



**LiFT Academy Student Handbook  
2022-2023**

## 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 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 Leadership Team 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 their student's teacher and/or Leadership Team 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 homeroom teacher 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 Director

## MEET THE LEADERSHIP TEAM:

Executive Director: Shawn Naugle

LiFT Academy Principal: Tami Vanoverbeke

LiFT Academy Assistant Principal: Darrin Karuzas

Director of Development: Julie Brecher

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

Director of LiFT University Transition Program: Lois Mays

Office Manager: Yvette Perez

## SCHOOL LOCATION:

13400 Park Boulevard, Seminole, Florida 33776

## SCHOOL HOURS:

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

## EXTENDED CARE HOURS:

Monday through Friday 7:30am to 6:00pm

## OFFICE HOURS:

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

## CONTACT INFORMATION:

Phone: 727-258-7659

Fax: 727-800-6995

Email: [Info@liftfl.org](mailto:Info@liftfl.org)

School Website: [www.liftfl.org](http://www.liftfl.org)

ParentsWeb: [www.FACTSmgmt.com](http://www.FACTSmgmt.com)

Uniform Ordering: Uniform Orders will be placed on [www.liftfl.org](http://www.liftfl.org) through the store as applicable

School Shirt Colors: Royal Blue, Black, White, and Heather Grey

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HANDBOOK: PARENT AND STUDENT SIGNATURE PAGE

## The Mission of LiFT

To inspire and empower people with neurodiversity to learn, thrive and succeed.

## OUR VISION

A world where independence is possible for the neurodiverse.

## OUR VALUES

Our Values at LiFT begin with a fervent belief that each and every learner comes to value and view their individual uniqueness and diversity as a gift that will be celebrated. Equally important is for each learner to respect the differences found in one another.

## OUR MOTTO

Change a Life, Change the World.

## ADMISSIONS POLICIES AND PROCEDURES

### ADMISSION STATEMENT

LiFT Academy is a tuition-based program serving grades K-12.

### NON-DISCRIMINATORY POLICY

LiFT Inc. admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs. The Leadership Team, 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 ADD or other learning disability 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 hyperactivity 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

#### Elementary- Grades K-6

- Age: Applicants for kindergarten must be five (5) years of age on or before September 1 and at least six (6) years old for first grade by September 1 of the school year in which the student is applying.
- Academic Readiness:
  - To be admitted, a student must present evidence of readiness, including the satisfactory completion of work for the grade before that for which he/she is making an application.
  - Students must have passed the most recent grade level prior to application.
  - Students will complete Math, Reading, and English testing and a MAP assessment to determine grade placement.

#### Middle School and High School- Grades 7-12

- Academic Readiness:
  - For admittance to middle school, students must have successfully passed the most recent grade level

prior to application.

- For admittance to grade nine, a student must have successfully completed all requirements for promotion from grade eight to high school.
- For admittance to grade ten, eleven, or twelve, a student must have successfully earned the required number of credits to be classified as a sophomore, junior, or senior. As credits are evaluated, additional coursework may be required.
- Students will complete Math, Reading, and English testing and a MAP assessment to determine grade placement.

## STUDENT ENROLLMENT PROCEDURES

LiFT students must re-enroll annually. The previous year's FACTS account must be current. All forms must be completed, and all fees paid before a student is accepted. A parent-guardian/student interview with the principal of LiFT Academy will be scheduled before paperwork is completed and submitted. The principal of LA and 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. Enrollment will only take place by the following process:

### NEW FAMILIES

1. 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 family.
2. Schedule a day for your child to take the MAP Assessment for LiFT Academy
3. Schedule a Shadow Day
4. After the shadow day, the administrator and family sit down to review all data to determine if LiFT is an appropriate fit.
5. 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 45<sup>th</sup> day.

### ACCEPTED AND RETURNING FAMILIES

1. Parents and students must complete the application each year (located on [www.liftacademy.org](http://www.liftacademy.org)) and pay the application/registration fees. The registration fee holds your spot for the following school year. 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 acknowledgment pages attached to the application packet and handbook.
2. The administrator 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 admission may set up an appointment to shadow the students in their grade level. This must be pre-arranged through the Leadership Team.

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, instruction



for care 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 Map Assessment, Math, Reading, Writing Assessments, and an evaluation will be given by the teaching staff 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 to the school has been falsified. If 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 on 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, social media features, etc. or they may request that their information or images be blocked. Parents/guardians must indicate their choice to secure their student's 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 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 those to whom the information will be disclosed.

LiFT Inc. 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.

#### 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 the 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 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 the 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 regard 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 their 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.

The registration fee includes a yearbook, FACTS SIS fee, MAP assessment for students in K-12, 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 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.

## 2022-2023 Tuition & Registration Rates:

K-6th Grade:	\$11,500
7-8th Grade:	\$12,000
9th – 12th Grade:	\$13,500
Registration	\$500.00 as of June 04, 2022

\*This registration fee is non-refundable.

### Additional Registration Fees:

- **FACTS Annual Fee: \$50.00**
- **Extended Care Registration Fee: \$45.00 or \$55.00 per family**

Please refer to <https://liftfl.org/lift-academy-admissions/> for all posted tuition and fees.

FACTS tuition management handles any payments for tuition and extended care, and this account needs to be set up by August 1<sup>st</sup>.

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 regarding enrollment. If a family chooses to un-enroll their student all accounts must be paid in full to receive a release of records, report cards and/or transcripts. This includes volunteer hours, extended care payments, as well as any outstanding library or textbooks.

When changes in state-funded scholarships occur during the school year, tuition charges will be prorated monthly. As per Florida DOE 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 Family Empowerment Scholarships (FES-UA and FES-EO), Florida Tax Credit, and HOPE scholarships.

### FEES THAT MAY BE APPLIED INCLUDE:

Scholarship 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 more than 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 should immediately approve all reimbursements submitted for scholarship billing requests including FES-UA, FES-EO, FTC, and HOPE Scholarships, as well as approved reimbursement requests with Step Up For Students and/or sign the remittance reports from AAA or their child can be withdrawn from LiFT.

Typically, all approvals must occur within 7 days becomes effective from the day of the first notice via e-mail.

**April 30** is the deadline for all orders for DOE 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 conducts the financial need analysis for those scholarships. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **the posted LiFT Scholarship Deadline**.

Applicants can apply online beginning now. Go to our website, [www.liftfl.org](http://www.liftfl.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 a grade point average in any class lower than 2.5, will result in the removal of the scholarship.

For scholarship recipients that, HOPE, FES-UA, FES-EO, and FTC, the amount of the LiFT Scholarships will be determined based on the 2022-2023 scholarship amounts. The state of Florida does not announce the new rates until July or August each year. If the amount of the HOPE, FES-UA, FES-EO, and FTC scholarships increases for the 2022-2023 school year, the amount of the LiFT Scholarships will decrease, the payment owed will not decrease.

HOPE, FES-UA, FES-EO, 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 the 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 Academy is a warm, nurturing place where students of all ages and academic levels can excel. With small classrooms, individualized accommodations and innovative teaching techniques, LiFT Academy encourages students to reach their fullest potential — intellectually, emotionally, socially, and spiritually.

### **LIFT SUPPORT PLAN:**

LiFT operates as a private school and is not a recipient of federal funding through the US Department of Education as such LiFT is not required by law to abide by the regulations of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. Although LiFT is not duty-bound to abide by these two acts, LiFT seeks to provide the best quality of service and ensure that every student is able to reach their maximum learning potential. LiFT has made it a policy to adopt a similar approach regarding the Individualized Educational Plan and 504 accommodations typically provided through a free and appropriate public education (FAPE). Not every student who attends LiFT will have

an IEP on record but every student upon registering at LiFT will have a LiFT Support Plan developed within their first 30 days of attendance. A LiFT Support Plan is not a legal alternative to an IEP, ISP, or Section 504 Plan, but is used as a resource to ensure LiFT properly evaluates the educational needs of each student along with making every effort to determine any needed accommodations.

#### ACADEMIC HONESTY:

LiFT Academy expects students to be honest in all their academic work. By enrolling at LiFT, 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 LiFT. As members of the LiFT community, students also have an ethical obligation to report violations of the academic honesty policies they may witness.

#### GRADE PLACEMENT:

LiFT determines grade placement for our students on an individual basis to decide which academic plan best suits their needs. The determination process for grade placement considers information gathered during the initial tour, the individual needs of the student, the student's performance on the MAP assessment, and in-class assessments in reading, writing, and math. The Leadership Team, the parents/guardians and the student may also meet throughout the year to discuss any growing needs the student may have to determine where best to place the student each school year.

#### ASSESSMENTS

LiFT believes it is important to assess students learning to continuously improve results for students. To further this purpose, information gathered through LiFT's assessment procedures is used to measure student learning essentials to achievement of elementary grade level expectations and secondary course expectations; 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 Academy 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:

<u>Kindergarten</u>	<u>1<sup>st</sup>-12<sup>th</sup> Grade</u>
4 (E) Excellent	A 90-100
3 (V) Very Good	B 80-89
2 (S) Satisfactory	C 70-79
1 (D) Developing	D 60-69
(NA) Not Assessed	F 59 or below

#### 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 teacher. These assignments should be complete by the student to develop academically, promote responsibility and lastly to help reinforce what they have learned in the classroom. All homework is posted on RenWeb/FACTS SIS by Sunday at 8:00am for the upcoming week.

## TESTS AND QUIZZES:

LiFT will incorporate testing as part of the learning experience. Preparing for tests helps students to hone their organizational skills, improve their memory skills, and learn through practice and repetition. Taking tests helps students to improve their ability to work under pressure, and to develop their ability to analyze and synthesize material. Some quizzes will be given weekly others, may be by chapter or unit of study.

## FINAL EXAMS

Final exams will only be given on the exam date scheduled. If a student misses exams due to illness, a physician's note will be required. Unless written permission is granted by the executive director and/or principal, every high school student must have a final exam on the date given.

## MAKE UP WORK / REQUEST FOR ASSIGNMENTS:

Parents-guardians should call the school office to report absences or tardiness the morning of the absence. If homework is needed, please contact the student's teachers. 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 an administrator.

It is the student's responsibility to determine what schoolwork and tests that were missed during an excused absence and to complete that work or test at the teacher's discretion. School work or tests missed during unexcused absences may be made up at the teacher'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 teachers in advance, informing them of the anticipated absence, and asking for assignments which may be missed during absences. Parents-guardians should also notify the school office regarding a planned absence.

For anticipated absences, each teacher should have at least two weeks' notice to prepare the homework package. If the teacher can 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 teacher's planning does not cover all 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. Tests which are missed during anticipated absences will be administered to the student within the first week of the return to class.

## STANDARDIZED TESTING:

LiFT Academy will administer the MAP (Measures of Academic Progress) in grades K-12, three times a year. The first MAP assessment will be given within the first 4 weeks of school, the second in the month of January and the third at the end of April. Students' test results will be shared with parents and students.

## PHYSICAL EDUCATION:

LiFT Inc. students are required to participate in a physical education class unless they have a reasonable excuse in writing from the parent/guardian signed by a physician. All LiFT Inc. students are required to have a yearly physical submitted to LiFT using our form.

## FLORIDA STATE STANDARDS

LiFT as a private school is not required by law to abide by the Florida State Standards. However, LiFT has chosen to establish the use of the Florida State Standards within its instructional management plan. LiFT students are assessed using the Florida State Standards during their pre-admissions and quarterly MAP assessments and continuously thereafter as LiFT ensures that the Florida State Standards are applied within every lesson plan taught in grades K-12+.

## GRADUATION REQUIREMENTS:

### STANDARD HIGH SCHOOL DIPLOMA

Awarded to students who have completed the 24-credit program with a passing grade, as required by the state of Florida.

### CERTIFICATE OF COMPLETION

Awarded to students who have completed the 24-credit program but were not able to earn the concordant and/or comparative scores as required by the state of Florida.

#### **24 CREDIT PROGRAM:**

English- 4 credits with major concentration in composition, reading, and literature.

Math- 4 credits on of which must be Algebra 1 or its equivalent and one of which must be Geometry or its equivalent.

Science- 3 credits two of which must have a laboratory component and one of which must be Biology 1 or an equivalent course.

Social Studies- 1 credit World History, 1 credit United States History, .5 credit United States Government, .5 credit Economics

Fine Art or Performing Arts, Speech, Debate, or Practical Arts- 1 credit Physical Education- 1 credit

HOPE- 1 credit

Foreign Language- 2 consecutive years of the same foreign language are required for those attending a State or out of State University.

Electives- 8 credits

## PROMOTION, RETENTION AND RE-ENROLLMENT CRITERIA:

LiFT determines grade placement for our students on an individual basis to decide which academic plan best suits their needs. If a student receives unsatisfactory marks in the core subjects (English, Social Studies, Science, and Mathematics), and the MAP assessment reveals concerns to teachers and the Leadership Team, parents and the Leadership Team will have a discussion concerning the student's promotion or retention. The final decision of promotion or retention lies with the Leadership Team.

## 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 rest with the school Leadership Team concerning students not being a good fit for LiFT Inc.

## STUDENT CONDUCT POLICIES

### DISCIPLINARY POLICIES

Discipline at LiFT Inc. 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 the expected behavior on and off campus. Discipline of children is primarily the parent's responsibility, but parents and school must cooperate to assist

children toward self-discipline.

## BEHAVIORAL EXPECTATIONS

Our goal at LiFT is the academic training of students within a positive and supportive atmosphere and philosophy. Any student having consistent problems with behavior and proper respect for authority will be dismissed from school.

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. A student entering with rebellious or negative feelings affects other students to the detriment of our academic objectives; our desire is to foster student growth in these areas.

Teachers 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.

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 will be sent to the Behavioral Guidance Counselor and if further intervention is needed the student will be sent to the Assistant Principal and/or Principal's office. Depending upon the situation, the Leadership Team may: discuss the student's behavior; verbally reprimand the student; assign work; contact the parents-guardians about the situation; or other measures as deemed necessary. A student who consistently chooses to misbehave will be suspended from school.

LiFT desires its students to conduct themselves according to all school standards during school time as well as after school hours, whether they are on or off campus. 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 Leadership Team reserves the right to clarify policies, delineate whether specific behavior is acceptable and determine which disciplinary consequences, if any, are required.

### STUDENTS ARE EXPECTED TO:

- Be courteous and respectful to all students and adults.
- Be on time to class. Students are to be in their seats at the beginning of class, ready to work.
- Come to school prepared with writing utensils, notepaper, appropriate texts and completed assignments.
- Be honest, fair, respectful in their conduct. Little tolerance will be shown for cheating, lying, or stealing. Students should not only follow this policy, but also encourage their peers to comply. Students who know of serious violations of school standards are expected to assist the Leadership Team and faculty in maintaining a respectful and inclusive environment.
- Bring only necessary items to school. Pets, games, radios, water-propelling devices, tape players, pagers, CD players, iPods, computer games, and other electronic devices may be brought to school only with special permission from school Leadership Team.
- Show respect for the school and other people by never destroying, vandalizing, or defacing the property of others. Keep the school neat and clean.
- Students may not possess or chew gum on campus at any time, unless given permission by a teacher.
- 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.



- Refrain from public displays of affection.
- 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 the head while in the building.
- Remain in class until dismissed by the instructor.
- Students are to socialize with the present students and not online with others during school hours or during Extended Care.
- Absolutely no tobacco, cigarettes, drugs, alcohol, vaping, or weapons on campus at any time. This will result in expulsion.

### POSITIVE CULTURE AT LIFT ACADEMY

LiFT Academy makes a continuous effort to strive for positive relations and interventions with its team members and students. We will continue our commitment to focus on positive academic, spiritual, social/emotional, and behavioral growth. We have the same expectations for our entire school family and rely on the support and participation of our parents/guardians to ensure the consistency for our students. We firmly believe there is nothing more important than encouraging a positive school culture that I built around meaningful and appropriate relationships within our classrooms, school, and community.

### INTRODUCTION TO PBIS

School wide positive behavioral interventions and supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School wide PBIS increases the capacity of schools to educate all students utilizing research-based school wide, classroom and individualized interventions.

The key components of an effective school wide PBIS system involve:

- Clearly defining a set of behavioral expectations.
- Teach expectations school-wide in all school environments.
- Consistently acknowledging and rewarding appropriate behavior.
- Constructively addressing problematic behavior.
- Effectively using behavioral data to assess progress.

The goal is to increase student academic performance, decrease problem behavior, increase safety, and establish positive school climates through research-based strategies and systems.

### BEHAVIORAL ASSESSMENTS

LiFT to ensure the maintenance of our formative learning environment, has established a positive structure of behavioral management. 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 team members 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
- Map Assessment or Adult Basic Skills Assessment
- Reading, Writing, and Math Pre-Admission Assessments
- 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.

#### BEHAVIORAL SYSTEM RESPONSE CHART LEVEL 1-6

##### Tier 1 (Level 1-2)

Teachers are the first responders to any behavior happening with their students in the classroom or school environment. Teachers must practice good classroom management and address the day-to-day behaviors that arise.

##### Tier 2 (Level 3-4)

The Behavioral Guidance Counselor or Assistant Principal may be called to the location of the student to address the behaviors that have escalated beyond a level 1-2 behavior. Students may be taken out of the learning environment, to limit distractions and to properly assess why the behaviors are occurring.

##### Tier 3 (Level 5-6)

The Principal, Director, and the ITSO are the options of last resort, to ensure students understand that the consequence is serious. The Principal or Director, in conjunction with the ITSO (as applicable), will handle behaviors that have escalated to a level 5-6. These behaviors typically include a student threatening violence, cause harm to self or others, or the frequency of behaviors has been too great and has not been able to be redirected through lower-level interventions.

PHYSICAL RESTRAINT (Level 5-6) \*See LiFT's Physical Restraint Policy for further details.

LiFT administrative and selected instructional team members are trained in Professional Crisis Management (PCM) techniques and the certificate will be kept up to date in each team members personnel file. The procedures recommended in the PCM program will be followed in the event that a physical restraint is needed.

#### APPROVED INTERVENTIONS/CONSEQUENCES

- Verbal Reprimand
- Redirection

- Positive Reinforcement
- Name written on board
- Confiscation of items
- Counseling
- Time out with “Think Sheet”
- Utilize de-escalation strategies
  - Offer choices
  - Use humor to lighten mood
  - Change tone of voice
  - Apologize (If applicable)
  - Encourage use of coping strategies from student’s LSP
  - Remind students of outcomes/rewards
  - Planned to ignore
  - Offer calming break / reduction in stimuli
  - Offer sensory/movement break
- Sending student to Assistant Principal, Principal, or Director’s office
- Communication with parents
- Conferences as warranted, involving student, parent/guardians, teachers, and administrators
- Changing seating arrangement
- Temporary removal from class
- Writing of standards, rules, essays, etc.
- Detention
- Removal from group work within the classroom
- Clean-up of the school grounds/building
- Loss of various privileges
- In-school or out of school suspension
- Behavioral contracts
- Extra assignments
- Expulsion from school

#### PROHIBITED INTERVENTIONS/CONSEQUENCES

Prohibited interventions are those that are illegal or inappropriate for the student population and should not be implemented under any circumstances.

- Corporal punishment (slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm)
- Denial of basic human rights
- Physical manipulation or procedures that cause pain and/or tissue damage when used in an aversive procedure.
- Mechanical restraints (excludes restraints prescribed by physicians or used as a safety procedure for transportation).
- Mechanical, manual, or physical restraint that restricts students breathing.
- Seclusion in a way that does not meet State Fire Marshall rules for use of a seclusion or time out room (Room may not be unlit and doors cannot be closed, blocked, or locked).
- Denial or restriction of access to regularly used equipment/devices that facilitate the child’s education functioning, except when this equipment is temporarily at risk for damage.

#### SUSPENSION PROCEDURES

When the Principal or Director determines a student should receive a suspension either in school or out of school, the following process is initiated:

Incident Review: A discussion between the Principal/Director and the Administrative team will be held prior to the suspension of any student unless circumstances dictate a more immediate removal of the student from school premises.

Parent Notification: The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.

Intake Meeting: Upon returning from suspension the student and their parent/guardian will participate in an intake meeting with the Principal/Director and members of the Leadership Team. At this time, a behavioral contract may be introduced, stating that further misbehavior will result in a recommendation for expulsion.

#### Suspension Service Requirements:

In-School Suspensions will be served in the Foundry Administrative Offices. Students will arrive/leave during normal school hours, they must come in uniform, with a packed lunch and the materials needed to complete school/additional assignments. They will be separated from their class and should have no contact with any other student. The suspended student will not be allowed to participate in extra-curricular activities.

Out of School Suspension will be served off campus. Students will receive work from each of their teachers along with additional assignments. Students are expected to complete their assignments and turn them in on the assigned dates. The suspended student will not be allowed to participate in extra-curricular activities.

#### EXPULSION PROCEDURES

When the Principal/Director determines that a student should be expelled from the school, the student will be suspended pending expulsion. Once suspension procedures have been completed the following process is put in motion: Incident Review: The Principal/Director, in consultation with the Leadership Team, will discuss the reasons for the recommendation to expel the student in question. The student's entire school discipline history will be reviewed along with the LiFT Support Plan and other supporting documents such as Behavioral Analysis Reports or Psychological Reports. The Executive Director is then notified, the recommendation for expulsion explained, and a determination is made to go forward with the recommendation or determine other consequences or course of action.

Parent Due Process Notification by Mail: parents/guardians will receive through mail or in person, the notice of the recommendation for expulsion and their recourse in the expulsion appeal process. The parent/guardians have 10 days upon receipt of this letter from the Principal of LiFT Academy or Director of LiFT University Transition Program to file for an appeal. During those 10 days, the student is not allowed on campus and will be considered temporarily expelled until the 10 days have been reached. The Principal of LiFT Academy and a member of the Leadership Team will oversee the appeal. Parents are welcome to invite their students related service providers to attend the appeal. Failure by a student (18 years old or above) or the student's parent/guardian to request an appeal will be deemed a waiver of rights administratively to contest the expulsion.

Notice of the appeal meeting being granted will be delivered in writing by mail or in person and contain the reason(s) for the expulsion and the date, time, and place of the meeting.

At the expulsion appeal meeting, the Principal and a member of the Leadership Team will present evidence to support the reason for expulsion. Minutes of this meeting will be taken. The student and parent/guardian will have the

opportunity to answer the charges against the student, and to present evidence to support the student’s position and make a case for reinstatement.

No decision will be made at the conclusion of the appeals meeting. A post-expulsion appeal meeting will be held, with the Principal, the Director, and/or the Leadership Team to review the appeals meeting minutes and determine whether to uphold the expulsion or reinstate the student. The final decision will be sent by mail or in person to the student’s parent/guardian. This decision is final.

Students who are expelled from LiFT Academy or LiFT University Transition Program are ineligible for re-admission.

**THE FOLLOWING MAJOR OFFENSES MAY RESULT IN SUSPENSION OR EXPULSION FROM LIFT INC.:**

- |   |  |
|---|--|
| Insubordination/defiance against authority  | Possession of knives, dangerous weapons  |
| Immorality; possession of obscene literature.   | Fighting; causing physical harm to another person                                    |
| Immoral behavior including obscene literature   |  |
| Cutting class/truancy   | Sexual harassment  |
| Possession/use of narcotics, drugs, alcohol, or tobacco, or being under the influence of these substances on-campus or off-campus. (Random drug testing may be requested) | Any form of bullying (including, but not limited to, cyber, online, or face-to-face) |
| Stealing, lying, cheating, or gambling  | Viewing inappropriate internet sites   |
| Vandalism of school property  | Missing/late classwork   |
| Unauthorized leaving of school grounds  | Improper Physical Contact  |

Please note: If a student is suspended, he/she is responsible for obtaining and completing all class work. Students can make up any missed tests. All major projects must be turned in on time to be eligible for grading.

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

**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.” (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 responded to swiftly by all acting authorities in our discipline process. LiFT Inc. holds a Zero Tolerance for bullying, and it will result in expulsion.

**ATTENDANCE AND TARDINESS**

**ATTENDANCE**

Attendance is taken every day in each one of our classrooms by 9:00 am. The Front Office will run an attendance report at 9:15 am and check the results against any parent communications received indicating an expected absence. No later than 9:30 am, the LiFT Security Officer will walk the campus to ensure that any of the students listed as absent are truly not on campus. The families of the students found to be absent, who did not send any communications of expected absence, will receive a Parent Alert through FACTS SIS. The Alert will make the family aware of their students’ absence and indicate the need to call the Front Office to validate that absence.

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.

A written excuse or phone call from the parent-guardian must be provided the day following the absence when the student returns to class. The excuse note must include the specific reason for the absence, and the dates missed. Students should take their excuse note to their classroom/first-period teacher. Parents-guardians should call the school office to report absences or tardies the morning of the absence. If homework is needed, please contact the student's teachers. Students with absences of 4 or more per quarter will find their class grades dropped one letter grade. Any extenuating medical circumstances must be discussed with an administrator.

Students who are absent are not to attend school functions, including after-school or evening activities unless authorized by Leadership Team. This also includes practice time for any sport or other extra-curricular activity. This same rule applies to students who miss the first three hours of class (1/2 a school day) or who leave school because of illness.

#### TARDINESS

Students are expected to be present and ready to study when each class begins. Any students who are tardy must sign in at the front office. Failure to sign in at the office will be met with a consequence. Students with excessive tardies (5 or more per quarter) will have a consequence. A tardy is defined as arriving at class later than 8:45 am.

#### DRESS REGULATIONS

Uniforms are required in grades K-12. The school's philosophy is that both dress and appearance should be clean, neat, and modest. Students should not dress in such a way that would detract from the educational process or mission of LiFT Inc. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. Students not properly dressed will not be allowed to attend class without permission from Leadership Team. Further, students who are in non-compliance with the dress code will be asked to change, or if necessary, to call home for a change of clothing to be brought to school while the students wait in the front office.

#### General Standards for All Students (K-12<sup>th</sup> grade)

- Clothing should fit properly, be clean, neat, and free from holes or rips.
- If a student chooses to wear a shirt under their uniform shirt it should be of a plain color with no pictures or monograms showing through.
- Plain belts (and buckles) should be worn if belt loops exist.
- Shirts should always be tucked in. UNIFORMS FOR GRADES K-12

#### CONSIST OF THE FOLLOWING:

Shirts: Royal blue, gray, golden yellow, black, or white polo style shirts. All students are required to have at least one royal blue shirt with the LiFT logo. This is ordered through the front office. All students taking PE are required to wear a LiFT PE shirt, which is also ordered through our front office.

Pants or Shorts: Khaki or navy-blue colored. Boys must have shirts tucked in at all times. A belt must be worn if there are belt loops on the shorts or pants. Girls may wear khaki or navy-blue colored skirts or dresses with shorts underneath, skorts, or Capri pants. No baggy or sagging pants allowed.

Shorts or Skirts: Hemline should be no shorter than two (2) inches above the knee.

\*Shorts must be worn underneath dresses or skirts at all times.

Shoes: Closed in shoes only. No combat or steel-toed boots or slippers. Heels must be one inch or lower.

Hair: Moderate and reasonable hairstyle and length, clean and groomed neatly. Neither unnatural hair coloring, extreme cuts, nor shaved-in designs are allowed for boys or girls. Boys may have facial hair that is neat and

trimmed. Boys' hair will be cut above the collar and may not fall below the bottom of the ear &/or below the eyebrows. Boys wanting to keep their longer hair may secure their hair in the back with an elastic band and/or a barrette for hair falling below the eyebrows. No hats, bandanas, do-rags, hairnets, ski caps, shower caps, or head covering allowed for either boys or girls.

Accessories: Girls may wear pierced earrings. No other visible body piercings are allowed. No tattoos.

Jackets: Solid gray, navy blue, or white jackets with a zipper (no pullover sweatshirts) will be allowed to be worn during school hours when weather permits. Hoods on jackets are to be taken off when indoors. Jackets will not be worn during the warm seasons.

Backpacks: Backpacks with or without wheels are acceptable.

PE: Students taking PE, or physical education, are required to wear a LiFT PE shirt, which can be ordered through the front office. Students may either wear their PE shirt underneath their polo shirt and take that polo shirt off during lunch or bring their LiFT PE shirt and change into it during lunch. Students may wear their khaki shorts to PE or change into black or navy-blue athletic shorts. Shoes must be sneakers and socks must be worn with the sneakers. No jackets will be worn during PE unless weather dictates.

## TECHNOLOGY ACCEPTABLE USE POLICY

### PURPOSE

LiFT Inc. (hereafter referred to as LiFT) maintains a computer network and computer systems to provide students, faculty, and team members 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 your actions while accessing or using the network or internet access points. You 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 your 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 including but not limited to:

- 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 taking pictures of individuals which could be considered inappropriate, illicit, or sexual in nature. The 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.

#### 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 Leadership Team/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 team 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

### TELEPHONES:

Telephones are in the Front Office. These phones may use these to make a call with approval from Leadership Team.

### CELL PHONES AND ELECTRONICS:

Students may have a cell phone on campus however, Cell phones or any electronic devices (Laptops, iPads, iPods, Nooks, Kindles, MP3 players, digital cameras, video recorders, gaming devices, smart watches etc.) are not to be used or seen during school hours (8:45am – 3:15pm) or in extended care, unless given permission by the teacher or Leadership Team. Misuse of electronic devices will result in confiscation and parents- guardians will be required to pick up the item. Second and any subsequent offenses will require a \$10.00 fee.

### Electronic Policy for School Day and Extended School Day

- **Section Removed**
- All electronics are to be used for educational purposes and as requested for health purposes (assigned online links, Quizlet, typing papers, etc.)
- Students may not listen to music on any device with headphones unless directed by the teacher.
- 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.
- On occasion, a student is interested in reading a book on his or her tablet. This can be allowed if the supervisor is aware of what the student is reading and continues to monitor the student.

### PERSONAL LAPTOPS: Section Removed

### 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 Academy is co-educational, operating on the premises that it is wholesome for any gender 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 dissension among the student body.

Outward show of affection such as holding hands, having arms around one another, and body contact will be prohibited during school and all school activities. We are not in the dating game. To discourage temptation, it is not permissible for young people to pair up and linger in halls, rooms, or out-of-the-way places. 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. 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.

## TRANSPORTATION

### APPROVED PICK UP LIST

Parents must list the family members and/or friends they would like to be able to pick up their children from school within their Registration Packet. Parents can also add individuals to their list through the school year by sending a signed letter. Those who are not on the approved list will not be allowed to pick up your child. Children left beyond 3:15pm will

be sent to extended care, and the fee will be charged to FACTS.

#### RIDE SHARE SERVICES

LiFT abides by the policies upheld by Lyft and Uber, which states that children must be supervised by an adult. Only adults can have an Uber rider account. If your child is using your account, a parent or guardian must be with them at all times. LiFT will not accept Ride Share Services as a pickup or drop off option for transportation.

#### CARPOOLING

No staff member at LiFT Inc. may drive any student and/or family member to or from school unless a carpool permission form has been filled out by the family and the staff member and returned to the Leadership Team before beginning to carpool. The staff member must also meet the requirements of the LiFT Inc. Driving Policy.

#### 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 office. All vehicles are subject to search at any time without prior notice.

#### STUDENT DRIVER ELIGIBILITY:

- All drivers must be at least 16 years of age and possess a valid state driver's license.
- All student drivers must display a parking permit which requires written parental permission and a Vehicle Information Form to be on file in the School Office.
- Must be able to observe the speed limit on school property of 5 mph.
- 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 for any academic, attendance, or disciplinary issues that arise.
- LiFT Inc. reserves the right to inspect any automobile vehicle on our property with probable cause.

## HEALTH AND SAFETY POLICIES

LiFT Inc. works diligently to maintain a safe and healthful environment for all students. Parental cooperation with school health and safety policies is necessary to avoid accidents and properly care for students. 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 the Leadership Team.

#### BIRTH CERTIFICATE

Parents/guardians must submit upon enrollment an official copy of the student's birth certificate.

#### IMMUNIZATIONS

Parents are expected to submit as well as keep their children's immunizations and health records up to date with LiFT.

Immunization records must be submitted upon initial enrollment into LiFT Academy or LiFT University Transition Program (especially those entering kindergarten) and maintained annually thereafter until all required immunizations are complete. These requirements for submission are in accordance with the Florida Statutes. Failure to ensure these records are current will result in a temporary dismissal until your child's records are updated. 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 in grades K-12:

- 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)

Additional Requirements:

Children entering, attending, or transferring to the sixth grade in Florida schools are required to have a Scoliosis screening. Families will need to have the provided Scoliosis Screening Form completed and signed by a physician.

Children entering, attending, or transferring to the seventh grade in Florida schools are required to complete the following: one dose of tetanus-diphtheria-pertussis vaccine (Tdap) effective school year 2009-2010, then each year the next highest grade is included.

More information can be found at <http://www.floridahealth.gov/programs-and-services/immunization/immunization-faq.html#question6>

#### PHYSICAL EXAMINATIONS

Parents are expected to submit as well as keep their children's physical health examinations up to date with LiFT. Physical health examinations must be submitted upon initial enrollment into LiFT Academy or LiFT University Transition Program, upon entrance into kindergarten, or if there are any changes in an LA/LUTP enrolled student's health status. Physical health examination records, complete with the proper immunizations, on the proper examination form provided by the physician or religious or medical exception certificate, must be submitted as required by Florida Statute. We will accept the proper health forms from the student's previous school (if they are current within 1 year).

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. Re-enrolling students must be prepared to update their medical records to reflect any health status changes. Failure to ensure these records are current will result in a temporary dismissal until your child's records are updated.

To summarize, physical health examinations must be required in the following circumstances:

1. Entrance into kindergarten
2. Initial enrollment at LiFT Academy
3. Change in an existing students' health status in either LiFT Academy or LiFT University Transition Program
4. Initial enrollment at LiFT University Transition Program

#### 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 employees contact the school immediately if they have or notice that another LiFT member has contracted a communicable disease. Any teachers or team members who reasonably suspect 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 may require an independent physician's examination of the student or employee be done to verify the diagnosis of communicable disease. LiFT requires that a release be signed in order for the student or employee to return to school/work. LiFT 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.

## SICKNESS, HEALTH, AND ACCIDENTS

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

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

- 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 child and keep them at home. 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 child 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.

Parents 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 your child 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 your child 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 student-athletes, 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 one or more individuals or with obstacles. As brain injuries, concussions are serious.

Any student-athlete 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, follow the “Heads Up” 4-step Action Plan:

- Remove the athlete from play.
- Ensure that the athlete is evaluated by an appropriate health-care professional.
- Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
- Keep the athlete out of play the day of the injury and 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. An athlete should be observed following a suspected concussion and should never be left alone.

#### APPROPRIATE HEALTH-CARE PROFESSIONAL (AHCP)

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 athletes are at risk for concussion or for those classified as a collision sport, whenever possible.

#### MECHANICS FOR REMOVAL FROM ATHLETIC CONTEST

The FHSAA concussion rule calls for the immediate removal of the participant from the contest or practice. Players, coaches, and contest officials should be cognizant of athletes who display signs, symptoms or behaviors of a concussion and immediately stop play for injury evaluation within the rules of the game (the responsibility of the contest official is limited to activities that occur on the field, court, mat, etc.).

#### SYMPTOMS REPORTED BY THE ATHLETE

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	Cannot recall events prior to hit
Moves clumsily	Cannot recall events after hit

#### REMOVAL

Once the participant has been removed from a contest due to a suspected concussion, the coach, school, and AHCP(s) assume full responsibility for that athlete’s further evaluation and safety. If available, a certified athletic trainer (ATC)

under the direct supervision of an MD/DO can assist with the sideline evaluation of a student-athlete when a student-athlete is sent out of a competition or practice but cannot provide written clearance to return to play (refer to above). If after sideline evaluation, it is determined the athlete does not demonstrate symptoms consistent with a concussion the ATC will follow procedures within a written operational protocol created and signed by a supervising physician to determine return to play. In this situation, the athlete should continue to be monitored for any delayed onset of concussion symptoms and must be removed from activity immediately if signs or symptoms return.

#### RETURN TO PLAY (RTP) CRITERIA – RECOMMENDED CONCUSSION MANAGEMENT

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

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

Any athlete 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 stepwise 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

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>.

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

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

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

#### 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 must accompany the child to the office when they return to school after being treated. Students must be nit-free to return to class.

#### MEDICATIONS

Florida Educational Code requires parents-guardians to submit an 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. Office staff will assist with the administration of medications and keep a daily log of medications given on the student profile within FACT SIS.

If your child 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 purse, locker, lunchbox, etc. The only exception to this will be inhalers for immediate relief from asthma attacks or certain diabetic supplies, or epi-pens, after discussion with an administrator and a note from the student's physician. Medications will be disposed of if left at LiFT Inc. after the end of the current school year.

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

ALL medication must be in the ORIGINAL, LABELED CONTAINER

The label must contain the following:

- The child'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 extent 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**

Any student participating in any of our after-school sports programs must have a sports physical before being allowed to participate.

**BAGGAGE CHECKS**

All students are subject to random bag searches by any school personnel at any time, without prior notification. This includes but is not limited to backpacks, bags, purses, binders, and lunchboxes.

**EMERGENCY PROCEDURES**

**See Something, Say Something**

If you see something, say something is an initiative LiFT has adopted from Homeland Security aimed at encouraging students and staff to be the eyes and ears for a safer school. A safe school requires the joint effort of all members. If we

are all watching for and reporting suspicious activity, we reduce the areas where crime can occur. LiFT has an open-door policy and welcomes students and staff to boldly share their concerns utilizing our School Safety Concern Form, which can be completed and submitted to our ITSO. However, for those who are scared to share their concerns for any reason can utilize our anonymous reporting method, the feedback box. Students/staff/parents/visitors are welcome to submit a feedback comment card in one of our conveniently place feedback boxes located in the front office of LA or LUTP or in front of the upper school administrative office in the foundry.

### EMERGENCY RESPONSE TEAM

LiFT's emergency response team are select staff members who respond to any emergency incident, such as natural disaster or an interruption of business operations. Emergency response team members ideally are trained and prepared to fulfill the roles required by the specific situation. Depending on the emergency, one person may be able to perform multiple assignments.

- Information Technology Safety/Security Operations (ITSO)
- The Executive Director
- Principal of LiFT Academy
- The Assistant Principal
- Director of LiFT University Transition Program
- Office Manager

### 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 give a false alarm. Any student giving a false fire alarm or bomb warning will be answerable to civil authority in addition to school discipline.

Tornado Drills: Will be conducted monthly.

Fire Drills: Will be conducted monthly.

Active Shooter Drills: Will be conducted monthly.

Bomb Threats: Will be conducted monthly.

Evacuation: Will be conducted monthly.

Evacuation from school property: will be conducted yearly.

Lockdowns: Will be conducted monthly.

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 Academy until the "all clear" has been given by appropriate authorities. Parents are asked not to come to the school office during this time; faculty and staff will be occupied doing all possible to ensure the safety of our students.

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

### EMERGENCY NOTIFICATION PROCEDURES

The safety of our students is a top priority; if any emergency were to arise, we utilize the Emergency Alert system on FACTS SIS program. The Emergency Alert System allows us to notify all the students' parents 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 non-emergency 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 FACTS SIS, and on all school materials.

### **EMERGENCY PROCEDURES: SCHOOL CLOSURES**

An early closure may result from severe weather conditions, extended loss of power, heat, water, or fire, or other emergency conditions.

If it becomes necessary to close school early, a Parent Alert will be sent out via FACTS SIS to notify parents.

#### **Emergency Early Dismissal Parents Responsibilities**

- Make sure your student's FACTS SIS account lists all the emergency contacts and individuals approved to pick up your student. This information is reported on the registration form at the beginning of the school year.
- When severe weather conditions or other emergency situations occur that could result in an early dismissal, follow typical traffic flow patterns as if it were a regular dismissal. Do not park and block the flow of traffic.
- Call the school immediately if you are unable to pick up your child. Work with the school to make other arrangements.

When LiFT has closed due to weather conditions, all other activities including before and after school programming, sports practice, and student activities will be cancelled.

PLEASE NOTE: LiFT Inc. does not necessarily 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 our families to visit. However, LiFT Academy ensures that our Leadership Team and staff members will strongly enforce the safety and security of our students. Parents must also assist us in this goal by complying with our written guidelines and/or verbal instructions given throughout the school year or at LiFT sanctioned events. Any act of non-compliance will be treated as an unnecessary risk or threat and will be handled accordingly.

To maintain an orderly, respectful, and secure educational environment for the students and staff of LiFT Academy, it is essential that all parents and visitors to our buildings 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**

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 at the school will be considered a visitor.

- **All visitors to the school must report to the Front Office 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 always worn while in the school or on school grounds. The visitor must return the badge to the Front Office and sign out before leaving the building.**
- Teachers 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.

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

## COMMUNICATION

- Daily Planner/Agenda-All students are required to keep an agenda. This agenda is an integral part of the communication process between parents and students. Parents can write a note to their child's teacher in the planner if needed. Teachers can use the agenda to make comments regarding student behavior and performance during a given day. LiFT provides each student with one agenda at no cost.
- E-letters: "A Note from The Principal"-The weekly email is one of LiFT's main forms of communication. Please check your email Monthly to stay informed on important LiFT information and accomplishments.
- LiFT Inc. Website - [www.liftacademy.org](http://www.liftacademy.org)
- ParentsWeb ([www.Factsmgt.com](http://www.Factsmgt.com)) - All parents must sign up to become a user of ParentsWeb to get homework information and to see their student's grades. Other features will be added as they become available.

## FINANCIAL MANAGEMENT

LiFT will be utilizing FACTS as a central point of collection for all our tuition costs, registration, and school fees. Families will automatically have any LiFT-related payments and credits from scholarships entered into [www.Factsmgt.com](http://www.Factsmgt.com) (payment Plans/Financial Aid Portal). Families will need to register their Facts payment plan/financial aid portal to select their payment choice of auto payment, credit card, or to leave the selection as invoice only in order to continue to pay manually by cash or check in the Front Office.

## PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled two times per school year. Parents will be notified on how to sign up to meet with their child's teacher. Additional conferences may be requested by the teacher any time throughout the year. Parents are also welcome to contact their child's teacher to schedule conferences during the school year.

## LIFT SUPPORT PLAN: FAMILY INVOLVEMENT

LiFT does not underestimate the importance of the Parent/guardians' involvement in the LSP process. The parent/guardian can provide a wealth of information useful in the LSP development. Parents/guardians are encouraged during the LSP meeting to be vocal about the abilities, needs, and desires of their student, what has and has not worked in the past, bring relevant evaluations and documentation, and ask questions. Parents/Guardians will act as the coordinator of services and accommodations not offered through LiFT such as therapies and/or the acquisition of devices. They will also act as reinforcement during the implementation of the services and accommodations provided by LiFT (See LiFT's Admissions Policy for a list of appropriate 504 accommodations provided by LiFT). Parents/Guardians will be informed of the LSP process upon registration to either LiFT Academy or LiFT University Transition Program. They will furthermore receive notice of an LSP Meeting two weeks in advance of the first date list on the notice. The notice will include three selected dates the parent may choose from to schedule the LSP meeting. The notice must be signed and returned to the school within 3 days of receipt. Confirmation of receipt will be determined by the date the Behavioral Guidance Counselor sent the notice.

## VOLUNTEERING

LiFT Inc. requires each family to volunteer 15 hours each year, with a minimum of five volunteer hours going towards a PTO-related event. Volunteer hours can easily be fulfilled throughout the year by chaperoning for field trips, serving on various committees, helping with campus beautification projects, and fulfilling a multitude of other tasks. Parents may bring their ideas for fulfilling their volunteer requirements to the Leadership Team for approval. Volunteering helps keep the cost of attending LiFT Inc. as low as possible. For this reason, we require that if a family does not fulfill their required 15 hours of volunteering, they must pay \$25.00 per hour not completed. (Volunteer hours are per family not per student)

## PARENTSWEB

FACTS SIS is a powerful web-based school management software program. \*This program is our primary method of communication with students and their families as well as a source of important student information. Therefore, it is critical that parents maintain current contact, transportation, medical information, etc. in the ParentsWeb portion of this system, which updates our school records immediately.

## GENERAL INFORMATION

### ARRIVAL AND DEPARTURE PROCEDURE

#### Arrival:

Morning traffic must enter via east entrance on Park Boulevard. Students should plan to arrive between 8:30am and 8:45 am to report to class by 8:45 a.m. Class begins promptly at 8:45am. Students may not enter the building until 8:30am unless they are attending extended care. Students that arrive earlier than 8:30am without a parent-guardian will be escorted to Extended Care and will be charged. Students who arrive after 8:50am will need to report to the front office with the parent to sign in and receive a tardy slip before going to class. A student drop-off area is provided along the curb in behind the church close to the front office. Please pull all the way forward. Those wishing to park may do so to the left of the driveway and use the crosswalk.

#### Departure:

Afternoon traffic must enter via east entrance on Park Boulevard. Students will be dismissed at 3:15pm and will be waiting in the Foundry. Staff will call for students and escort them to their vehicle or parents. All students left in the pick-up area after 3:30pm will go directly to Extended Care and parents will be charged the Aftercare fee beginning at 3:30pm, no exceptions.

#### Arrival:

Morning traffic must enter via the east entrance on Park Boulevard. Grades K-6 students should plan to arrive between 8:15am and 8:30am. Grades 7-12 students should plan to arrive between 8:30am and 8:45am. Class will begin promptly at 8:45am.

Grades K-6 students who arrive prior to 8:15am will be escorted to Extended Care. Grades 7-12 students who arrive prior to 8:30am will be escorted to Extended Care. Students who arrive after 8:50 am are required to report to the front office with the parent to sign in and receive a tardy slip before going to class.

A student drop-off area is provided along the curb behind the church close to the front office. Please pull all the way forward under the direction of the safety/security detail.

#### Departure:

Afternoon traffic must enter via the east entrance on Park Blvd. Grades K-6 students will be dismissed at 3:00pm and will wait in their classroom until notified by the safety/security detail that their transportation is ready. Grades 7-12 students will be dismissed starting at 3:15pm and will follow the same procedure as the Grades K-6 students.

All students who have not been picked up by 3:30pm will proceed to the Extended Care program or after school activity.

All students who are escorted to Extended Care will be charged the Extended Care fee beginning at 3:30pm, no exceptions.

**LiFT Inc. does not condone or allow students to leave campus in third party car services (i.e., Uber, Lyft, etc.), with the exception of Care Ride.**

## TRAFFIC SAFETY

All drivers must adhere to the 5 mile per hour speed limit while driving on campus and stop at all crosswalks. The safety of our students is a priority. Do not leave your vehicle running and unattended at any time. Refrain from using your cell phone while driving on campus. Please park in designated parking spaces only. Parking from 9:00am – 3:00pm will be located at the front of the church only. No cars will be allowed in the back parking lot between 9:00am – 3:00pm.

## APPROVED PICK UP LIST

It is the policy of LiFT Inc. to not allow our students to leave with anyone other than those indicated on the students file. If a family would like to add someone to their students approved pick up list or have an individual pick up their child on a short-term basis, they can update this information on their registration packet annually or it can be given to the front office in writing with a parent-guardian signature.

## REMAINING ON CAMPUS

Once students arrive on campus, they are not allowed to leave campus until dismissal time except as authorized by the school Leadership Team. Students may be checked out of school by means of a written note, email, or telephone authorization supplied by either parent or guardian for appointments. This communication is to be routed through the school office and is subject to verification and approval.

## EXTENDED CARE

Extended Care fees are listed on the website [www.liftacademy.org](http://www.liftacademy.org) under parent forms. Extended Care begins at 7:30am-8:30am and 3:30pm-6:00pm. Students are expected to be picked up no later than 6:00pm. Late pickups will be charged an additional late fee, and payment billed through FACTS. If a student is picked up late more than two times the family may not be able to use Extended Care for the remainder of the school year.

## LUNCH PROCEDURES

Students will have a scheduled lunch period and will eat in a supervised lunch area. Soda drinks are not permitted unless permission is given by the Leadership Team for special events. Students are expected to eat lunch each day. Students are expected to clean their lunch area before dismissal.

## BEVERAGES IN THE CLASSROOM

Acceptable beverages include water, juice, and sports drinks; however, water is preferred. Beverages must be kept in a bottle or container with a lid.

## CELEBRATION/PARTY LIMITATION

No student may pass out or verbally discuss invitations to a party at school unless the entire class is invited. If you plan to bring/send in a food item for a celebration, contact your child's teacher.

## MEDIA

Throughout the year, LiFT may reproduce or participate in videotape, motion picture, audio recording or still photography productions that involve the use of student names, likenesses, or voices. Such productions may be used for advertising, trade, promotion, exhibition, or any other lawful purpose in any manner or medium throughout the world an unlimited number of times in perpetuity.

News media, including representatives of school publications (e.g., yearbooks, newsletters, social media pages), television, radio, newspapers, magazines, and web sites also often are permitted on school property and may take notes, still photos, sound recordings, and/or moving pictures that may include your child. These items may appear or be used in news or feature stories by print, television, radio, or social media.

Parents are required to indicate their preferences in these regards during their initial registration to any LiFT program by signing the LiFT Media Consent and Release form. The selected preferences will be entered into FACTS SIS and

disseminated to all staff for reference when media sources are present, or photos, videos, or audio recordings are being taken. No one should take any student photos, videos, or audio recordings excluding those used for the purpose of conducting class via zoom or other online platforms without checking the LiFT Media Consent and Release report on FACTS SIS first.

## RECORDING DEVICES DURING THE SCHOOL DAY

Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to LiFT's acceptable use and discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use like a parent or other patron, subject to other applicable board policies. However, this policy prohibits students from using smart speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, C-Pens and AngelSense devices.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

### *Permitted Classroom Recordings by Students or Teachers*

Students and Teachers may make audio or video recordings of classroom lectures or discussions:

- For the benefit of another student who is absent after providing notice to the classroom and receiving the parent/guardian's permission
- If the recording is necessary to accommodate the student's disability and is required by the student's LiFT Support Plan.

LiFT may revoke permission to record if the recording distracts from or disrupts the learning environment unless the recording is necessary to accommodate a student's disability.

## LOST AND FOUND

Lost and found is located in the front office. Items will be kept for one month before being donated to a charity organization.

**Parent and Student**

**Acknowledgements and Agreements**

**All Forms must be Complete, Signed and Returned to the Front Office**

## 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 Academy Student 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 Permission Form; I understand the policies and procedures and agree to abide by them located in the registration packet.

\_\_\_\_\_ I have read the LiFT Inc. policy on heat stroke and concussions and agree to abide by the requirements.

\_\_\_\_\_ I understand that my Family is responsible for completing 15 Volunteer hours over the school year or my Family must pay \$25.00 per hour not completed.

Student Name and Grade: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent-Guardian Signature

\_\_\_\_\_  
Date