use of any invasive software including all malicious software.
- Any attempt to gain unauthorized access to the internet or any LiFT electronic resource.
- Violating copyright laws or license agreements. This includes software and all digital files.
- Sharing passwords or using someone else's password or the act of attempting to gain another's password.
- Plagiarizing
- Trespassing in another's folders or files including changing information.
- Use of personal electronic devices by students unless previously approved by the LiFT faculty.
- Creating, transferring, viewing or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, vulgarity, obscenity or language that offends or tends to degrade others.
- Inappropriate use of a camera, microphone or smartphone or take pictures of individuals, which could be considered inappropriate, illicit or sexual in nature. Use of electronic devices in bathrooms or unsupervised rooms is prohibited.
- Posting or sending textual information or images that are construed as personal attacks including information that is prejudicial, discriminatory, racist, or sexist in nature.
Political information is included in this section.
- Using any LiFT electronic resources for financial and/or personal gain or for political activities except as approved by the LiFT administrators.
- Installing any software not previously approved by the LiFT administrators or the Technology Coordinator.

DISCIPLINARY ACTIONS

Violations of the LiFT Technology Acceptable Use Policy is considered a violation of a school rule. Violations will result in one or more of the following disciplinary actions.

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- Verbal warning
- Restriction of access privileges
- Removal from a class activity
- Suspension or expulsion
- Payment for damages due to your actions
- Referral to legal authorities

PERSONAL SAFETY

Listed below are precautions considered paramount by LiFT to ensure the safety of their students, employees, and other individuals.

- Personal Contact Information - Students will not post or email personal contact information about themselves or others unless it is in conjunction with a specific administration/teacher approved assignment.
- Inappropriate Meetings - Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Inappropriate Messages - Students will promptly disclose to an administrator, teacher, or staff member any message they receive that is inappropriate or makes them feel uncomfortable.
- Technology Concerns - Employees will report any concerns related to their use of technology to the LiFT administrators.

EXPECTATION OF PRIVACY

Individuals should not have an expectation of privacy in the use of LiFT's email, equipment, or Internet access points.

LIMITED LIABILITY

LiFT makes no guarantee that the functions or the services provided by or through the LiFT Network will be error-free or without defect. LiFT will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. LiFT is not responsible for the accuracy or quality of the information obtained through or stored on the system. LiFT will not be responsible for financial obligations arising from your use of the system. You are responsible for your activities.

STUDENT USE OF TECHNOLOGY

CELL PHONES AND ELECTRONICS:

Students may have a cell phone on campus; however, all cell phones will be "parked" in the LiFT U cell phone "parking lot" as soon as students arrive each morning. Students will pick-up their cell phones at 3:15 each afternoon. In the case of an emergency, program managers may give students permission to use their phones during the school day .

Cell phones or any electronic devices (Laptops, iPads, iPods, Nooks, Kindles, MP3 players, digital cameras, video recorders, gaming devices, etc.) are not to be used or seen during school hours (8:45am – 3:15pm).

Electronic Policy for School Day and Extended School Day

- The device must be your own device. Students may not share personal devices.
- All electronics are to be used for educational purposes
- Students may not listen to music on any device with headphones
- Students may not surf the web on any electronic device unless they are doing something academic, and if so, their screen must be in a position clearly visible to the supervisor.

PERSONAL LAPTOPS:

Students enrolled at LiFT University are required to bring their personal laptop to school everyday. School staff reserve the right to review students' usage of computers while on campus. If the student denies this request, or any misuse of the laptop occurs, the student's electronic device will be confiscated and the parent-guardian will be asked to pick it up. All computers that are property of LiFT Inc. will remain on property.

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LiFT is not responsible for any student's personal computer or tablet.

INTERNET USAGE:

Please read the Internet Usage & Technology Acceptable Use Policy found at the end of this document. The form must be signed, dated and return to school prior to the beginning of school. A copy will be kept in each student's cumulative file and renewed annually.

STUDENT RELATIONSHIPS

LiFT University Transition Program is co-educational, operating on the premises that it is wholesome for boys and girls to develop many friendships during the school years. We discourage the practice of "going steady", or dating, at school because it can be a distraction and may cause dissention among the student body.

Outward signs of affection such as holding hands, having arms around one another and body contact will be prohibited during school and all school activities. Any students dating, or going steady will be expected to keep that relationship at home with parental supervision.

Dating is reserved for home time, not school time. This allows everyone the opportunity to become friends, and learn to socialize and communicate in an appropriate manner. All students will be required to respect the personal space of others and will not be allowed physical contact.

TRANSPORTATION

STUDENT DRIVERS

Any student who holds a current, valid Florida driver's license and has a good driving record may park in the designated campus parking area. The campus speed limit of 5 mph must be observed, traffic flow patterns must be observed, and student parking designations must be observed.

Vehicles may not be visited or driven during school hours without prior permission from the school director.

STUDENT DRIVER ELIGIBILITY:

- All drivers must be at least 16 years of age and possess a valid Florida driver's license.
- Drivers will observe the 5mph speed limit on school property.
- Driving or parking outside designated areas is prohibited.
- Students are encouraged to be extra careful in observing traffic signs and other vehicle laws in the community around the school.
- No one is to be in the student parking lot during school hours. Only LiFT Inc. student drivers and authorized passengers are allowed in the parking lot before and after school.
- LiFT Inc. reserves the right to revoke parking privileges.
- LiFT Inc. reserves the right to inspect any automobile vehicle on our property with probable cause.

LiFT University Transition Program TRAVEL

LiFT U students and staff travel throughout the community in our mobile classroom: a 26-passenger shuttle bus.

Students are expected to remain seated, wear a seat belt and converse quietly during transition. Food, gum, nor drink are allowed on the bus. LiFT U students and staff are responsible for maintaining the bus inside and out. *For the safety of all, cell phone use is not permitted during transition.

TRANSPORTATION TO/FROM INTERNSHIPS

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LiFT U students are responsible for acquiring their own transportation to and from their internships. LiFT U staff will not transport students to their internships in their personal vehicles, unless there is an emergency. All decisions regarding “emergency transport” will go through the Director of LiFT University.

HEALTH AND SAFETY POLICIES

LiFT Inc. works diligently to maintain a safe, healthy environment for all students. Parental-Guardian-Student cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for our LiFT community. Safety rules for students are posted in the classroom. These rules are discussed with students for the health and safety of all concerned. Students are required to report any unsafe conditions or talk of potentially hazardous conditions to the teachers or administration.

IMMUNIZATIONS

Students are expected to keep their immunizations and health records up to date, by submitting an updated copy of these records annually. Immunizations should be updated using the current Florida State HRS 680 –blue card or an exemption for religious circumstances certificate. These records must be sent to the school before the student can be admitted.

The Pinellas County Health Department requires the following immunizations for all Non-Public Schools grades K-12: LiFT University Transition Program Students are considered grade 12+ and must abide by these requirements)

- 4 or 5 Diphtheria, Tetanus and Pertussis
- 3, 4 or 5 Polio (final dose after 4th birthday)
- 2 Measles, Mumps and Rubella
- 3 Hepatitis B
- 2 Varicella (kindergarten effective school year 2008-2009, then each year an additional grade) More

information can be found at <http://www.floridahealth.gov/programs-and-services/immunization/immunization-faq.html#question6> <https://www.cdc.gov/vaccines/schedules/hcp/adult.html> <https://www.cdc.gov/meningococcal/index.html>

PHYSICAL EXAMINATIONS

All new students to LiFT must present evidence of a physical examination, complete with the proper immunizations, on the examination form or exception certificate as required in Pinellas County. We will accept the proper health forms from the student’s previous school (if they are current).

A statement concerning the students’ physical fitness for school, a record of immunization or exemption and a statement regarding any currently known or suspected potentially infectious diseases must be filed with the school. Reenrolling students must be prepared to update their medical records to reflect any health status changes.

SICKNESS, HEALTH AND ACCIDENTS

Sick students should not be brought to school. If the student develops symptoms at school, the student will be isolated and the parents will be notified to pick up the student as soon as possible

If your student is exhibiting any of the following symptoms an action must be taken:

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- Fever (100.4 degrees or more)
- Rash
- Flu-like Symptoms (runny nose, sore throat, coughing, etc.)
- Excessive Nasal Discharge
- Diarrhea
- Vomiting

*This list is not exhaustive; please listen to your son/daughter and keep them at home when necessary. Students must be symptom-free for twenty-four hours before they may return to school.

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. Should your student have a serious accident or medical emergency, on or off campus, we will make every effort to contact you, if you are not available we will contact one of your designated emergency contacts for instructions.

Students must complete and sign the Emergency Card (return to office prior to the beginning of the current school year) in its entirety so that we can obtain the best medical interventions for the student in a timely manner. The Emergency Card gives Lift Inc. permission to seek treatment at the designated emergency facility and/or physician to administer treatment and to transport by ambulance if the situation so warrants. If the student incurs medical expenses due to an accident at school please file with your own insurance. LiFT Inc. does not provide student insurance.

CONCUSSION MANAGEMENT POLICY AND PROCEDURES

CONCUSSIONS

To help ensure the health and safety of students, the following policy provides guidelines and procedures on preventing, recognizing, and responding to a concussion.

A concussion is a brain injury caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from collisions between with one or more individuals or with obstacles. As brain injury, concussions are serious.

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion including, but not limited to, loss of consciousness, headache, dizziness, confusion, or balance problems, shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health-care professional.

If it is suspected that a player has a concussion, the “Heads Up” 4-step Action Plan should be followed:

- Remove student from play.
- Get student evaluated by an appropriate health-care professional.
- Inform the student’s parents or guardians about the possible concussion and give them information on concussion-care
- Keep the student out of play until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. A student should be observed following a suspected concussion and should never be left alone.

APPROPRIATE HEALTH-CARE PROFESSIONAL (AHCP)

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An appropriate health-care professional (AHCP) is an individual who is trained in the diagnosis, evaluation and management of concussions. Such individuals will be a licensed physician (MD, as per Chapter 458, Florida Statutes) or a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes). Consistent with the American Academy of Neurology and other organizations, it is strongly recommended that an AHCP as defined above or an athletic trainer is present at all sporting events, including practices, where students are at risk for concussion or for those classified as a collision sport, whenever possible.

SYMPTOMS REPORTED BY THE STUDENT

Headache	Feeling foggy or groggy
Nausea	Concentration or memory problems
Balance problems or dizziness	Confusion
Double or fuzzy vision	Sensitivity to light or noise
Feeling sluggish	

SIGNS OBSERVED BY OTHER INDIVIDUALS

Appears dazed or stunned	Answers questions slowly
Is confused about what to do	Loses consciousness
Forgets plays	Shows behavior or personality changes
Is unsure of game, score, or opponent	Can't recall events prior to hit
Moves clumsily	Can't recall events after hit

REMOVAL

Once the participant has been removed from an activity due to a suspected concussion, the teacher, school and AHCP(s) assumes full responsibility for that student's further evaluation and safety.

RETURN TO PLAY (RTP) CRITERIA – RECOMMENDED CONCUSSION MANAGEMENT

No student should return to play (RTP) or practice on the same day of a suspected concussion. "When in doubt, sit them out!"

Any student suspected of having a concussion must be evaluated by an AHCP (as defined above) as soon as possible and practical.

Any student who has sustained a concussion must be medically cleared by an AHCP (as defined above) prior to resuming participation in any practice or competition.

After evaluation and examination by an AHCP (as defined above), return to play must follow a step-wise protocol as defined by the "Graded Return to Play Protocol" form and under the supervision of an AHCP, athletic trainer, coach or other health care professional (Post Head Injury/Concussion Form).

A written medical clearance from an AHCP (as defined above) is required for return to competition (Post Head Injury/Concussion – RTP Form).

ADDITIONAL INFORMATION

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Current and up-to-date information on concussion can be found on the Center for Disease Control and Prevention website at:

- <http://www.cdc.gov/concussion/HeadsUp/youth.html> and
- <http://www.cdc.gov/concussion/HeadsUp/highschool.html>.

CONCUSSION RELEASE FORM

Parents must sign Form EL3CH – Concussion & Heat Related Illness Information Release Form which is located in the Registration Packet.

It is the parent's duty to provide LiFT with any and all pertinent MD or DO orders upon returning to the classroom or the athletic field.

By law we must refrain from allowing the student from participating in any athletic events including PE without proper documentation.

For any questions, please email info@liftacademy.org or if you feel that your student has sustained a brain injury (concussion) or if you have any questions regarding LiFT's Concussion Policy & Procedures.

COMMUNICABLE DISEASES

LiFT Inc. desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. This policy covers, but is not limited to, such diseases as head lice, chickenpox, and pinworms. LiFT asks that parents contact the school immediately if your student has or has contracted a communicable disease. Any teachers or staff who reasonably suspects that a student or employee has a communicable disease will notify a member of the administrative team and the student or employee will be sent home. It is school policy to notify families when students have been exposed.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, LiFT Inc. may require an independent physician's examination of the student or employee be done to verify the diagnosis of communicable disease. LiFT Inc. requires that a release be signed in order for the student or employee to return to school. LiFT Inc. reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

HEAD LICE RETURN POLICY

LiFT may do head lice checks randomly throughout the school year. LiFT has a No-Nit Policy that calls for the exclusion of a student from school until the removal of all lice, eggs, and nits has been accomplished. A parent-guardian must accompany the student to the office when they return to school after being treated. Students must be nit-free to return to class.

HYGIENE

Hygiene is a very important part of LiFT University Transition Program. Faculty will address any hygiene issues when they arise. This can include, but is not limited to, brushing of teeth, combing of hair, cleanliness of skin, request to shave, use of deodorant, and cleaning of glasses, hearing aids, etc.

MEDICATIONS

Florida Educational Code requires parents-guardians to submit annual Medication Authorization Form (included in your registration packet and available on our website) granting permission to administer medication on campus. All prescribed and over the counter medications must be brought to the office by the parent and signed in. The Medication will then be kept locked in the medication cabinet. Medications that require refrigeration will be locked in a lock box within a refrigerator in the office. Trained office staff will administer medications, and keep a daily log of medications given on the student profile within RenWeb/FACTS SIS.

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If your student complains of headaches or other occasional aches and pains the student MUST bring their own labeled over the counter medication supply and keep it locked in the medication cabinet in the office. The office staff member will call the parents and get permission each time to administer an over the counter product. Students may not keep ANY medications in their purses, lockers, etc. The only exception to this will be inhalers for immediate relief from asthma attacks, certain diabetic supplies, or epi –pens with a physician’s note . Medications will be disposed of if left at LiFT Inc. after the end of the current school year.

The following criteria must be met in order for school personnel to dispense medication:

ALL medication must be in the ORIGINAL, LABELED CONTAINER

The label must contain the following:

- The student’s name
- The name of the drug
- The dosage and frequency
- The prescribing physician’s name
- The date the prescription was filled (Antibiotics and prescribed cough syrup cannot be over 14 days old.)

*Any over the counter medication such as aspirin must also be in the original container with the manufacturer’s directions printed on it.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extend required by law and maintained in secure files separate from the normal student files.

ALLERGIES

LiFT Inc. is not a peanut free or tree-nut free environment. It is our policy to establish measures to ensure a safe environment for students with different allergies, based on individual needs. However, LiFT Inc. is not considered an allergy free environment.

SPORTS PHYSICAL AND INSURANCE

Any student participating in any of our after school sports programs must have a sports physical before being allowed to participate, as well as having sports insurance, which can be purchased through our school at a reasonable rate. Please call the front office for more information.

EMERGENCY DRILLS

Fire, tornado, and other emergency drills will be conducted throughout the school year in accordance with city, county, and state regulations. Directions are posted in each classroom. Instruction for each drill will be given at the beginning of the school year and will be reinforced each time a drill is performed.

Remember, it is against the law to report a false alarm. Any student reporting a false fire alarm or bomb warning will be answerable to civil authority in addition to school discipline.

Tornado Drills: Will be conducted periodically throughout the year.

Fire Drills: Will be conducted at least once a month.

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Security & Active Shooter Drills: Will be run periodically by the administration.

Bomb Threats: Will be conducted periodically throughout the year.

Lockdowns: Lockdowns are defined as securing Lift University Transition Program against intruders and or external or internal threats. As the situation arises in which we feel our students' safety could be compromised due a defined or undefined threat Lift Academy will initiate lock down procedures. Buildings and classrooms will be secured. Students will not be allowed to leave their current classrooms until school administration determines that the internal or external threat has been resolved.

All members of Lift University Transition Program (Students, Faculty and Staff) will be required to practice this drill throughout the school year.

In the event of an actual lockdown, parents will receive notification via email as soon as students and staff are safely secured. Students will not be released from the Lift University Transition Program until the "all clear" has been given by appropriate authorities.

EMERGENCY NOTIFICATION PROCEDURES

The safety of our students is a top priority; if any emergency situation were to arise we utilize the Emergency Alert system on RenWeb/FACTS SIS program. The Emergency Alert System allows us to notify parents/guardians via text message within minutes of an emergency or incident occurring.

Messages sent may be used to alert parents and other emergency contacts of a situation occurring as well as to give emergency instructions to parents on their response procedures. Messages may also be used to send important nonemergency messages to parents, such as early closing due to weather conditions.

The successful delivery of messages is dependent upon accurate contact information for each student, so please make certain that the most current contact information is on file with the school. If this information changes during the school year, please inform the school immediately. It is the parent's responsibility to update all contact information on Renweb/FACTS SIS, and on all school materials.

PLEASE NOTE: LiFT Inc. does not follow the Pinellas County School system for emergency school closure. Pinellas County Schools' assessment of conditions will be heavily considered; however, a large school district has concerns and logistical problems that do not necessarily apply to a single campus.

PARENT INVOLVEMENT

PARENT AND VISITOR GUIDELINES

We welcome family visits. However, all guests must be pre-approved by LiFT administration to ensure the safety of our students and staff. All guests must comply with LiFT Inc guidelines for safe schools. Any act of non-compliance will be treated as an unnecessary risk or threat and will be handled accordingly.

In order to maintain an orderly, respectful and secure educational environment for the students and staff of LiFT University Transition Program, it is essential that all parents and visitors be aware of their responsibilities and adhere to the expected code of conduct as set forth in our Student Handbook and our comprehensive school safety plan.

PUBLIC CONDUCT ON SCHOOL PROPERTY

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Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function must conduct themselves in a respectful and orderly manner. The administrative team is responsible for all persons in the building and on the grounds.

THE FOLLOWING RULES APPLY TO VISITORS TO THE SCHOOLS:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the LU Director upon arrival at the school. They will be required to sign the visitor's log and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the LU Director and sign out before leaving the building.
- Program managers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the administrative team and will be considered as a trespasser. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Student Handbook.

CONDUCT PROHIBITED ON SCHOOL PROPERTY

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, ancestry, color, creed, ethnicity, national origin, legally protected medical condition, genetic information, religion, age, sex, gender, sexual orientation, physical or mental disability, citizenship status, protected activity (such as opposition to or reporting of prohibitive discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

PERSONS IN VIOLATION OF THE CODE OF CONDUCT

The authorization of a visitor to remain on school grounds or at any school function shall be governed by the administrative team. Depending on the severity of the violation or the number of violations a verbal and or written warning may be given or the individual may be denied access to school property indefinitely and they will be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Pinellas County Sheriff's Department.

A letter informing the offender will be delivered via registered mail.

Board Approved: 03/13/13

Board Reviewed: 07/17/15; 07/20/17; 05/02/20

LiFT Inc. reserves its right to pursue a civil or criminal legal action against any person violating the code.

INTERNSHIP INVOLVEMENT

Internships are an integral part of the LiFT University Transition Program learning experience. It is important that we maintain those relationships for future University students. Our Community Partners are wonderful in that they allow us the opportunity to teach our students independence, critical thinking skills, social interaction and a variety of employment skills through a hands on experience. Parent's involvement in this is prohibited. Parents are not to step onto the internship properties, talk directly to those the student is interning for, or interact with the managers of the internship properties. All communication about the internship, possible future job opportunities, and complaints must come directly to the Director of LiFT University Transition Program. The Director will work to resolve any and all issues related to student internships. LiFT takes a serious stance on this issue because the internship program is for the benefit of all current LiFT U students, as well as future students. Parent interaction with a community partner can compromise the entire program. Parents who do not adhere to this policy will have their son/daughter removed from the internship program and expulsion from LiFT University may follow.

COMMUNICATION

- Parents/guardians are encouraged to email LiFT University Program Managers or the Director when the need arises.
- Newsletter: LiFT University sends out a monthly newsletter that is full of information that benefits families, as well as highlights from inside LiFT.
- Students are encouraged to maintain a Daily Planner/Agenda.
- LiFT Inc. Website - www.liftacademy.org

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled a few times per school year. Conferences may be requested by the parent or teacher any time throughout the year.

Parent and Student Acknowledgements and Agreements

All Forms must be Complete, Signed and Returned to the LU Director

Parent and Student Handbook Acknowledgement and Agreement

This handbook has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. **Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the *LiFT University Transition Program Handbook*.**

Place Initials On All Statements That Apply Below:

_____ I have read the LiFT Inc. Student Handbook and agree to abide by all the policies and procedures therein.

_____ I have read the LiFT Inc. Internet Usage and Technology Acceptable Use Policy

Board Approved: 03/13/13

Board Reviewed: 07/17/15; 07/20/17; 05/02/20

Permission Form, I understand the policies and procedures and agree to abide them located in the registration packet.

_____ I have read the LiFT Inc. policy on heat stroke and concussions and will sign and return the liability release form located in the registration packet.

_____ I understand that Parents are not to have any involvement other than providing transportation with student internships. Parents who step on internship property or open communication with internship managers will have their student removed from the program.

Student Name and Grade: _____

_____	_____
Student Signature	Date

_____	_____
Parent-Guardian Signature	Date