



LiFT University Transition Program
Student Handbook
2022-2023

HANDBOOK PURPOSE

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

Please read through this handbook completely with your student before the first day of the program. 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 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 director on the first day of the program.

Please Note:

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

MEET THE LEADERSHIP TEAM:

Executive Director: Shawn Naugle

LiFT University Transition Program Director: Lois Mays

Director of Development: Julie Brecher

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

LiFT Academy Principal: Tami VanOverbeke

LiFT Academy Assistant Principal: Darrin Karuzas

Office Manager: Yvette Perez

MEET THE UNIVERSITY TEAM MEMBERS

LiFT University Transition Program - Program Managers: Madison Read & Ashley Duffy

LiFT University Transition Program - Program Manager Assistant: Cynthia Evans

LiFT University Job Coach: Phillip Martin

PROGRAM LOCATION: 13272 Park Boulevard, Seminole, Florida 33776

PROGRAM HOURS: Monday, Tuesday, Thursday, & Friday 8:45am to 3:15pm | Wednesday 8:45 am to 12:15 pm
(Internships – Community)

EXTENDED CARE HOURS: Monday through Friday 7:30am to 6:00pm (Located at LiFT Academy)

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

CONTACT INFORMATION:

Phone: 727-258-7659 - or – 727-623-9788

Fax: 727-800-6995

Email: Info@LiFTFL.org

Program Website: www.LiFTFL.org

Parents Web: www.Factsmgt.com

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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 come 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

ADMISSIONS STATEMENT

LiFT University Transition Program and LiFT University Day Program are tuition-based programs serving individuals ages 18 years of age and up.

NON-DISCRIMINATORY POLICY

LiFT Inc. admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the program. 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 program administered programs. The Leadership Team, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the program's regulations or meet academic or behavioral standards.

ACCOMMODATIONS

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

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 program work
- Allowing a person with a diagnosis extra time for test-taking
- Providing a student with low-distraction work areas
- Preparing a student for upcoming changes in routine
- Allowing a student with a diagnosis to keep a small object in their desk to manipulate quietly

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

ENROLLMENT REQUIREMENTS

LiFT University Transition Program

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

ENROLLMENT REQUIREMENTS

LiFT University Day Program

- 23 years of age and up
- Documented Disability
- Demonstrate interest and the desire to find and maintain employment.

- Agree to participate in periodic assessments throughout program
- Two letters of recommendation for students new to LiFT
- Basic academic skills (e.g., write sentences, elementary reading skills, follow directions)

STUDENT ENROLLMENT PROCEDURES

LiFT University Transition Program and Day Program students must re-enroll annually. The previous year's FACTS account must be current to continue enrolling into the program. All forms must be complete, and all fees paid before a student is accepted. A parent-guardian/student interview with the Director of LiFT University Transition Program will be scheduled before admittance into the LiFT University Transition Program is finalized. The Director of LUTP, other LiFT Administrators, and/or board members will determine acceptance and placement.

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

ADMISSIONS WILL ONLY TAKE PLACE BY THE FOLLOWING PROCESS:

NEW FAMILIES

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

ACCEPTED AND RETURNING STUDENTS

- Families or students 18 years or older must complete the LiFT University Transition Program Application (Located on the LiFT University Transition Program Page on www.LiFTFL.org). Along with the application, those students on scholarship between the ages of 18-23 must complete the full registration packet including: previous school records, a copy of the student's most recent report card, copies of standardized test scores and any special testing the applicant has received, a copy of the student's birth certificate, social security card and immunization records, and all the acknowledgement pages attached to the application packet and handbook.
- All families must complete one of the registrations packet each year (located on www.LiFTFL.org) and pay the application/registration fees. The registration fee holds your spot for the applicable school year
- The administrators may admit or choose to deny the applicant and will notify you appropriately.

STUDENT SHADOWING POLICY

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

All student visitors must agree to adhere to the discipline and dress code policies of LiFT while they are under our care. The parent(s) must complete a Student Emergency Card for the visiting student with contact information, instructions for care and signatures. If the student visitor becomes ill, the parent will be contacted to pick them up.

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

GROUNDS FOR REVERSAL OF ACCEPTANCE

In general, two circumstances may cause LiFT to reverse a prior decision to accept a student. Acceptance may be reversed if there is evidence that information provided the program has been falsified. If an attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend program 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 program when anticipated (such as the first day of program) 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 program 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 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 shared directory, website, or social media features, etc. or they may request that their information or images be blocked. Parents/guardians must indicate their choice to secure their students personally identifiable information upon registration or re-registration within the official registration packets.

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

RELEASE OF STUDENT RECORDS

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

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

Release of Records Requirements:

- Authorized parties must physically come to the Front Office to collect a record.

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

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

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

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

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

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

2022-2023 Tuition & Registration Rates:

***LiFT University Transition Program Tuition:** \$16,750 / \$7,750 (Day Program)

Registration \$500.00

*This registration fee is non-refundable.

Additional Registration Fees:

- **FACTS Annual Fee: \$50.00**

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

REFUNDS AND TUITION BALANCES

The LiFT registration fee is non-refundable.

LiFT asks parents to make every effort to complete each semester before making changes in regard to 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 technology or textbook returns.

When changes in state-funded scholarships occur during the program year, tuition charges will be prorated monthly. As per Florida Scholarship 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 FES-UA, FES-EO, Gardiner, FTC, 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 in excess of the tuition and registration amounts or those who have a 254 matrix or higher.

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

DEADLINES:

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

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 **April 30th**.

Applicants can apply online beginning now. Go to our website, 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 grade point average in any class lower than 2.5, will result in removal of the scholarship.

For scholarship recipients that receive, 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 later in July. If the amount of the HOPE, FES-UA, FES-EO, and FTC scholarships increases for the 2022-23 program 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 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 for LiFT University Transition Program

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

ACADEMIC HONESTY:

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

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

Examples:

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

GRADE PLACEMENT:

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

ASSESSMENTS

LiFT believes it is important to assess students learning 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 course expectations; provide performance feedback to students, staff, and parents; inform effective instruction for all students; evaluate program performance; improve curriculum; and work in conjunction with the LiFT Support Plan Process to provide needed accommodations, modifications and related services to help our students achieve their maximum learning potential.

PROGRESS REPORTS:

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

GRADING SCALE:

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

HOMEWORK:

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

INTERNSHIPS:

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

transportation for their students to their internships. Internships receive on the job and in classroom coaching as needed.

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

MAKE-UP WORK / REQUEST FOR ASSIGNMENTS:

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

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

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

Each Program Manager should have at least two weeks' notice in order to prepare the homework package. If the Program Manager 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 Program Manager's planning does not cover all the anticipated days of absence; the remainder of the missed work will be assigned upon return to the program and will be due within one week of return to the program.

GRADUATION REQUIREMENTS:

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

STUDENTS INELIGIBLE TO RETURN:

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

STUDENT CONDUCT POLICIES for LiFT University Transition Program and Day Program

AUTHORITIES IN THE DISCIPLINE PROCESS

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

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

DISCIPLINARY POLICIES

Discipline at LiFT will be firm, consistent, and tempered with love. We will maintain standards of behavior in the classroom with kindness, love, and genuine regard for the students. This standard is expected behavior on and off

campus. Discipline of students is primarily the parents' responsibility, but parents and programs must cooperate to assist students toward self-discipline.

BEHAVIORAL EXPECTATIONS

Our goal at LiFT is the academic, vocational and lift skills 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.

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

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 program manager may employ extra 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 Director of LiFT University Transition Program. 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 program standards during program time as well as after program 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 program Leadership Team reserves the right to clarify policies, delineate whether a specific behavior is acceptable and determine which disciplinary consequences, if any, are required.

STUDENTS ARE EXPECTED TO:

- Be courteous and respectful to other students and all adults.
- Arrive promptly to the program and to internships.
- Come to the program prepared with writing utensils, notebook paper, appropriate texts and completed assignments.
- Be honest, fair, and respectful in conduct.
- Bring only necessary items to the program. **Students may have a cell phone on campus; however, all cell phones will be "parked" in the LiFT U cell phone "parking lot" as soon as students arrive each morning. Students will pick up their cell phones at 3:15 each afternoon. In the case of an emergency, program managers may give students permission to use their phones during the program day.** Misuse of electronic devices may result in student losing the privilege to bring cell phone to program.
- Keep the campus neat and clean. Students may not possess or chew gum on campus at any time, unless given permission by a program manager.
- Show respect for the campus and other people by never destroying, vandalizing, or defacing the property of others.
- Treat others with respect; do not use foul language, tease, or participate in name-calling. Absolutely no bullying at any time, on or off campus. Bullying has a zero tolerance and will result in expulsion.
- Follow a "hands off" policy: no fighting, no hitting, no slapping, or play-fighting. Causing injury to another

student is grounds for suspension / expulsion.

- Use desks, tables, and chairs properly; do not sit on tables or desktops, and do not tip back in chairs.
- Limit personal grooming to the restroom, not in class.
- Reserve the use of sunglasses for outdoors. Students, both male and female, may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off the head during program hours.
- Dating is reserved for home time, not program 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 program sponsored activities. All students need to respect personal space and will not physically hang onto one another.
- Always remain visible by staff.
- Help maintain desks, classroom materials and equipment, and program grounds.
- Absolutely no tobacco, cigarettes, e-cigarettes, vaping, drugs, alcohol, or weapons on campus at any time. This will result in expulsion.
- If a student requires medication there must be a parental note, appropriate forms filled out, and the medication must be submitted to LiFT U staff for distribution.
- Energy drinks are not allowed at any time.
- Engage and participate during class lessons. Putting your head down is not an option, unless recommended by program manager.

POSITIVE CULTURE AT LIFT UNIVERSITY TRANSITION PROGRAM

LiFT University Transition Program makes a continuous effort to strive for positive relations and interventions with its staff 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 program 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 program culture that I built around meaningful and appropriate relationships within our classrooms, program, 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 learning environments. Emphasis is placed on the 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 programs 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 learning 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 program climates through research-based strategies and systems.

BEHAVIORAL ASSESSMENTS

To ensure the maintenance of our formative learning environment, LiFT 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 staff and registered students, while engaged in academic or vocational studies within the various areas of our learning environment. Upon admission, LiFT will provide each registrant with training on the requirements and expectations of the LiFT Student and Internship 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, vocational acuity, 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
- Shadow Day Evaluation
- Student Records (IEP's, Standardized Testing, Behavior, Medical, Psychological, Therapy Evaluations)
**Scholarship Participants Only
- 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 family's long-term goal or vision for their child in overcoming these behaviors.

BEHAVIORAL SYSTEM RESPONSE CHART LEVEL 1-6

Tier 1 (Level 1-2)

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

Tier 2 (Level 3-4)

The Director 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 Director and the ITSO together is the option of last resort, to ensure students understand that the consequence is serious. The Director in conjunction with the ITSO, will handle behaviors that have escalated to a level 5-6. These behaviors typically include a student threatening violence, causing 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 staff members are trained in Professional Crisis Management (PCM) techniques and the certificate will be kept up to date in each staff member's 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
- 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 ignoring
 - Offer calming break/reduction in stimuli
 - Offer sensory/movement break
- Sending student to Director's office
- Communication with parents/guardians/support workers
- Conferences as warranted, involving student, parent/guardians/support workers, program managers, and administrators
- Changing seating arrangement
- Temporary removal from class
- Writing of standards, rules, essays, etc.
- Removal from group work within the classroom
- Clean-up of the program grounds/building
- Loss of various privileges
- In-program or out of program suspension
- Behavioral contracts
- Extra assignments
- Expulsion from program

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

Incident Review: A discussion between the Director and the leadership team will be held prior to the suspension of any student unless circumstances dictate a more immediate removal of the student from the program's 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/support worker will participate in an intake meeting with the 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-Program Suspensions will be served in the Administrative Offices. Students will arrive/leave during normal program hours, they must come in 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 students. The suspended student will not be allowed to participate in extra-curricular activities.

Program Suspension will be served off campus. Students will receive work from each of their program managers 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 Director determines that a student should be expelled from the program, the student will be suspended pending expulsion. Once suspension procedures have been completed the following process is put in motion:

Incident Review: The Director, in consultation with the leadership team, will discuss the reasons for the recommendation to expel the student in question. The student's entire program 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/students 18 years of age 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/student 18 years of age have 10 days upon receipt of this letter from the 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 appeal will be overseen by the Director of LiFT University Transition Program and a member of the leadership team. Parents/guardians/students 18 years of age 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 Director 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 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/student 18 years of age. This decision is final.

Students who are expelled from 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 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

Regular program 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.

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

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

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

ANTICIPATED ABSENCES

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

TARDINESS

Students are expected to be present and ready to study when each class begins. **A tardy is defined as arriving at class later than 8:50 am.**

DRESS REGULATIONS

LiFT University Transition and Day Program'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 University Transition and Day Program. Parental/Support Worker review and support before a student leaves for program are important aspects of meeting dress code standards.

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

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

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

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

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

PURPOSE

LiFT Inc. (hereafter referred to as LiFT) maintains a computer network and computer systems to provide students, faculty, and staff of LiFT with access to resources available both at LiFT and through the world wide web. Resources include desktop and laptop computers, printers/facsimile machines, email, and telephones. The LiFT network is owned by LiFT Inc. and established to support the program'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. 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 staff member any message they receive that is inappropriate or makes them feel uncomfortable.
- Technology Concerns - Employees will report any concerns related to their use of technology to the LiFT administrators.

EXPECTATION OF PRIVACY

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

LIMITED LIABILITY

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

STUDENT USE OF TECHNOLOGY

CELL PHONES AND ELECTRONICS:

Students may have a cell phone on campus; however, all cell phones will be "parked" in the LiFT U cell phone "parking lot" as soon as students arrive each morning. Students will pick up their cell phones at 3:15 each afternoon. In the case of an emergency, program managers may give students permission to use their phones during the program day. Cell phones or any electronic devices (Laptops, iPads, iPods, Nooks, Kindles, MP3 players, digital cameras, video recorders, gaming devices, etc.) are not to be used or seen during program hours (8:45am – 3:15pm).

Electronic Use for School Day and Extended School Day

- The device must be your own device, students may not share personal devices.
- All electronics are to be used for educational purposes and as requested for health purposes (assigned online links, Quizlet, typing papers, etc.)
- Students may not listen to music on any device with headphones
- Students may not surf the web on any electronic device unless they are doing something academic, and if so, their screen must be in a position clearly visible to the supervisor
- On occasion, a student is interested in reading a book on his or her tablet. This can be allowed as long as the supervisor is aware of what the student is reading and continues to monitor the student

PERSONAL LAPTOPS:

A student is encouraged to bring their personal laptop as an educational tool. School staff will have the authority to review the laptop usage at any given time while on campus. If the student denies this request or any misuse of the laptop will result in confiscation and parents-guardians will be required to pick up the item. All computers that are property of LiFT Inc. will remain on property. LiFT is not responsible for any student's personal computer or tablet.

INTERNET USAGE:

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

STUDENT RELATIONSHIPS

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

Outward displays of affection such as holding hands, having arms around one another and body contact will be prohibited during the program and all program 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 and outside of program hours.

Dating is reserved for home time, not program 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 program-sponsored activities. All students need to respect personal space and will not physically hang onto one another.

TRANSPORTATION

STUDENT DRIVERS

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

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

STUDENT DRIVER ELIGIBILITY:

- All drivers must be at least 16 years of age and possess a valid state driver’s license.
- Must be able to observe the speed limit on program 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 program.
- No one is to be in the student parking lot during program hours. Only LiFT Inc. student drivers and authorized passengers are allowed in the parking lot before and after the program.
- LiFT Inc. reserves the right to revoke parking privileges.
- LiFT Inc. reserves the right to inspect any automobile vehicle on our property with probable cause.

LiFT University Transition Program TRAVEL

LiFT U students and staff travel throughout the community in our mobile classroom: a 26-passenger shuttle bus. Students are expected to remain seated, wear a seat belt and converse quietly during the transition. Food, gum, nor drink are allowed on the bus. LiFT U students and staff are responsible for maintaining the bus inside and out. *For the safety of all, cell phone use is not permitted during the transition.

TRANSPORTATION TO/FROM INTERNSHIPS

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

HEALTH AND SAFETY POLICIES

LiFT Inc. works diligently to maintain a safe and healthful environment for all students. Parental-Guardian-Student cooperation with program health and safety policies is necessary to avoid accidents and properly care for our LiFT

community. Safety rules for students are posted in the classroom. These rules are discussed with students for the health and safety of all concerned. Students are required to report any unsafe conditions or talk of potentially hazardous conditions to the program managers or Leadership Team.

BIRTH CERTIFICATE (Scholarship 12+ Students Only)

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

IMMUNIZATIONS (Scholarship 12+ Students Only)

Parents/guardians or students over the age of 18 are expected to submit as well as keep the student's immunizations and health records up to date with LiFT. Immunization records must be submitted upon initial enrollment into LiFT University Transition Program 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 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)

PHYSICAL EXAMINATIONS (Scholarship 12+ Students Only)

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

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

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 LiFT University Transition Program
4. Initial enrollment at LiFT University Transition Program

COMMUNICABLE DISEASES

LiFT Inc. desires to maintain a healthful program environment by instituting controls designed to prevent the spread of communicable diseases. This policy covers, but is not limited to, such viruses and diseases as flu, covid-19, head lice, chickenpox, and pinworms. LiFT asks that employees, parents/guardians, and students contact the school immediately if they have or notice that another LiFT member has contracted a communicable disease. Any person who reasonably suspects that a student or employee has a communicable disease will privately notify a member of the administrative team and the student or employee will be sent home. It is LiFT's 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 such as Covid-19, LiFT may require an independent physician's examination or testing be conducted of the student or employee to verify the diagnosis of communicable disease. LiFT requires that a release be signed 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 program.

SICKNESS, HEALTH AND ACCIDENTS

Sick students should not be brought or come of their own volition to the program. If the student develops symptoms at school, the student will be isolated, and the parent/guardian/support worker will be notified to pick up the student as soon as possible. If the student is 18 years of age or older, they will be sent home.

If the student 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, difficulty or shortness of breath etc.)
- Excessive Nasal Discharge
- Diarrhea
- Vomiting

*This list is not exhaustive; please listen to your student or as a student 18 years of age or older listen to your own body and stay home when sick. Students typically must be symptom-free for twenty-four hours before they may return to the program, however if the sickness is believed to be Covid-19 a clear test result must be submitted prior to one being able to return to the program.

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/guardian, and accident forms are completed via FACTS SIS. 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/guardians/students 18 years of age or older must complete and sign the Emergency Card (return to office prior to the beginning of the current program year) in its entirety so that we can obtain the best medical interventions for the student in a timely manner. The Emergency Card gives Lift Inc. permission to seek treatment at the designated emergency facility and/or physician to administer treatment and to transport by ambulance if the situation so warrants. If the student incurs medical expenses due to an accident at the program or internship sites 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 injury, 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 healthcare 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) assumes full responsibility for that athlete’s further evaluation and safety. If available, a certified athletic trainer (ATC) under the direct supervision of a 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 any and all pertinent MD or DO orders upon returning to the classroom or the athletic field.

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

For any questions, please email info@liftfl.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 program year. LiFT has a No-Nit Policy that calls for the exclusion of a student from program until the removal of all lice, eggs, and nits has been accomplished. The student must retain transportation options to return home when they return to the program after being treated. The office will complete a lice check and if nits and lice are still present the student must leave and continue treatment until all presence of lice and nits are gone. Students must be nit-free to return to class.

HYGIENE

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

MEDICATIONS

Florida Educational Code requires parents-guardians to submit an annual Medication Authorization Form (included in your registration packet and available on our website) granting permission to assist with the administration of

medication on campus. All prescribed and over-the-counter medications must be brought to the office by the parent or student 18 years of age or older and signed in. The Medication will then be kept locked in the medication cabinet. Medications that require refrigeration will be locked in a lock box within a refrigerator in the office. Trained office staff will assist to administer medications and keep a daily log of medications given on the student profile within RenWeb/FACTS SIS.

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

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

ALL medication must be in the ORIGINAL, LABELED CONTAINER

The label must contain the following:

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

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

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

ALLERGIES

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

SPORTS PHYSICAL AND INSURANCE

Any student participating in any of our enrichment or program sports must have a sports physical before being allowed to participate, as well as having sports insurance. Please call the front office for more information.

BAGGAGE CHECKS

All students are subject to random bag searches by any program 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 program 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 University Transition Program (Students, Faculty and Staff) will be required to practice these drills throughout the program 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 RenWeb/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 program year, please inform LiFT immediately. It is the parent's responsibility to update all contact information on Renweb/FACTS SIS, and on all program 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 program 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. To 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 canceled.

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 University Transition Program 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 program 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.

In order to maintain an orderly, respectful, and secure educational environment for the students and staff of LiFT University Transition Program, it is essential that all parents and visitors 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 program safety plan.

PUBLIC CONDUCT ON PROGRAM PROPERTY

Programs are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our programs and classrooms. All persons on program property or attending a program 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 PROGRAMS:

- Anyone who is not a regular staff member or student of the program will be considered a visitor
- **All visitors to the program must report to the LUTP Director upon arrival at the program. They will be required to sign the visitor's log and will be issued a visitor's badge, which must be worn at all times while in the program or on program grounds. The visitor must return the badge to the LUTP Director and sign out before leaving the building.**
- Program managers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on program 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 program property contained in the Student Handbook.

CONDUCT PROHIBITED ON PROGRAM PROPERTY

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy program property or the property of a program manager, administrator, another employee, or any other person lawfully on program property, including graffiti or arson.
- Disrupt the orderly conduct of classes, program programs or other program activities.
- Distribute or wear materials on program grounds or at program functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the 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 program 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 program property or at a program function.
- Possess or use weapons in or on program property or at program function, except in the case of law enforcement officers. Loiter on or about program functions.
- Gamble on program property or at program functions.
- Refuse to comply with any reasonable order of identifiable program 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 program property or while at a program function.

PERSONS IN VIOLATION OF THE CODE OF CONDUCT

The authorization of a visitor, to remain on program grounds or at any program 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 program 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.

INTERNSHIP INVOLVEMENT

Internships are an integral part of the LiFT University Transition Program learning experience. It is important that we maintain those relationships for future University students. Our Community Partners are wonderful in that they allow us the opportunity to teach our students independence, critical thinking skills, social interaction, and a variety of employment skills through a hands-on experience. The parent's involvement in this is prohibited. Parents are not to step onto the internship properties, talk directly to those the student is interning for, or interact with the managers of the internship properties. All communication about the internship, possible future job opportunities, and complaints must come directly to the Director of LiFT University Transition Program, and they can help to mediate any and every situation regarding the student internships. LiFT takes a serious stand on this issue because the internship program is for the benefit of not only your student but all LiFT University Transition Program students and those to come. Parents intervening and being on internship properties creates certain liabilities for both LiFT University Transition Program and the Community Partner that cannot occur. **Therefore, Parents who do not adhere to this policy will have their student removed from the internship and expelled from the program.**

COMMUNICATION

- Daily Planner/Agenda: All students must keep a Daily Planner/Agenda using their cell phone calendar. This daily planner can be an integral part of the communication process between parents and students.
- E-letters: The quarterly email is one of LiFT's main forms of communication. Please check your email weekly to stay informed on important LiFT information and accomplishments.
- LiFT Inc. Website - www.LIFTFL.org
- ParentsWeb (www.RenWeb.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.

PARENT PROGRAM MANAGER CONFERENCES

Parent/Program manager Conferences are scheduled a few times per program year. Parents will be notified on how to sign up to meet with their student's program manager. Additional conferences may be requested by the program manager any time throughout the year. Parents are also welcomed to contact their student's program manager to schedule conferences during the program year.

PARENTSWEB

RenWeb is a powerful web-based program 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 program records immediately.

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 similar to a parent or other patron, subject to other applicable board policies. However, this policy generally 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 or Section 504 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.

Parent and/or Student Acknowledgements and Agreements

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

Parent and Student Handbook Acknowledgement and Agreement

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

Place Initials on All Statements That Apply Below:

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

_____ I have read the LiFT Inc. Internet Usage and Technology Acceptable Use Policy Permission Form, I understand the policies and procedures and agree to abide them located in the registration packet.

_____ I have read the LiFT Inc. policy on heat stroke and concussions and will abide the requirements therein.

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

Student Name and Grade:

Student Signature

Date

Parent-Guardian Signature

Date

