

Our Mission

The mission of LIFT Academy is to provide challenging academics with a strong Christian foundation within a safe inclusive setting for traditional students and those with neurodiversities

Our Values

It is our desire for each student to recognize they are perfectly made by God and made in God's image. We have a passion that each student come to value and view their diversity as a gift from God. Equally important is for each student to respect the diversities found in each

Our Vision

We strive to ...

Provide a safe environment, free from bullying

Create an atmosphere where diversity is valued and respected

Provide an engaging curriculum that continually challenges each student to reach beyond typical expectations

Achieve all these goals by building on a strong foundation of Christian principles



LIFT

School & Student Code of Conduct

2016-2017



School and Student Code of Conduct Handbook

Please read through, sign the last TWO pages, and return to your teacher.

Our Mission

The mission of LIFT Academy, K-12, is to provide challenging academics with a strong Christian foundation, within +a safe inclusive setting for traditional students and those with Neurodiversity.

Our Values

It is our desire for each student to recognize they are perfectly made by God and made in God's image. We have a passion that each student come to value and view their diversity as a gift from God. Equally important is for each student to respect the diversities found in each other.

Our Vision

- Provide a safe environment, free from bullying.
- Create an atmosphere where diversity is valued and respected.
- Provide engaging curriculum that continually challenges each student to reach beyond typical expectations.
- Achieve all these goals by building on a strong foundation of Christian principles.

NONDISCRIMINATORY POLICY

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

ENROLLMENT POLICY

Each student is enrolled for a period of one year. Re-enrollment is necessary each year. ***The previous year's account must be current.*** All forms must be completed and all fees paid before a student is accepted. A parent-guardian/student interview with the director will be scheduled after paperwork is completed and submitted. The principal and board members will determine acceptance and placement.

SCHOOL HOURS

The school day begins promptly at 8:45 a.m. The school day ends at 3:15 p.m. Monday - Friday.

STUDENT STANDARDS AND CONDUCT EXPECTATIONS

Our goal at LiFT Academy is the academic and spiritual training of students within a Christian atmosphere and philosophy. This goal simply cannot be attained if a student lacks respect for authority and/or a desire to learn and grow. Any student having consistent problems with behavior and proper respect for authority will be dismissed from school.

Similarly, LiFT Academy does not accept discipline problems. Parents-guardians should not attempt to enroll a student who does not want to attend LiFT Academy. A student entering with rebellious or negative feelings affects other students to the detriment of our academic and spiritual objectives; our desire is to foster student growth in these areas.

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

When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and discipline, and the latter is our goal. To this end, the teacher may employ writing assignments, remove privileges or separate the student from the group. If minor infringements continue or if more serious incidents occur, the student will be sent to the principal's office. Depending upon the situation, the administration may: discuss the student's behavior; verbally reprimand the student; assign work; contact the parents-guardians about the situation; or other measures as deemed necessary. A student who consistently chooses to misbehave will be suspended from school.

Listed on the next page are some policies regarding standards of conduct for students enrolled at LiFT Academy. Being ambassadors for Jesus Christ, LiFT Academy students are to

conduct themselves according to all school standards during school time as well as after school hours, whether they are on or off campus. This list cannot be all-inclusive, nor is it intended to be; rather, it serves as a guideline by which students may learn about appropriateness and develop self-control. In all cases, the school administration reserves the right to clarify policies, delineate whether or not specific behavior is acceptable and also determine which disciplinary consequences, if any, are required.

Students are expected to:

1. Be courteous and respectful to other students and all adults.
2. Be on time to every class, prepared with writing utensils, notepaper, appropriate texts and completed assignments. Students are to be in their seats at the beginning of class, ready to work.
3. Be honest, fair and Christ-like 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 Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.
4. Bring only necessary items to school. Pets, games, radios, water-propelling devices, tape players, pagers, CD players, iPods, computer games, and other electronic devices may be brought to school only with special permission from school administration. **Students may have a cell phone on campus; however, it is to remain turned off in their backpack and may not be used during school hours.** 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.**
5. Keep the school neat and clean. Students may not possess or chew gum on campus at any time, unless given permission by a teacher.

(Student Expectations continued)

6. Show respect for the school and other people by never destroying, vandalizing or defacing the property of others.

7. Treat others with respect; do not use foul language, tease, or participate in name-calling. Absolutely no bullying at any time, on or off campus. Bullying has a zero tolerance and will result in expulsion.

8. Follow a "hands off" policy: no fighting, no hitting, no slapping or play-fighting. Causing injury to another student is grounds for suspension / expulsion.

9. Use desks, tables and chairs properly; do not sit on tables or desk tops, and do not tip back in chairs.

10. Limit personal grooming to the restroom, not in class.

11. Reserve the use of sunglasses for outdoors. Students, both male and female, may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off of the head while in the building.

12. 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 between male and female students on campus or at any school sponsored activities. All students need to respect personal space and will not physically hang onto one another.

13. Remain in class until dismissed by the instructor.

14. Help maintain desks, classroom materials and equipment, and school grounds.

15. Students are to socialize with the present students and not online with others during school hours.

16. Absolutely no tobacco, cigarettes, drugs, alcohol or weapons on campus at any time. This will result in expulsion.

18. If a student requires medication there must be a parental note, appropriate forms filled out, and the medication must be kept in the office.

DISCIPLINE

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

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

- a. Insubordination/defiance against authority
- b. Immorality; possession of obscene literature. Immoral behavior including obscene literature
- c. Cutting class/truancy
- d. Possession/use of narcotics, drugs, alcohol, or tobacco, or being under the influence of these substances on-campus or off-campus. (Random drug testing may be requested)
- e. Stealing, lying, cheating or gambling
- f. Vandalism of school property
- g. Possession of knives, dangerous weapons
- h. Fighting; causing physical harm to another person
- i. Sexual harassment
- j. Any form of bullying (including, but not limited to, cyber, online, or face-to-face)
- k. Viewing inappropriate internet sites

The final decision regarding all discipline consequences will be left to the discretion of the administration.

Some forms of discipline used at LiFT Academy include:

- a. Positive encouragement
- b. Counseling
- c. Conferences as warranted, involving the student, parents-guardians, teachers, and administrators
- d. Changing seating
- e. Temporary removal from the class
- f. Writing of standards, rules, essays, etc.
- g. Detention after school or lunch
- h. Classroom isolation
- i. Clean-up of the school grounds/building
- j. Loss of various privileges
- k. In-school suspension
- l. Out-of-school suspension
- m. Extra assignments
- n. Expulsion from school

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

TUITION / FEES

All fees, including registration and the first month's tuition must be paid prior to entering school. The school operates on a tuition basis. All tuition and fees are paid through the FACTS system. Families are required to sign up through FACTS and select your payment date and method of payment. Late payments will incur an automatic \$20.00 per week late fee if not paid by the monthly due date. A processing fee of \$40.00 will be charged for all returned checks.

DRESS CODE

The school's philosophy is that both dress and appearance should honor God, be clean, neat, and modest. Students should not dress in such a way that would detract from the educational process or mission of LiFT Academy. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. Students not properly dressed may not be allowed to attend classes without permission from administration. Further, students who are in non-compliance with the dress code will be asked to change, or if necessary, to call home for a change of clothing to be brought to school.

Uniforms are required in grades K-8. Clothing should be clean, neat, and free from holes or rips. High school students have no uniform per se. However, all clothing should be modest, clean, neat, and free from holes or rips. High school students may wear jeans, no baggy or sagging jeans are allowed. Girls must wear a covering, such as a sweater or another shirt with sleeves, over any sleeveless shirt or dress. High school girls may wear sandals as long as there is a strap on the back. Heels must be one inch or lower. Boys must tuck in collared shirts and wear a belt.

Uniforms for grades K-8 consist of the following:

Shirts: Royal blue, gray, golden yellow, black, or white polo style shirts.

Pants or shorts: Khaki colored. Boys must have shirts tucked in if there are belt loops. Girls may wear skirts with shorts underneath, skorts, or Capri pants. No baggy or sagging pants allowed.

Shorts or Skirts: Hemline should be **no shorter than two (2) inches above the knee.** Shorts must be worn underneath at **all** times.

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

Hair: Moderate and reasonable hairstyle and length, clean and groomed neatly. Neither unnatural hair coloring, extreme cuts, nor shaved-in designs are allowed for boys or girls. Boys may have facial hair that is neat and trimmed. Boys' hair will be cut above the collar and may not fall below the bottom of the ear &/or below the eyebrows. Boys wanting to keep their longer hair may secure their hair in the back with an elastic band and/or a barrette for hair falling below the eyebrows. No hats, bandanas, do-rags, hairnets, ski caps, shower caps, or head covering allowed for either boys or girls.

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

Jackets: Solid color plain jackets will be allowed to be worn during school hours, when weather permits. Hoods on jackets are to be taken off when indoors.

Backpacks: Backpacks with or without wheels are acceptable.

EMERGENCY SCHOOL CLOSURE OR DISMISSAL

If any emergency situation were to arise and require us to evacuate the school, we would walk the students to safety to the designated fire and safety drill safe zones. Fire and safety drills will be practiced a minimum of once a month.

HEALTH

Please do not send sick students to school. Any of the following symptoms constitute illness: fever, rash, sore throat, hard cough, runny nose, diarrhea/vomiting and general achiness.

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.

Communicable Diseases

Contact the school immediately if your child has contracted a communicable disease. Students who are found to have a communicable disease while at school will be sent home. It is school policy to notify families when students have been exposed. Your child must be released by the primary physician before returning to class. This policy covers, but is not limited to, such diseases as head lice, chicken pox, and pin worms.

LiFT has a No-Not 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.

Health Documents

Every student must submit an updated yearly copy of his or her immunization and health records to the school office. Students must be up-to-date on their immunization before they can be admitted.

ATTENDANCE AND TARDINESS

Regular school attendance is essential for continuity of learning. Consequently, the only

excused absences are those involving the student's illness or family emergencies; all other absences are considered unexcused or anticipated absences. A doctor's note is required for absences of three or more days

A written excuse or phone call from the parent-guardian must be provided the day following the absence when the student returns to class. The excuse note must include the specific reason for the absence, and the dates missed. Students should take their excuse note to their classroom/first period teacher. Parents-guardians should call the school office to report absences or tardies the morning of the absence. If homework is needed, please contact the student's teachers. **Students with excessive absences (8 or more per quarter) will find their class grades dropped one letter grade.**

It is the student's responsibility to determine what school work and tests that were missed during an excused absence and to complete that work or test at the teacher's discretion. School work or tests missed during unexcused absences may be made up at the teacher's discretion and may receive reduced credit.

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

Anticipated Absences

Anticipated absences are those which are known before the actual absence; in other words, plans are made to be absent. The regular make-up policy for excused absences does not apply to anticipated absences. For anticipated absences, it is the student's responsibility to contact teachers in advance, informing them of the anticipated absence, and asking for assignments which may be missed during absences. Parents-guardians should also notify the school office regarding a planned absence.

Each teacher should have at least two weeks' notice in order to prepare the homework

package. If the teacher is able to prepare a package of class work and homework that will be missed, this work must be completed and turned in upon return to class. If the teacher's planning does not cover all of the anticipated days of absence; the remainder of the missed work will be assigned upon return to school and will be due within one week of return to school. Tests which are missed during anticipated absences will be administered to the student within the first week of the return to class.

Tardiness

Students are expected to be present and ready to study when each class begins. If a student is tardy at the beginning of the school day, the parent-guardian should sign the student in at the school office. Excessive tardiness may require disciplinary action, loss of credit for that semester, and may ultimately result in termination of the student's enrollment.

ACHIEVEMENT TESTS

LiFT Academy will administer an achievement test to measure student progress in grades three on up. Each student's test results are included with the year-end report card, unless otherwise noted.

Final Exams

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

Administration of Medication

Florida Educational Code requires parents-guardians to submit annual authorization forms granting permission to administer medication on campus. This includes all over-the-counter medications including non-aspirin pain reliever (i.e. Tylenol or cough drops). This authorization must be signed by parents-guardians, and all medications on campus must be kept in the school office. These authorization forms are available in the school office.

Cell Phones

Students may have a cell phone on campus; however, it is to remain turned off in their backpack and may **not** be used during school hours, unless given permission by a teacher or the director. 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. If a parent-guardian needs to contact their student during school hours they will need to call the school office. If your child needs to get in touch with a parent-guardian they may request to use the school phone.

Personal Laptops

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

Student Driver

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

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

Classroom Visitation

In general, visitations to classrooms are encouraged. Any visitors to the school must sign in at the office first.

Remaining on Campus

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

Celebration/Party Limitation

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

Beverage in the Classroom Guidelines

The only acceptable beverage allowed in the classroom by a student is water.

Lunch Guidelines

Students will have a scheduled lunch period and will eat in a supervised lunch area. Soda drinks are permitted on pizza day, unless permission is given by the principal for special events. Students are expected to eat lunch each day. Students are expected to clean the lunch area before dismissal.

Safety Measures

The safety measures that follow will not only support the school in ensuring the care and safety of students and staff, but also enhance the learning and teaching opportunities for our students by minimizing disruptions to classroom routines and maximize learning and teaching time.

School administration gives respect to student's property and space, however, if a situation occurs that might endanger the student or others, and in order to protect personal property of students and staff, administration reserves the right to search back packs, bags and purses without the student's or parent-guardian permission. We also reserve the right to ask the student to empty their pockets.

Student Relationships

LiFT Academy is co-educational, operating on the premises that it is wholesome for boys and girls to develop many friendships during the school years. We discourage the practice of “going steady”, or dating, at school because it can be a distraction and may cause dissention among the student body. Outward show of affection such as holding hands, having arms around one another and body contact will be prohibited during school and all school activities. We are not in the dating game. In order 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.

After reading this handbook each parent-guardian and student will be required to sign an agreement form located on the next page.

Please print and return ONLY page numbers 18 and 20. Then turn into the office.



School & Student Code of Conduct Handbook

2016-17 PARENT AND STUDENT ACKNOWLEDGEMENT

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

I have read the LiFT Academy **School & Student Code of Conduct Handbook**

Parent/Guardian's Signature & Date

Student's Signature & Date

(PRINT) Student's Name & Grade

PLEASE RETURN (OR PRINT IF SENT ELECTRONICALLY) ONLY THIS PAGE AND HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT. THIS WILL BE KEPT IN YOUR CHILD'S CUMULATIVE FOLDER IN THE OFFICE.



2016-17 Internet Usage Permission Form

Dear Parent or Guardian:

With your permission your student will be able to access the Internet at school as part of their class instruction. Below are the rules for use at the school. Please read before you consider granting permission.

Access to the Internet is a wonderful opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the internet services available at LiFT Academy, you must read the following information and sign the computer/internet agreement that follows.

The use of any LiFT Academy computer which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

Because of the potentially large number of individuals who might need to use the computers for Internet as well as personal productivity, student access may be limited to a specified time, as provided by the instructor(s) and/or administration.

LiFT Academy reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the computers/Internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

LiFT Academy Internet access is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.

Information services and features contained on the LiFT Academy network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.

LiFT Academy does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of LiFT Academy and/or the network. Users of computers/Internet are subject to these rules and regulations.

LiFT Academy 's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.

Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.

Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.

Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

COMPUTER/INTERNET USAGE AGREEMENT

I have read LiFT Academy's Computer/Internet Usage Agreement, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/Internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Student Signature

Parent/Guardian Signature

Date

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