



# LIFT

ACADEMY

**Student Handbook 2024-2025**

## **HANDBOOK PURPOSE**

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

Please read this handbook in its entirety with your student before the first day of school. LiFT Inc. families and students are expected to be familiar with the handbook to follow the rules and regulations as previously stated in 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/Guardians should direct any questions concerning the information contained in this document to their student's teacher and/or the Leadership Team for clarity.

Please Note:

1. The handbook does not serve to contractually bind LiFT in any way.
2. The handbook is subject to change without notice by the LiFT Board of Directors.

## MEET THE LEADERSHIP TEAM:

*Executive Director: Matt Spence*

*Director of Finance and Administration: Phil Hubbell*

*Director of Program Operations: Tami VanOverbeke*

*LiFT University Transition Program Director: Ashley Hill*

*Director of Development: Julie Brecher*

*LiFT Academy Director: Eric Kozlowski*

*Office Manager: Kelley Brickfield*

**SCHOOL LOCATION:** 1005 South Highland Avenue, Clearwater, FL 33756

### **SCHOOL HOURS:**

- Elementary Students: 8:00am to 2:30pm
- Upper School Students: 8:30am to 3:00pm

### **EXTENDED CARE HOURS:**

- Open on school days: 7:00am to 6:00pm

### **OFFICE HOURS:**

- Monday through Friday 7:00am to 3:30pm

### **CONTACT INFORMATION:**

Phone: 727-258-7659 | Fax: 727-231-9301 | Email: [Info@LiFTFL.org](mailto:Info@LiFTFL.org)

Program Website: [www.LiFTFL.org](http://www.LiFTFL.org) | Parents Web: [www.Factsmgt.com](http://www.Factsmgt.com)

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

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

# Table of Contents:

## **Admissions Policies and Procedures** ..... 7

ADMISSIONS STATEMENT  
NON-DISCRIMINATORY POLICY  
ACCOMMODATIONS/MODIFIIC  
ENROLLMENT REQUIREMENTS  
STUDENT ENROLLMENT PROCEDURES  
STUDENT SHADOWING POLICY  
CONFIDENTIALITY  
RELEASE OF STUDENT RECORDS  
TUITION AND FEES  
REFUNDS AND TUITION BALANCES  
SCHOLARSHIPS

## **Student Academic Policies** ..... 15

LIFT SUPPORT PLAN  
ACADEMIC HONESTY  
GRADE PLACEMENT  
ASSESSMENTS  
PROGRESS REPORTS  
GRADING SCALE HOMEWORK  
TESTS AND QUIZZES  
FINAL EXAMS  
MAKEUP WORK / REQUEST FOR ASSIGNMENTS  
STANDARDIZED TESTING  
PHYSICAL EDUCATION  
FLORIDA STATE STANDARDS  
GRADUATION REQUIREMENTS  
PROMOTION, RETENTION, AND RE-ENROLLMENT  
GROUNDS FOR REVERSAL OF ACCEPTANCE  
STUDENTS' INELIGIBLE TO RETURN

## **Student Conduct Policies** ..... 19

STANDARDS OF CONDUCT  
AUTHORITIES IN THE DISCIPLINE PROCESS  
DISCIPLINARY POLICIES  
BULLYING POLICY  
ATTENDANCE AND TARDINESS  
DRESS REGULATIONS  
TECHNOLOGY ACCEPTABLE USE POLICY  
STUDENT USE OF TECHNOLOGY STUDENT  
RELATIONSHIPS TRANSPORTATION

# Table of Contents:

<b>Health and Safety Policies</b> .....	34
BIRTH CERTIFICATE	
IMMUNIZATIONS	
PHYSICAL EXAMINATIONS	
SICKNESS, HEALTH, AND ACCIDENT PROCEDURE	
CONCUSSION MANAGEMENT POLICIES AND PROCEDURES	
COMMUNICABLE DISEASES	
HEAD LICE RETURN POLICY	
MEDICATIONS	
ALLERGIES	
BAGGAGE CHECKS	
EMERGENCY DRILLS	
EMERGENCY NOTIFICATION PROCEDURES	
<b>Parent Involvement</b> .....	43
PARENT AND VISITOR GUIDELINES	
COMMUNICATION	
PARENT-TEACHER CONFERENCES	
LIFT SUPPORT PLAN	
VOLUNTEERING	
PARENTSWEB	
<b>General Information</b> .....	46
ARRIVAL AND DEPARTURE	
PROCEDURE TRAFFIC SAFETY	
APPROVED PICK UP LIST	
REMAINING ON CAMPUS	
EXTENDED CARE	
LUNCH PROCEDURES	
BEVERAGES IN THE CLASSROOM	
CELEBRATION / PARTY LIMITATIONS	
MEDIA	
LOST AND FOUND	
<b>Acknowledgements and Agreements</b> .....	48
HANDBOOK: PARENT AND STUDENT SIGNATURE PAGE	

## **Our Mission**

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

## **Our Vision**

Our Vision for LiFT is a world where independence is possible for the neurodiverse.

## **Our Values**

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

## **Our Motto**

Change a Life, Change the World.

## **Our Knights Code:**

C = Community

O = Opportunity

D = Dignity

E = Excellence.

# ADMISSIONS POLICIES AND PROCEDURES

## ADMISSIONS STATEMENT

LiFT Academy is a tuition-based program serving grades K-12. LiFT is not an Applied Behavior Analysis (ABA) school. ABA therapists are to support students who require so in the behavior plans and or IEPs. ABA strategies are implemented to shape behavior; however, teachers who work at LiFT are not required to teach using such strategies.

## NON-DISCRIMINATORY POLICY

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

## ACCOMMODATIONS

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

Here are some Examples of "Reasonable Accommodations":

- Allowing a student in a wheelchair to leave the classroom a few minutes early to account for longer passing time.
- Providing a student who is visually impaired with books with larger print to keep up with schoolwork.
- Allowing a person with ADD or other learning disability extra time for test-taking.
- Preparing a student for upcoming changes in routine.
- Allowing a student with hyperactivity to keep a small object in their desk to manipulate quietly.

## MODIFICATIONS

LiFT also understands that some students may need modifications to fully succeed in school. "Modifications" are changes in what students are expected to learn, based on their individual abilities. Students provided with modifications will receive a regular diploma and the transcript will contain different course numbers that only certain institutions have knowledge of.

Here are some examples of "Modifications":

- Changing any part of the curriculum (shorter or easier reading assignment, homework that is different and usually less or easier) surrounding the rigor of the Florida Department of Education Grade Level Standards.
- A rubric that is different from peers (usually easier or expects less).
- An alternative assessment (less rigorous).

## ENROLLMENT REQUIREMENTS

### Elementary- Grades K-5

- Age: Applicants for kindergarten must be five (5) years of age on or before September 1 and at least six (6) years old for first grade by September 1 of the school year in which the student is applying.
- Academic Readiness:
  - To be admitted, a student must present evidence of readiness, including the satisfactory completion of work for the grade before applying.
  - Students must have passed the most recent grade level prior to application unless repeating the same grade at LiFT Academy.
  - Students may be required to complete a shortened MAP assessment to determine grade placement.

### Middle School and High School- Grades 6-12

#### Academic Readiness:

- For admittance to middle school, students must have successfully passed the most recent grade level prior to application unless repeating the same grade at LiFT Academy.
- For admittance to grade nine, a student must have successfully completed all requirements for promotion from grade eight to high school.
- For admittance to grade ten, eleven, or twelve, a student must have successfully earned the required number of credits to be classified as a sophomore, junior, or senior. As credits are evaluated, additional coursework may be required.
- Students may be required to participate in a shortened MAP assessment to determine grade placement.

## STUDENT ENROLLMENT PROCEDURES

All LiFT students must be re-enrolled annually. The previous year's FACTS account must be current. All forms must be completed, and all fees paid before a student can enroll, re-enroll, and is accepted. The Director of LA and board members will determine acceptance and placement.

All students with a balance must be in FACTS unless the balance is paid in full by the first day of school. Enrollment will only take place by the following process:

#### - NEW FAMILIES -

1. Contact the school to schedule a tour. Based on information gathered during the tour, the team member touring may offer a shadow day for the family.
2. Students may be required to take a shortened MAP Assessment during their shadow day.
3. After the shadow day, a team member and family will sit down to review all data to determine if LiFT is an appropriate fit for all parties involved.
4. 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.



## **ACCEPTED & RETURNING FAMILIES**

1. Parents and students must complete the application each year (located on [www.LIFTFL.org](http://www.LIFTFL.org)) and pay the application/registration fees. The registration fee holds your spot for the following school year. Along with the application, the following must be submitted for new students: a copy of the student's most recent report card, copies of standardized test scores and any special testing the applicant has received, a copy of the student's birth certificate, social security card, and immunization records, and all the acknowledgment pages attached to the application packet and handbook.
2. The administrator may admit or choose to deny the applicant and will notify you appropriately.

### **STUDENT SHADOWING POLICY**

Families that have taken a tour of LiFT and are interested in pursuing admission may set up an appointment to complete a shadow day. This is completed by contacting the Administrative Assistant and scheduling through the online link.

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, any additional care instructions, 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, notebook, water bottle, healthy snacks, and lunch. A shortened Map Assessment, and other grade level assessments will be given to aid in the admissions decision.

### **GROUNDINGS 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 the information provided to the school has been falsified. If an attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if prior acceptance has been granted.

Acceptance may be reversed if a student fails to show up for school when anticipated (such as on the first day of school) and no contact has been made to account for the absence. A student absent five (5) days without parent notification will be withdrawn from the school and their seat 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/guardians, medical documentation/reports, etc.

Information stored electronically in FACTS will be safeguarded by FACTS SIS off-site. Students and their parents/guardians will maintain a profile in FACTS SIS 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 participate in the FACTS SIS student directory, website, social media features, etc., or request that their information or images be blocked. Parents/Guardians must indicate their choice to secure their student's personally identifiable information upon registration or re-registration within the official registration packet.

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

**RELEASE OF STUDENT RECORDS**

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

LiFT will not release any student records if there is a remaining balance. Families should make sure they are current 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 email and, if the student is under the age of eighteen, it must have a parent's signature authorizing the release.
- The Florida Health Department and Social Security Administration may send a Records Request.

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

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

## TUITION AND FEES

All fees, including registration and the first month's tuition, must be paid prior to the first day of school. The school operating budget is maintained by tuition. Families are required to sign up through FACTS and select their payment date and method of payment. Past due payments will incur an automatic \$20.00 per week late fee if not paid by the monthly due date. A processing fee of \$40.00 will be charged for all returned checks.

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

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

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

### 2024-2025 Tuition & Registration Rates:

K-6th Grade: \$12,075 | 7-8th Grade: \$12,600 | 9th – 12th Grade: \$14,175

\$500.00 Registration

*\*This registration fee is non-refundable.*

Additional Registration Fees: \$50.00 FACTS Annual Fee Graduation Fee: \$125  
Extended Care Registration Fee: \$45.00 or \$55.00 per family

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

FACTS tuition management manages any payments for tuition and extended care, and this account needs to be set up before August 1st.

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

## REFUNDS AND TUITION BALANCES

The LiFT registration fee is non-refundable.

LiFT asks parents/guardians to make every effort to complete each semester before making changes regarding enrollment. If a family chooses to unenroll their student all accounts must be paid in full to receive a release of records, report cards, and/or transcripts. This includes service hours, extended care payments, and outstanding textbooks or other fees.

When changes in state-funded scholarships occur during the school year, tuition charges will be prorated monthly. For inquiries regarding pro-ration, please contact LiFT Academy.

## **SCHOLARSHIPS**

LiFT accepts Family Empowerment Scholarships (FES-UA and FES-EO), Florida Tax Credit, and HOPE scholarships. FEES

### FEES THAT MAY BE APPLIED INCLUDE:

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

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

FES-UA recipients may be charged a fee for the yearly audit required by Florida.

### DEADLINES:

Parents/Guardians should immediately approve all reimbursements submitted for scholarship billing requests including FES-UA, FES-EO, FTC, and HOPE Scholarships, as well as approved reimbursement requests with Step Up for Students and/or sign the remittance reports from AAA or their child may be withdrawn from LiFT. Typically, all approvals must occur within 7 days from the day of the first notice via e-mail.

LiFT Academy also accepts the LiFT Board Scholarship. These scholarships are based on hardship. FACTS Grant & Aid Assessment conducts the financial need analysis for those scholarships. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **the posted LiFT Scholarship Deadline**.

Applicants can apply online. Go to our website, [www.liftfl.org](http://www.liftfl.org). If you look under the admissions tab, you will see the FACTS Family Portal button to start your application. Once that application is completed, the following information must be sent to FACTS to complete the application process.

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

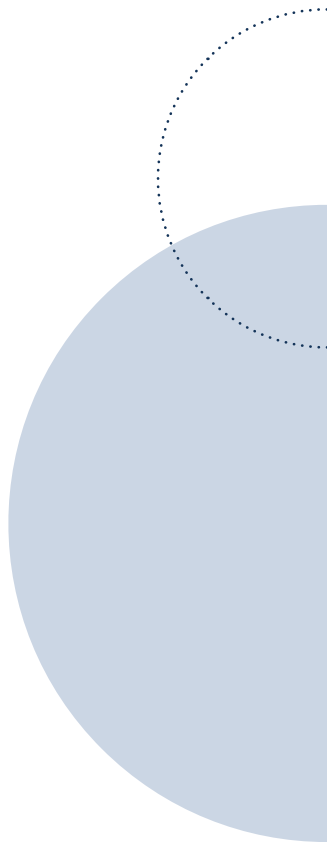
- 1. Copies of your most recent Federal Tax forms including all supporting tax schedules.**
- 2. Copies of your most recent W-2 forms for both you and your spouse.**
- 3. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF.**

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.

HOPE, FES-UA, FES-EO, and FTC for Student scholarship recipient's families assume financial responsibility for any unpaid portion of tuition based upon scholarship rules and requirements.

Since there are limited funds available, no family will receive a 100% funded scholarship from LiFT.

**Since there are limited funds available, no family will receive a 100% funded scholarship from LiFT.**



## STUDENT ACADEMIC POLICIES

LiFT Academy is a warm, nurturing place where students of all ages and academic levels can excel. With small classrooms, individualized accommodations and/or modifications, and best-practices teaching techniques, LiFT Academy encourages students to reach their fullest potential — intellectually, emotionally, socially, and behaviorally.

### **LIFT SUPPORT PLAN:**

LiFT operates as a private school and is not a recipient of federal funding through the US Department of Education as such LiFT is not required by law to abide by the regulations of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. Although LiFT is not bound to abide by these two acts, LiFT seeks to provide the best quality of service and to ensure that every student may reach their maximum learning potential. LiFT has made it a policy to adopt a similar approach typically provided through a free and appropriate public education (FAPE). Not every student who attends LiFT will have an IEP on record, but every student will have a LiFT Support Plan (LSP) developed within their first 30-45 school days of attendance. An LSP is not a legal alternative to an IEP, ISP, or Section 504 Plan, but is used as a resource to ensure every effort is made to determine any needed accommodations and/or modifications.

### **ACADEMIC HONESTY:**

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

### **GRADE PLACEMENT:**

LiFT determines grade placement for students on an individual basis surrounding which academic plan best suits their needs. The determination process for grade placement considers information gathered during the initial tour and shadow day, the individual needs of the student, performance on the MAP assessments, and in-class assessments. The Leadership Team, the parents/guardians, and the student may also meet throughout the year to discuss any growing needs that arise to determine the best placement of the student each school year.

### **ASSESSMENTS:**

LiFT believes it is important to assess student learning. To further this purpose, information gathered through LiFT's assessment procedures is used to measure student learning essential to achievement of elementary grade level expectations and secondary course expectations; provide performance feedback; inform effective instruction; evaluate school performance; improve curriculum; and work in conjunction with the LSP process to provide needed accommodations and/or modifications and any related services to help achieve maximum learning potential.

**GRADING SCALE: Kindergarten**

<b>4 (E)</b>	Excellent
<b>3 (V)</b>	Very Good
<b>2 (S)</b>	Satisfactory
<b>1 (D)</b>	Developing
<b>(NA)</b>	Not Assessed

**GRADING SCALE: 1st-12th Grade**

<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59 or below

**PROGRESS REPORTS:**

LiFT Academy has four grading periods. Students will receive a report card each quarter. Families may access their student's progress via [RenWeb.com/FACTS SIS](http://RenWeb.com/FACTS SIS) through their assigned Parents/Guardians Web Portal.

**HOMEWORK:**

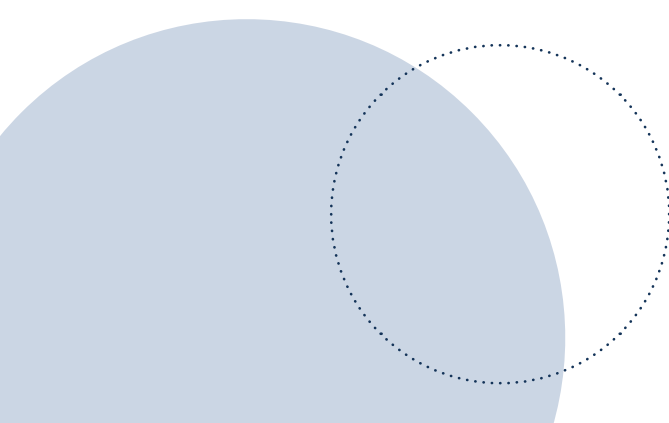
LiFT desires excellence for our students both on campus and off. Homework allows the student to learn how to become an initiative-taking individual. LiFT provides at home assignments to be completed according to the instructions given by each teacher. These assignments should be completed by the student to develop academically, promote responsibility, and help reinforce learning.

**TESTS AND QUIZZES:**

LiFT will incorporate testing based upon curriculum maps. Preparing for tests helps students to hone their organizational skills, improve their memory skills, and learn through practice and repetition. Taking tests helps students improve their ability to work under pressure and analyze and synthesize material.

**FINAL EXAMS**

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





**MAKE UP WORK / REQUEST FOR ASSIGNMENTS:**

Parents/Guardians should call the office to report absences or tardiness the morning of the absence. If homework is needed, please contact the student's teachers. Students with excessive absences (typically four or more per quarter) could find their class grades dropped by one grade. Any extenuating medical circumstances must be discussed with the Director of LiFT Academy.

It is the student's responsibility to determine what schoolwork and tests missed during all excused absences and complete that work or test at the teacher's discretion. School work or tests missed during unexcused absences may be made up at the teacher's discretion and may receive reduced credit. The same number of days to make-up work equals the number of days absent (i.e.: 2 days absent = 2 days to make up all work).

The regular make-up policy for excused absences does not apply to anticipated absences. For anticipated absences, it is the student's responsibility to contact teachers in advance, informing them of the anticipated absence, and asking for assignments which will be missed. Parents/Guardians should also notify the office regarding any planned absences.

For anticipated absences, each teacher should be notified at least two weeks in advance to prepare the homework. If the teacher can prepare the missed classwork and homework, the work must be completed and turned in upon return to class. If the teacher's planning does not cover all the anticipated days of absence, the remainder of the missed work will be assigned upon return to school and will be due within one week. Tests which are missed during anticipated absences will be administered to the student within the first week of the return to class.

**STANDARDIZED TESTING:**

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

**PHYSICAL EDUCATION:**

LiFT students are required to participate in a physical education class unless they have a reasonable excuse in writing from the parent/guardian signed by a physician. All new students must have a yearly physical examination submitted within 30 days of starting school. All students in seventh grade (new or re-enrolled) must submit one as well.

**FLORIDA STATE STANDARDS:**

LiFT as a private school is not required by law to abide by the Florida State Standards. However, LiFT has chosen to establish the use of the Florida State Standards. LiFT students may be assessed using the Florida State Standards during their pre-admissions and will be assessed using the MAP assessments and continuously thereafter.

**GRADUATION REQUIREMENTS:****STANDARD HIGH SCHOOL DIPLOMA**

Awarded to students who have completed the 24-credit program with a passing grade and can demonstrate independent mastery of the grade level rigor of the Florida State Standards, as required by the state of Florida.

**STANDARD HIGH SCHOOL DIPLOMA WITH DIFFERENT COURSE NUMBERS**

Awarded to students who have completed the 24-credit program with a passing grade because of adapted content, methodology, or delivery of instruction, typically below grade level rigor of the Florida State Standards, as required by the state of Florida. 24 CREDIT PROGRAM:

<b>English</b>	4 credits with major concentration in composition, reading, and literature.
<b>Math</b>	4 credits, one of which must be Algebra 1 or its equivalent and one of which must be Geometry or its equivalent.
<b>Science</b>	3 credits, two of which must have a laboratory component and one of which must be Biology 1 or an equivalent course.
<b>Social Studies</b>	1 credit World History, 1 credit United States History, .5 credit United States Government, .5 credit Economics.
<b>Arts</b>	1 credit in Fine Art or Performing Arts, Speech, Debate, or Practical Arts.
<b>Physical Education</b>	1 credit
<b>HOPE</b>	1 credit
<b>Foreign Language</b>	2 consecutive years of the same foreign language are required for those attending a State or out of State University.
<b>Electives</b>	8 credits

**PROMOTION, RETENTION AND RE-ENROLLMENT CRITERIA:**

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

**STUDENTS INELIGIBLE TO RETURN:**

The administrative team will discuss who should not be allowed to return for academic, behavioral, attendance, or discipline reasons. The final decision rests with the school Leadership Team.

## **STUDENT CONDUCT POLICIES**

### **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 the expected behavior on and off campus. Discipline of children is primarily the parent's responsibility, but working as a team is best for the student.

### **BEHAVIORAL EXPECTATIONS**

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

Similarly, LiFT may not accept students with a behavioral diagnosis, such as Oppositional Defiant Disorder (ODD) Conduct Disorder or Emotional 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.

Teachers expect the attention of students when speaking or during class discussion. There will be times when students are expected to work quietly and independently. There will also be times when the atmosphere is not meant to be completely structured. Immediate obedience and respect for authority and others is always expected.

When minor infractions of expected conduct occur, the team member will act to correct the situation. There is a difference between punishment and discipline, and the latter is our goal. To this end, the team member may employ writing assignments, remove privileges, or separate the student from others. If minor infractions continue or if more serious incidents occur, the student will be sent to someone to discuss the infraction(s). Depending on the situation, the Leadership Team may: discuss the student's behavior; verbally reprimand the student; assign work; contact the parent/guardian; or other measures as deemed necessary. A student who consistently chooses to misbehave will be suspended from school and may be asked to leave LiFT.

LiFT desires its students to conduct themselves according to all school standards during school time as well as after school hours, whether they are on or off campus. The list cannot be all-inclusive and serves as a guideline by which students may learn about appropriateness and develop self-control. In all cases, the school Leadership Team reserves the right to clarify policies, delineate whether specific behavior is acceptable, and determine which disciplinary consequences, if any, are required.

## **STUDENTS ARE EXPECTED TO ABIDE BY THE KNIGHTS CODE:**

C – Community  
 O = Opportunity  
 D = Dignity  
 E = Excellence

The Knights CODE means things like:

- Be courteous and respectful to all students and adults.
- Being on time and prepared for every class. Students are to be in their seats, ready to work, and have completed all previous assignments/projects.
- Being honest, fair, respectful in their conduct. Little tolerance will be shown for cheating, lying, or stealing. Students should not only follow this policy but also encourage their peers to comply. Students who know of serious violations of school standards are expected to assist the Leadership Team and faculty in maintaining a respectful and inclusive environment.
- Bringing only necessary items to school.
- Showing respect by never destroying, vandalizing, or defacing the property of anyone else.
- Students may not possess or chew gum on campus at any time, unless given permission.
- Treating others with respect; not using inappropriate language, teasing, or name-calling.
- Absolutely no bullying at any time, on or off campus.
- Following a "body off" policy: no fighting, hitting, slapping, or play-fighting. Causing injury to another student or team member is grounds for suspension and/or expulsion.
- Refraining from public displays of affection.
- Using all furniture properly; do not sit on tables or desktops, and do not tip back in chairs.
- Limiting personal grooming to the restroom and only between classes, never in class.
- Reserving sunglasses for outdoors. Students, both male and female, may not wear hats in the building.
- Sweatshirts containing hoods are not permitted in school.
- Remaining in class until dismissed.
- Students are not to be on devices with others during school hours or during Extended Care.
- Absolutely no tobacco, cigarettes, drugs, alcohol, vaping, or weapons on campus at any time. This will result in expulsion.

## **POSITIVE CULTURE AT LIFT ACADEMY**

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

## **INTRODUCTION TO OUR APPROACH TO BEHAVIOR**

We focus on a proactive, team-based framework for creating and sustaining a safe and effective school. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. LiFT Academy and parents/guardians developed a Behavior Matrix which we follow.

Some of the key components involve we focus on are:

- Defining and teaching school wide behavioral expectations.
- Addressing problematic behavior using the Knights CODE and Behavior Matrix.
- Using behavioral data to assess progress.

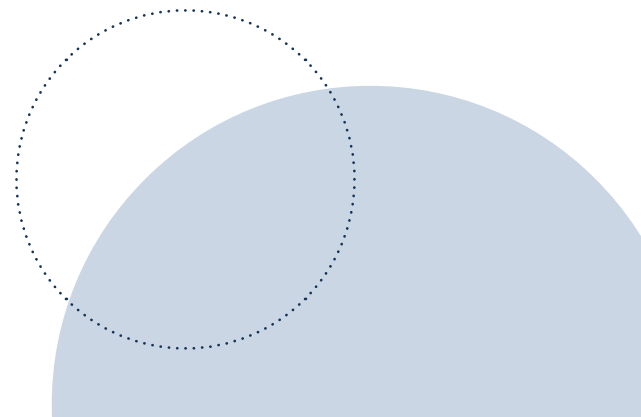
The goal is to increase student academic performance, decrease problem behaviors, maintain safety, and establish a positive school climate through research-based strategies and systems while focusing on increasing independence.

## **BEHAVIORAL ASSESSMENTS**

LiFT attempts to ensure students are evaluated properly prior to admission for their behavioral diagnosis as well as their social/emotional temperament. LiFT understands the challenges its students may 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 school.

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

- Parent Tour Questionnaire
- Map Assessment or Adult Basic Skills Assessment
- Reading, Writing, and Math Pre-Admission Assessments
- Shadow Day Evaluation
- Student Records (IEP's, Standardized Testing, Behavior, Medical, Psychological, Therapy Evaluations)
- LiFT Support Plan



# LiFT Academy Behavior Matrix

**Behavior:** Anything a person does that can be observed and measured

**Junk Behavior:** Any behavior that may be annoying, but is not harmful to self or others

**Classroom Management Strategies:**

1. Have a positive attitude, always remain calm, and be proactive
2. Establish your expectations early with the students
3. Develop a good rapport with your students, use visuals, and know their triggers
4. Give them very clear warnings and have clearly defined consequences (giving two choices is usually helpful)
5. Follow through 100% of the time

**Three Types of Discipline:**

1. Preventative: Adults explain the expectations and set ground rules to ensure discipline
2. Supportive: Adults give warnings, explain, and model the right way of doing things
3. Corrective: Adults utilize all the strategies used below, including contacting and meeting with parent(s)

<b>Level:</b>	<b>Category:</b>	<b>Specific Description:</b>	<b>1st Time:</b>	<b>2nd Time</b>	<b>3rd Time:</b>
1	Classroom Managed	Disruptive behavior such as being out of seat, off task/task avoidance, making noise, talking.	Verbal warning. Remind students the 2 <sup>nd</sup> time will lead to phone call from the classroom to parents.	Students use classroom phones to call their parents and share why they are making the phone call. Fill out 'Fix it Form.' send home to get signed by parent.	Phone call home from a staff member. Lunch detention. Sit out for 5 minutes of recess or Specials. Possible suspension.
2	Classroom Managed	Insubordination, such as defiance, being out of class for too long, unauthorized use of technology, teasing/bullying a peer, arguing with staff.	Student to use classroom phone to call parent and share why they are making the phone call. Fill out the 'Fix it Form.' send it home to get signed by parent. Verbal warning that next time leads to suspension.	Phone call by staff member and possible suspension.	Phone call or meeting with a staff member. Suspension or possible expulsion.
3	Teacher and Admin Managed	Aggression, such as purposefully harming another individual, engaging in self-injurious behavior, harassment of another individual, profanity, inappropriate gestures, property destruction. Theft, plagiarism, possession of weapons or drugs.	Phone call by staff member and suspension.	Phone call from a staff member and 2-day suspension.	Phone call or meeting with a staff member and 3-day suspension or possible expulsion.

**DETERMINING WHEN A BEHAVIORAL SUPPORT PLAN IS REQUIRED**

A behavior support plan is not created for every student, only for those found to have behavioral needs. Behavioral needs may be discussed prior to admission or within the 45-day trial period. However, there are times when students might start to exhibit behaviors throughout their academic career, and in those instances a behavior support plan may be developed. Behaviors that spark the determination to develop a behavior support plan would include behaviors that are chronic, cause a great distraction to the learning environment, or cause harm to self or others. Depending on the behavior(s) displayed, a variety of behavior plans may be implemented.

**BEHAVIORAL SYSTEM RESPONSE CHART LEVEL 1-4**

## Level 1

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

## Level 2

Teachers and Classroom Assistants are still managing these behaviors, but they have escalated beyond level 1 to level 2 due to the behavior.

## Level 3

The Student Success Specialist or Director will oversee behaviors that have escalated to a level 3. 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 3)** \*See LiFT's Physical Restraint Policy for further details.

Only a few LiFT team members are trained in Professional Crisis Management (PCM) techniques, and we expect not to use this type of training. The procedures recommended in the PCM training will be followed if physical restraint is necessary and will be communicated with the parent/guardian as soon as the opportunity becomes available.

## APPROVED INTERVENTIONS/CONSEQUENCES

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



## **SUSPENSION PROCEDURES**

When the Director determines a student should receive a suspension, the following process is initiated:

**Incident Review:** A discussion between the Director and the other involved adults will be held unless circumstances dictate a more immediate removal from school premises. LiFT will make every attempt to contact the parent/guardian of the suspended student regarding the misconduct, length of suspension, and any other corrective actions taken.

**Intake Meeting:** Upon returning from suspension, the student and their parent/guardian will participate in an intake meeting with the Director and/or Student Success Specialist and any other applicable involved adult(s). At this time, a behavioral contract may be introduced, stating that further misbehavior will result in a recommendation for expulsion.

**Out of School Suspensions:** Students will serve out of school suspensions off campus. Teachers will attempt to provide work for the suspended student. Students are expected to complete all missed assignments while suspended. The work provided during the suspension is due upon returning to school and missing work completed during class is due the next school day. 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 school, the student may 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. The student's entire school discipline history will be reviewed along with the LiFT Support Plan and other supporting documents. The Director of Program Operations 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:** parents/guardians will receive a phone call or in-person explanation, the notice of the recommendation for expulsion, and their recourse in the expulsion appeal process. The parent/guardian has ten days to file an appeal. During those ten days, the student is not allowed on campus and will be considered temporarily expelled until the ten days have been reached. The Director of LiFT Academy and a member of the Leadership Team will oversee the appeal. Parent/guardian can invite their student-related service providers to attend the appeal with the appropriate consent signed beforehand. 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 to contest the expulsion.

Notice of the appeal meeting being granted will be delivered in writing by mail, in person, on the phone, or by email and contain the reason(s) for the expulsion, 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(s) for expulsion. Minutes of this meeting will be taken. The student and parent/guardian will have the chance to answer the charges, 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 of LiFT Academy, Student Success Specialist, 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, email, or delivered in person to the student's parent/guardian. This decision is final.

Students who are expelled from LiFT Academy are ineligible for re-admission.

**MAY RESULT IN SUSPENSION OR EXPULSION FROM LiFT:**

- Insubordination/defiance against authority.
- Possession of knives, dangerous weapons.
- Vandalism of school property.
- Immorality; possession of anything obscene.
- Fighting; causing physical harm to another person.
- Cutting class/truancy.
- Sexual harassment.
- Possession/use of narcotics, drugs, alcohol, tobacco, vape, or being under the influence of any substance on-campus or off-campus. (Random drug testing may be requested).
- Stealing, lying, cheating, or gambling.
- Any form of bullying (including cyber, online, or face-to-face).
- Viewing inappropriate Internet sites.
- Missing/late classwork.
- Improper physical Contact.
- Unauthorized leaving of school grounds.

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 within 24 hours of returning to school. 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 any report of bullying seriously. Bullying will be defined as unwanted, aggressive behavior which is repeated, over time, and involves an imbalance of power. "Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from the group on purpose." Bullying will be responded to swiftly by all acting authorities in our discipline process. LiFT holds a Zero Tolerance for bullying, and it may result in expulsion.

## **ATTENDANCE AND TARDINESS**

### **ATTENDANCE**

Attendance is taken every day in each one of our classrooms by 9:00 am. The office will run an attendance report from 9:00-9:15 am and check the results against any communications received indicating an expected absence. The families of the students found to be absent, who did not send any communications of expected absence, will receive a Parent Alert through FACTS SIS. The Alert will make the family aware of their student's absence and indicate the need to call the office to validate that absence.

School attendance is essential for continuity of learning. Consequently, the only excused absences are those involving the student's illness or family emergencies; all other absences are considered unexcused. A physician's note is required for absences of three or more days and once a student has missed three non-consecutive school days in one quarter.

A written excuse or phone call from the parent/guardian must be provided the day following the absence when the student returns to class. The excuse note must include the specific reason for the absence, and the date(s) missed.

Students should take their excuse note to their classroom/first-period teacher. Parent/guardian should call the office to report absences or tardies no later than that morning. If homework is needed, please contact the student's teachers. Students with absences of four or more per quarter may find their class grades dropped one letter grade. Any extenuating medical circumstances must be discussed with an administrator.

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

**LATE ARRIVAL OR EARLY RELEASE**

Students are expected to be present and ready to learn during the entire class period. Any student who is tardy or leaving early must check in and out of the office. Failure to check in or out at the office will be met with a consequence. Students with excessive late arrivals or early releases (5 or more per quarter) will have a consequence.

**DRESS REGULATIONS**

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

**General Standards for All Students (K-12th grade)**

- Clothing should fit properly, be clean, neat, and free from holes or rips.
- If a student chooses to wear a shirt under their uniform, it should be of a plain school color with no pictures or monograms showing.
- If belt loops exist, plain belts (and buckles) should be worn.
- Shirts should always be tucked in.
- On dress down days, shirts must follow the theme (Halloween, Valentine's Day, etc.) or be plain with no writing or picture(s) on them (wear plain red for Congenital Heart Defect Awareness Day).

## UNIFORMS FOR GRADES K-12 CONSIST OF THE FOLLOWING:

- **Shirts:** Royal blue, black, grey, or white polo style shirts. All students are required to have at least one royal blue shirt with the LiFT logo. This is ordered through our school website. All students taking PE are required to wear a LiFT PE shirt, which is also ordered through our school website.
- **Pants or Shorts:** Khaki or navy-blue colored. Boys must have shirts tucked in at all times. A belt must be worn if there are belt loops on the shorts or pants. Girls may wear khaki or navy-blue colored skirts or dresses with shorts underneath, skorts, or Capri pants. No jeans, baggy or sagging pants allowed.
- **Skirts or Shorts:** Hemline should be no shorter than two (2) inches above the knee. \*Shorts must be worn underneath dresses or skirts at all times.
- **Shoes:** Closed in shoes only. No combat or steel-toed boots or slippers. Heels must be one inch or lower.
- **Hair:** Moderate and reasonable hairstyle and length, clean and groomed neatly. Boys may have facial hair that is neat and trimmed. Boys' hair will be cut above the collar and may not fall below the bottom of the ear and/or below the eyebrows. Boys wanting to keep their hair longer may secure it in the back with an elastic band and/or a barrette for hair falling below the eyebrows. No hats, bandanas, do-rags, hairnets, ski caps, shower caps, or head covering allowed for either boys or girls.
- **Accessories:** Girls may wear pierced earrings. No other visible body piercings are allowed. Tattoos should be covered during school hours.
- **Jackets:** Royal blue, black, grey or white jackets with a zipper (no pullover sweatshirts) will be allowed to be worn during school hours when the weather permits. Hoods on jackets are to be taken off when indoors. Jackets will not be worn during the warm seasons.
- **Backpacks:** Backpacks with or without wheels are acceptable.
- **PE:** Students taking PE, or physical education, are encouraged to wear a LiFT PE shirt, which can be ordered through our school website. Students may either wear their PE shirt underneath their polo shirt or change into it prior to class. Students may wear their khaki shorts to PE or change into black or navy-blue athletic shorts. Shoes must be sneakers and socks must be worn with the sneakers.

### ***PURPOSE***

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

### ***RESPONSIBILITIES***

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

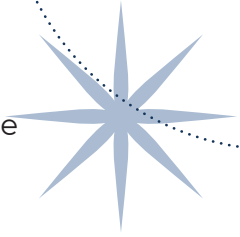
### ***UNACCEPTABLE ACTIVITIES AND BEHAVIORS***

Activities that are considered violations of this electronic resources acceptable use policy and school rules include: Involvement in any activity prohibited by law including but not limited to:

- Adversely affecting the ability of others to use the LiFT equipment or services.
- Use of any invasive software including all malicious software.
- Any attempt to gain unauthorized access to the internet or any LiFT electronic resource.
- Violating copyright laws or license agreements. This includes software and all digital files.
- Sharing passwords or using someone else's password or the act of attempting to gain another's password.
- Plagiarizing
- Trespassing into another's folders or files including changing information.
- Use of personal electronic devices by students unless previously approved by the LiFT faculty.
- Creating, transferring, viewing, or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, vulgarity, obscenity, or language that offends or tends to degrade others.
- Inappropriate use of a camera, microphone, or smartphone or taking pictures of individuals which could be considered inappropriate, illicit, or sexual in nature. The use of electronic devices in bathrooms or unsupervised rooms is prohibited.
- Posting or sending textual information or images that are construed as personal attacks including information that is prejudicial, discriminatory, racist, or sexist in

nature. Political information is included in this section.

- Using any LiFT electronic resources for financial and/or personal gain or for political activities except as approved by the LiFT administrators.
- Installing any software not previously approved by the LiFT administrators or the Technology Coordinator.



### **PERSONAL SAFETY**

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

- Personal Contact Information - Students will not post or email personal contact information about themselves or others unless it is in conjunction with a specific Leadership Team/teacher approved assignment.
- Inappropriate Meetings - Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Inappropriate Messages - Students will promptly disclose to an administrator, teacher, or 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 defects. LiFT will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. LiFT is not responsible for the accuracy or quality of the information obtained through or stored on the system. LiFT will not be responsible for financial obligations arising from your use of the system. You are responsible for your activities.

### **STUDENT USE OF TECHNOLOGY**

#### **TELEPHONES:**

The telephone is in the Front Office. This phone may be used to make calls with approval from the Leadership Team.

#### ***CELL PHONES AND ELECTRONICS:***

Students may have a cell phone on campus however, cell phones or any electronic devices (laptops, iPads, iPods, Nooks, Kindles, MP3 players, digital cameras, video recorders, gaming devices, smart watches etc.) are not to be used or seen during school hours or in extended care, unless given permission by the teacher or

Leadership Team. Misuse of electronic devices will result in confiscation and parents/guardians will be required to pick up the item. Second and any subsequent offenses will require a \$10.00 fee.

Electronic Use for School Day:

- All electronics are to be used for educational purposes only.
- Students may not listen to music on any device with headphones unless directed by the teacher.
- Students may not surf the web on any electronic device unless they are doing something academic, and if so, their screen must be in a position clearly visible to the supervisor.
- On occasion, a student is interested in reading a book on his or her tablet. This can be allowed if the supervisor is aware of what the student is reading and continues to monitor the student.

#### *INTERNET USAGE:*

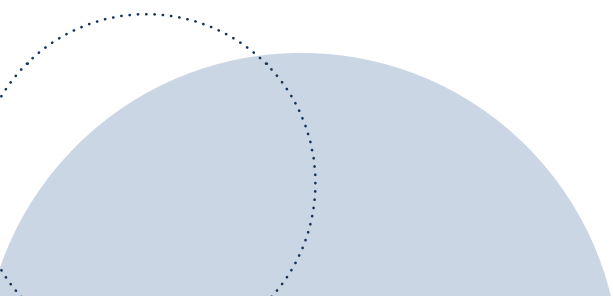
Please read the Internet Usage & Technology Acceptable Use Policy found at the end of this document. The form must be signed, dated, and returned to school prior to the beginning of school.

#### **STUDENT RELATIONSHIPS**

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

Outward shows of affection such as holding hands, having arms around one another, and body contact will be prohibited during school and all school activities. To discourage temptation, it is not permissible for young people to pair up and linger in halls, rooms, or out-of-the-way places. Any students dating or going steady will be expected to keep that relationship at home with parental supervision.

Dating is reserved for home time, not school time. This allows everyone the opportunity to become friends and learn to socialize and communicate in an appropriate manner. Avoid inappropriate displays of affection on campus or at any school-sponsored activities. All students need to respect personal space and not physically hang onto one another.





## **TRANSPORTATION**

### *APPROVED PICK UP LIST*

Parents must list the family members and/or friends they would like to be able to pick up their children from school within their Registration Packet. Parents can also add individuals to their list through the school year by sending a signed letter or email to the school email address (info@liftfl.org). An unknown individual may be asked to park and/or show proper identification prior to the student being released. Those who are not on the approved list will not be allowed to pick up your child. Children left beyond the designated pick-up times will be sent to extended care, and the fee will be charged to FACTS.

### *RIDE SHARE SERVICES*

LiFT abides by the policies upheld by RideShare Companies and/or Mobility on Demand Services through PTSA.

### *CARPOOLING*

No staff member at LiFT Inc. may drive any student and/or family member to or from school. Carpooling arrangements can be made amongst LiFT Families provided that a carpool permission form has been filled out by the family and returned to the Leadership Team before beginning to carpool.

### *STUDENT DRIVERS*

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

Vehicles may not be visited or driven during school hours without prior permission. All vehicles are subject to search at any time without prior notice.

#### **STUDENT DRIVER ELIGIBILITY:**

- All drivers must be at least 16 years of age and possess a valid state driver's license.
- All student drivers must display a parking permit which requires written parental permission and a Vehicle Information Form to be on file in the School Office.
- Must be able to observe the speed limit on school property of 5 mph.
- Driving or parking outside designated areas is prohibited.
- Students are encouraged to be extra careful in observing traffic signs and other vehicle laws in the community around the school.
- No one is to be in the student parking areas during school hours. Only LiFT Inc. student drivers and authorized passengers are allowed in the parking lot before and after school.
- LiFT Inc. reserves the right to revoke parking privileges for any academic, attendance, or disciplinary issues that arise.
- LiFT Inc. reserves the right to inspect any automobile vehicle on our property with probable cause.

## HEALTH AND SAFETY POLICIES

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

### **BIRTH CERTIFICATE**

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

### **IMMUNIZATIONS**

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

Immunization records must be submitted upon initial enrollment into LiFT Academy or LiFT University Transition Program (especially those entering kindergarten) and maintained annually thereafter until all required immunizations are complete. These requirements for submission are in accordance with the Florida Statutes. Failure to ensure these records are current will result in a temporary dismissal until your child's records are updated. Immunizations should be updated using the current Florida State HRS 680 –blue card or an exemption for religious circumstances certificate. These records must be sent to the school before the student can be admitted.

The Pinellas County Health Department requires the following immunizations for all Non-Public Schools grades K-12:

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

Additional Requirements:

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

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

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

### **PHYSICAL EXAMINATIONS**

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

A statement concerning the students' physical fitness for school, a record of immunization or exemption and a statement regarding any currently known or suspected potentially infectious diseases must be filed with the school. Re-enrolling students must be prepared to update their medical records to reflect any health status changes. Failure to ensure these records are current will result in a temporary dismissal until your child's records are updated.

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

1. Entrance into kindergarten
2. Initial enrollment at LiFT Academy
3. Change in an existing students' health status in 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, parent/guardians, and students contact the school immediately if they have or notice that another LiFT member has contracted a communicable disease. Any person who 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 children should not be brought to school. If your child develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible.

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

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

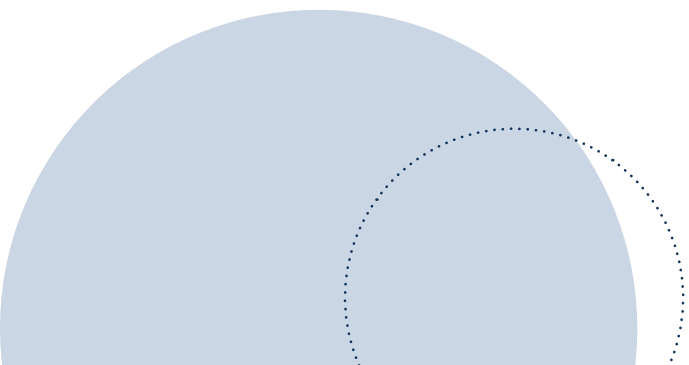
\*This list is not exhaustive; please listen to your child and keep them at home.

Students must be symptom-free for twenty-four hours before they may return to school.

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. We will be diligent in attempting to contact a parent/guardian when accidents occur, and we will document it. 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 attempt to contact your designated emergency contacts for information/instructions.

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

### **CONCUSSION MANAGEMENT POLICY AND PROCEDURES**



## **CONCUSSIONS**

To help ensure the health and safety of student athletes, the following policy provides guidelines and procedures on preventing, recognizing, and responding to a concussion. A concussion is a brain injury caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from collisions between one or more individuals or with obstacles. As brain 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 playing.
- Ensure that an appropriate health-care professional evaluates the athlete.
- 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 of 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
Confusion	Balance problems or dizziness
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
Moves clumsily	Is unsure of game, score, or opponent
Cannot recall events prior to hit	Cannot recall events after hit

### ***REMOVAL***

Once the participant has been removed from a contest due to a suspected concussion, the coach, school and AHCP(s) assume full responsibility for that athlete's further evaluation and safety. If available, a certified athletic trainer (ATC) under the direct supervision of 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 as a suspected concussion. "When in doubt, sit them out!"

Any athlete suspected of having a concussion must be evaluated by an ACHP (as

defined above) as soon as possible and practical.

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

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

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

### ***ADDITIONAL INFORMATION***

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

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

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

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

For any questions, please email [info@liftfl.org](mailto: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 school year. LiFT has a No-Nit Policy that calls for the exclusion of a student from school until the removal of all lice, eggs, and nits has been accomplished. A parent must accompany the child to the office when they return to school after being treated. Students must be nit-free to return to class.

### **MEDICATIONS**

The Florida Educational Code requires parents/guardians to submit an annual Medication Authorization Form (included in your registration packet and available on our website) granting permission to administer medication on campus. All

prescribed medications must be brought to the office by the parent and signed

in. The medication will be kept locked. Medications that require refrigeration will be locked in a lock box within a refrigerator. Office staff will assist with the administration of medications and when applicable, count the pills provided with the parent/guardian present.

Students may not keep ANY medications in their purse, locker, lunchbox, etc. The only exception to this will be inhalers for immediate relief from asthma attacks or certain diabetic supplies, or epi-pens, after discussion with an administrator and a note from the student's physician. Medications will be disposed of if left at LiFT Inc. after the end of the current school year.

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

ALL medication must be in the ORIGINAL, LABELED CONTAINER

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

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**

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

**BAGGAGE CHECKS**

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

**EMERGENCY PROCEDURES | *See Something, Say Something.***

If you see something, say something is an initiative LiFT has adopted from Homeland Security aimed at encouraging students and staff to be the eyes and ears for a safer



school. A safe school requires the joint effort of all members. If we are all watching for and reporting suspicious activity, we reduce the areas where crime can occur. LiFT has an open-door policy and welcomes students and staff to boldly share their concerns.

### **EMERGENCY RESPONSE TEAM**

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

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

### EMERGENCY DRILLS:

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

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

***Tornado Drills:*** Will be conducted yearly.

***Fire Drills:*** Will be conducted monthly.

***Active Shooter Drills:*** Will be conducted monthly.

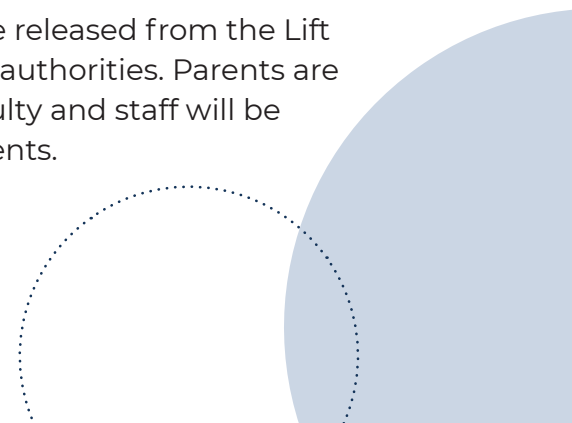
***Bomb Threats:*** Will be conducted periodically.

***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 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 or reminders.

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. If this information changes during the school year, please inform the school immediately. It is the parent's responsibility to update all contact information on FACTS SIS, and on all school materials.

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

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

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

Emergency Early Dismissal Parents Responsibilities

- Make sure your students 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. Do not park and block the flow of traffic.
- Call the school immediately if you are unable to pick up your child. Work with the school to make other arrangements.
- When LiFT has closed due to weather conditions, all other activities including before and after school programming, sports practice, and student activities will be cancelled.

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

## PARENT INVOLVEMENT

### PARENT AND VISITOR GUIDELINES

We welcome our families to visit. However, LiFT Academy ensures that our Leadership Team and staff members will strongly ensure the safety and security of our students. Parents must also assist us in this goal by complying with our written guidelines and/or verbal instructions given throughout the school year or at LiFT sanctioned events. Any act of non-compliance will be treated as an unnecessary risk or threat and will be handled accordingly.

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

### PUBLIC CONDUCT ON PROGRAM PROPERTY

Schools are a place of work and learning. Certain limits must be set for parents and others who visit our schools and classrooms. All persons on school property or attending a school function must conduct themselves in a respectful and orderly manner. The Leadership Team is responsible for all the people 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 at the school will be considered a visitor.
- All visitors to the school must report to the Front Office upon arrival at the school. They will be required to sign the visitor's log and will be issued a visitor's badge, which must be visibly worn while in the school or on school grounds. The visitor must return the badge to the Front Office and sign out before leaving the building.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Leadership Team and will be considered a trespasser. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property.

### 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, other 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 the right to pursue a civil or criminal legal action against any person violating the code.

## COMMUNICATION

- Daily Planner/Agenda-All students in grades 4-12 are required to keep an agenda. This agenda is an integral part of the communication process between parents and students. Parents can write a note to their child's teacher in the planner if needed. Teachers can use the agenda to make comments regarding student behavior and performance during a given day. LiFT provides each student with one agenda at no cost. K-3 students may incorporate the agenda as the year progresses. Teachers will communicate with parents.
- One of LiFT's main forms of communication is a newsletter that is distributed at least monthly. Please check your email to stay informed on important LiFT information.
- LiFT Inc. Website - [www.LIFTFL.org](http://www.LIFTFL.org)
- ParentsWeb ([www.Factsmgt.com](http://www.Factsmgt.com)) - All parents must sign up to become a user of ParentsWeb to get class information and to see their student's grades.

## FINANCIAL MANAGEMENT

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

## PARENT TEACHER CONFERENCES

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

## LIFT SUPPORT PLAN: FAMILY INVOLVEMENT

LiFT does not underestimate the importance of the parent/guardian involvement in the LSP process. The parent/guardian can provide a wealth of information useful in the LSP development. Parents/Guardians are encouraged during the LSP meeting to be vocal about the abilities, needs, and desires of their student, what has and has not worked in the past, bring relevant evaluations and documentation, and ask questions. Parents/Guardians will act as the coordinator of services and accommodations/modifications not offered through LiFT such as therapies and/or the acquisition of devices. They will also act as reinforcement during the implementation of the services and accommodations/modifications provided by LiFT. Parents/Guardians will be informed of the LSP process upon touring to either LiFT Academy or LiFT University Transition Program. They will be contacted for input and to determine a date convenient for everyone.

**VOLUNTEERING**

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

**PARENTSWEB**

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

## General Information

**ARRIVAL AND DEPARTURE PROCEDURE**

Parents will be provided instructions for arrival and departure prior to the start of the school year with instructions for pick up displays, entrance and exit paths, and times for both drop off and pick up. LiFT respectfully requests that parents review the information and adhere to the scheduled times for both. Parents should follow all on-site personnel directions during the carline process.

**TRAFFIC SAFETY**

All drivers must adhere to the 5 mile per hour speed limit while driving on campus and stop at all crosswalks. The safety of our students is a priority. Do not leave your vehicle running and unattended at any time. Refrain from using your cell phone while driving on campus. Please park in designated parking spaces only.

**APPROVED PICK UP LIST**

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

**REMAINING ON CAMPUS**

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

**EXTENDED CARE**

Extended Care fees are listed on the website [www.liftacademy.org](http://www.liftacademy.org) under parent forms. Extended Care begins at 7:00 am- 8:10am and 2:45pm-6:00pm. Students are expected to be picked up no later than 6:00pm. Late pickups will be charged an additional late fee, and payment billed through FACTS. If a student is picked up late more than two times the family may not be able to use Extended Care for the remainder of the school year.

**LUNCH PROCEDURES**

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

**BEVERAGES IN THE CLASSROOM**

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

**CELEBRATION/PARTY LIMITATION**

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

**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.

In no event shall photographs or video recordings be taken 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 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.

### **LOST AND FOUND**

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

**Parent and Student Acknowledgements and Agreements**  
**All Forms must be Completed, Signed and Submitted online**  
**through the FACTS Registration Portal.**