



## **Lee Institute of Technology**

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# **PARENT/SCHOLAR HANDBOOK**

## *2024-2025*

### **School Office Hours**

7:30 a.m. – 4:00 p.m.  
*Monday – Friday*

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## Welcome Statement

Dear Lee Tech Families,

Welcome to the 2024-2025 academic school year. We are pleased to have the opportunity to educate your child and consider it an honor that you have selected our school to meet your family's educational needs. You have made a great choice! **2024-2025: Lee Tech will be hybrid online and on campus.**

The Lee Institute of Technology comprises Educators with varying backgrounds and experiences. All Lee Tech educators hold a wealth of knowledge and compassion for teaching scholars. Each Lee Tech Educator is committed to the school's mission to ensure that each scholar achieves the lifelong learning skills necessary for success in today's society. Each Educator at The Lee Institute of Technology holds a bachelor's degree and has at least three years of teaching experience at a public or private school.

Additionally, all Educators, employees, and volunteers of The Lee Institute of Technology must pass a criminal background screening, passing based on checking the results against Florida Statutes 435.04 and 1012.315. Educators, employees, and volunteers are also reviewed through information provided through BEC PASS and the database of disciplinary action administered by the Florida Department of Education. Employment History Checks are also conducted and documented for each Educator, employee, and volunteer before employment.

Our mission is that each scholar who graduates from The Lee Institute of Technology be adequately prepared to meet any college course curriculum in the nation. To that end, The Lee Institute of Technology will be working on accreditation with Cognia, formerly known as AdvancED. This accrediting agency is globally recognized by colleges and universities that have accredited it. Graduates from The Lee Institute of Technology will hold high school diplomas and possess the necessary credits on their transcript, demonstrating that they have earned the knowledge needed to matriculate through college. We are confident in our scholars' abilities to achieve these goals. We are also satisfied with our families for the support roles they continuously play in ensuring the achievement of our scholars' goals.

We are honored that you chose our educational services to meet your family's academic needs. We will help your child grow to new heights through our partnership with you.

**Go Owls!**

## **Lee Institute of Technology Vision Statement**

Our guiding principles are truth, freedom, respect, responsibility, and excellence. Lee Tech is committed to learning, innovation, and collaboration.

## **Lee Institute of Technology Mission Statement**

The Panther Community is a diverse community dedicated to excellence in education and research and shaping a better future for our students, their families, and the community. Our mission is to enable our students to lead and influence the next generation and beyond for economic, cultural, and societal benefit.

## **Goals & Objectives of Lee Institute of Technology**

The programs and policies of Lee Institute of Technology have been designed to accomplish the following objectives:

- Scholars are engaged and learn to their full potential.
- Scholars have time outside of school to explore and continue the learning process.
- Scholars gain increased self-esteem and self-knowledge through service.
- We all make a positive difference in the lives of others, our community, and ourselves.
- Scholars heighten their critical thinking and inquiry skills as issues are examined.
- We collaborate and find trust in one another.
- Scholars excel in core content subject areas.
- Scholars improve their communication, problem-solving, and social skills.
- Scholars develop leadership skills that will continue to serve them and their communities for a lifetime.

## **School Information: Administration, Operations, Policies & Procedures**

### **Accreditation**

Lee Institute of Technology will be applying for accreditation with the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Commission on Accreditation and School Improvement (SACS CASI), the regional accrediting agencies that span the AdvancED global network.

Lee Institute of Technology accreditation will signify our commitment to pursuing educational greatness. Scholars of accredited institutions benefit greatly. Such benefits include being eligible to receive federal loans, college/post-secondary school scholarships, military programs, and admission into colleges that require scholars to attend an accredited institution.

### **Admissions**

Lee Institute of Technology opened its doors to provide high-quality educational services to scholars in Grades K-12.

Lee Institute of Technology's admission process does not discriminate against any pupil based on ethnicity, special needs, national origin, gender, religion, sexual orientation, or disability.

### **Non-Discrimination Statement**

Lee Institute of Technology accepts children for enrollment regardless of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability, including physical, mental, or sensory ability. Lee Institute of Technology complies with all ADA requirements for all scholars and school personnel, including Lee Tech Educators and non-instructional support staff members.

Lee Institute of Technology is a non-religious school.

## Registration

### High School Registration Requirements (Grades 9-12)

- Admission Application (signed and dated)
- Copy of Birth Certificate
- Transcripts from all previous high schools attended
- Scholar Health Examination – Physical Form – Form #DH 3040
- Florida Certificate of Immunization – Shot Record – Form #DH 680
- Scholarship Award Letter (if applicable)
- Enrollment Contract (signed and dated)

### Middle School Registration Requirements (Grades 6-8)

- Admission Application (signed and dated)
- Copy of Birth Certificate
- Transcripts from previous schools attended
- Scholar Health Examination – Physical Form – Form #DH 3040
- Florida Certificate of Immunization – Shot Record – Form #DH 680
- Scholarship Award Letter (if applicable)
- Enrollment Contract (signed and dated)

### Elementary School Registration Requirements (Grades K-5)

- Admission Application (signed and dated)
- Copy of Birth Certificate
- Transcripts from previous schools attended
- Scholar Health Examination – Physical Form – Form #DH 3040
- Florida Certificate of Immunization- Shot Record – Form #DH 680
- Scholarship Award Letter (if applicable)
- Enrollment Contract (signed and dated)

*\*For entrance into Kindergarten, the scholar must be five years old on or before September 1<sup>st</sup> of the current school year.*

**Important Note:** Current Florida Certificates of Immunization (Shot Records) are **MANDATORY** for enrollment of scholars in **Kindergarten** and **Grade 7**.

**Please Note:** Parents must notify the school's Registrar to maintain current contact information.

## Financial Policies

Lee Institute of Technology is a private school, and tuition is our primary source of income. As an independent school, Lee Institute of Technology charges tuition, which covers faculty salaries, site maintenance, and all the usual and customary fees required to operate a school. Lee Institute of Technology offers several tuition payment plans to help families meet their financial needs comfortably. Upon acceptance and before the scholar may attend school, the application fee, technology fee, and the first month's tuition must be paid in full. Subsequently, tuition is due by your

They have chosen a payment plan. Scholars who are accepted once billing for the school year has begun will have their tuition prorated. Tuition and fees are subject to change.

## Tuition & Fees

<u>Description</u>	<u>Fee</u>
Tuition ( <i>Grades K-12</i> )	\$12,900.00
Registration Fee	\$175.00
Books	\$1,050.00
Uniforms	\$725.00
Testing Fee ( <i>Grades 3-12</i> )	\$125.00
Transportation	\$750.00
School Improvement Fee	\$300.00
Academic Learning Center	\$4,500.00
Tutoring/Help Class	<b>FREE</b>

## Private Tuition Payments

Tuition is due in full on July 1, 2023, for the 2023-2024 School Year. Individual payment arrangements may be made and outlined in each scholar's contract. Tuition fees are payable in advance and are due on the 1<sup>st</sup> of each month. If received after the 5<sup>th</sup>, a late fee of \$15.00 will be added to the tuition balance. There is a \$50.00 charge for any non-sufficient fund (NSF) checks. No refunds are given for absences due to illness, federal holidays, snow/storm closure days, staff in-service days, or personal reasons.

## Florida Tax Credit (Step Up For Scholars & AAA) & Florida Empowerment Scholarship (FSE) Award Recipients

For scholars awarded the Florida Tax Credit Scholarship, tuition is payable on the terms set by the Scholarship Funding Organization. The disbursement periods and dates for those respective scholarships traditionally occur four times throughout the school year. Parents of scholars receiving the Florida Tax Credit Scholarships must restrictively endorse the scholarship check within three business days of notification that the scholarship checks have arrived at the school. If, after five days, the scholarship check is not signed, the scholar's account will be charged a 5% late fee of the warrant/check amount. Further, the scholar's tuition account will not be cleared of the outstanding amount until the parent signs the check.

Parents must electronically approve the payments at designated times throughout the school year for scholarship funds directly deposited for payment to the school. Parents must approve all payments in time or risk their child's administrative withdrawal from the Lee Institute of Technology.

## **Academic Policies**

### **Family Engagement/Communication**

Throughout our society's educational history, research studies continue to demonstrate the vast number of benefits and the highly positive impact on the academic achievement of scholars when their parents are involved in their educational process. "Children whose parents and families are engaged in and hold high expectations of their education tend to earn better grades, have higher graduation rates, and are more likely to enroll in postsecondary education." (*Journalist Matt Meyer, Family Engagement in Education, 2018*). Because of this, ASE puts in a lot of effort to work in partnership with families, appreciating and supporting the close ties between children and their families. We take pride in being educational professionals and recognize that parents are the experts regarding their children. Therefore, we strive to work together and respond to your and your child's needs. Ongoing communication is established between our Lee Tech Educators and families through regular conversations, notes, conferences, parent meetings, posted lessons, and lesson plans.

Due to establishing and maintaining consistent, ongoing relationships with our parents, Lee Tech views communication as vitally important. Parents and Lee Tech Educators are expected to have discussions and conversations that exhibit the utmost respect for all parties involved. If either party breaches this respect, the Lee Tech Administrators will become involved in making necessary decisions and taking action to rectify the situation. Peace, safety, and harmony remain the goals of operating a safe and conducive learning and work environment for all members of the Lee Tech community.

Lee Tech Educators use many communication tools to relay information to our parents and scholars. To receive the most current, up-to-date information about the academic performance of our Lee Tech scholars, including attendance and classroom as well as homework assignments, parents and scholars should log into the MySchoolWorx scholar information system as often as necessary. The MySchoolWorx system is available 24 hours a day, seven days a week. To receive additional classroom information from each Lee Tech Educator, parents, and scholars can view their individual Teacher's online communication platforms, including ClassDoJo for all scholars in grades Kindergarten through grade 5 and Padlet for all scholars in grades 6 through 12.

Major schoolwide announcements will also be displayed on the ClassDoJo and Padlet platforms. Pertinent schoolwide information is also disseminated on the school's website, its social media accounts (e.g., Facebook and Instagram), and through the school's voicemail, which can be reached by calling the school phone number at (305) 462-4211. Depending on the nature of the event and if time permits, teachers will make individual telephone calls to each parent to announce notifications.



## **My SchoolWorx**

Lee Institute of Technology has partnered with My SchoolWorx, one of the nation's top innovators of electronic-based scholar information systems providers. Our school administrators selected My SchoolWorx for this service because it is designed to support teaching, learning, communication, and accountability for administrators, teachers, parents/guardians, and scholars.

My SchoolWorx gives parents access to their scholars' academic records 24 hours a day. It is a collaborative framework for parents and teachers to communicate effectively and maximize the learning opportunities for all scholars. Scholars have access to their personalized information, which personally empowers them to gain the skills necessary for successful independent learning.

## **Curriculum and Course of Study**

Lee Institute of Technology is a school of great expectation. In our efforts to provide high-quality educational services to our scholars, we have made prominent use of the Common Core State Standards. This set of high-quality academic standards in Mathematics and English Language Arts/Literacy (ELA). The Common Core Standards consist of learning goals that outline what a scholar should know and be able to do at the end of each grade. The standards create a framework for the consistency of learning goals across the states of our country. We use the Common Core Standards at The Lee Institute of Technology because they align with our educational principles and objectives of equipping scholars with rigorous content that provides them with the knowledge and skills necessary for adequate preparation to succeed in introductory academic college courses, entry-level careers, and workforce training programs beyond high school.

For more detailed information about the Common Core Standards, please visit the website at [www.corestandards.org](http://www.corestandards.org). Each parent is strongly encouraged to visit the website, review its contents, and gain valuable knowledge and information that will help you to help us ensure the academic success of all of our scholars. Please also contact your child's teacher for additional information concerning the Common Core Standards.

At Lee Institute of Technology, we are constantly pursuing educational research to provide the best learning opportunities for our scholars. To maintain our efforts of meeting these learning goals for our scholars and to give them the best chance for academic achievement, Lee Institute of Technology and its Educators have invested much of our tangible and intangible resources to implement the Wit & Wisdom curriculum to meet the English Language Arts academic needs of our scholars. To meet the mathematical academic needs of our scholars, we have invested in Eureka Math. Great Minds is the publisher of both of these curricula. The curricula contain research-proven content used in schools worldwide akin to Lee Tech to successfully educate scholars with demonstrable gains in reading and math skills. We are super

Excited about implementing the new curricula, we look forward to the academic gains our scholars will make.

Our course offerings are comprehensive and continue to be enhanced to meet our scholars' varying interests and needs. This steady increase in course selections has led us to continue our partnership and collaboration with Florida Virtual School (FLVS). FLVS is a fully accredited online school dedicated to personalized learning. Our school's cooperation with FLVS allows all of our scholars, including Kindergarteners, to develop and hone their technological skills with other professional, highly qualified, certified Florida Educators across the state. Scholars enrolled in FLVS courses will also be able to collaborate and communicate with peer scholars throughout Florida.

EVERFI is an additional expansion of our technological course offerings to our scholars for the 2023-2024 school year here at Lee Institute of Technology. EVERFI empowers teachers to bring critical skills education into the classroom. EVERFI will help Lee Tech scholars succeed in the real world through digital lessons focused on financial literacy, entrepreneurship, STEAM exploration, and health & wellness. This technological expansion gives our scholars the power of choice to fulfill graduation requirements. Scholars will have a selection of courses to choose from and can select the courses they are most interested in to meet their technology graduation requirements.

## Dual Enrollment Partnership – Miami Dade College

Lee Institute of Technology is a proud, approved Miami Dade College Dual Enrollment program participant. This partnership enables Lee Tech scholars in grades 6-12 to enroll in college courses and receive credit for college dual enrollment courses upon completion.

Program Eligibility: Scholars in grades 6-12 must also have a minimum grade point average of 3.0 to be eligible to participate in the Dual Enrollment Partnership.

## Academic Policies

### High School Graduation Requirement (Grades 9-12)

*A minimum Cumulative GPA of **2.0** is required for graduation.*

Subject	Credit Requirement
English	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Physical Education <i>(to include Health Education)</i>	1.0
Technology	1.0
Fine & Performing Arts, Speech & Debate or Practical Arts	1.0

Financial Literacy	0.5
Electives	6.5

- Dual Enrollment Courses with Miami Dade College may satisfy this requirement.
- 2.0 credits in World Languages, sequential in the same language, are required for college admission.

***Please Note:*** If a scholar does not submit academic records (high school transcripts) to show completion of the ASE graduation requirements, then the scholar will only be eligible for entrance into our Life Skills Academic Program. This program teaches skills to obtain success on the High School Equivalency Examination. A passing score on this exam will grant the General Equivalency Diploma (GED).

## **Grading Policy**

Grades are assigned to establish a measure of performance and indicate the teacher's professional opinion regarding the extent of a scholar's knowledge compared to the achievement expected of the scholars in the course. Parents and scholars may access the current grades of scholars using their login and password using the My SchoolWorx online scholar information system.

### **Grading Scales**

#### **Grades 6-12**

<b><u>Letter Grade</u></b>	<b><u>Numerical Value</u></b>	<b><u>GPA</u></b>
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	59 or below	0.0

#### **Grades 1-5**

<b><u>Academic Letter Grade</u></b>	<b><u>Description</u></b>
A	Excellent
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory
I	Incomplete

<b><u>Effort Grade</u></b>	<b><u>Description</u></b>
1	Excellent
2	Satisfactory
3	Insufficient

<b><u>Conduct Grade</u></b>	<b><u>Description</u></b>
A	Excellent
B	Above Average
C	Average
D	Improvement Needed
F	Unsatisfactory

### **Kindergarten**

<b><u>Letter Grade</u></b>	<b><u>Description</u></b>
E	Excellent
S	Satisfactory
M	Minimal
U	Unsatisfactory

### **Individualized/Personalized Tutoring**

Each day after school, except Wednesdays, all Teachers provide FREE tutoring for scholars. This tutoring is provided either in-person or virtually from 2:00 p.m. – 3:00 p.m. Scholars are encouraged to make prior arrangements with the Teachers, but obtaining the individualized assistance that scholars may need is unnecessary. Scholars and parents must arrange transportation for scholars attending after-school tutoring sessions.

### **Standardized Testing**

The Florida Department of Education requires private schools to administer a standardized test for scholars in grades 3 through 10 each year. Each year, Lee Institute of Technology goes above and beyond compliance with that mandate to maximize our

We utilize the assessment data produced by standardized testing of scholars. We continue to be enthusiastic about our use of the Measures of Academic Progress (MAP).

Program. The MAP is an assessment tool administered to scholars in grades K—12 three times throughout the academic year. The three administration times consist of the Fall Assessment Period (September), the Winter Assessment Period (January), and the Spring Assessment Period (April). Each assessment gives Lee Tech Educators the most relevant information to determine each scholar's academic level, which drives academic instruction. Lessons and lesson plans will be formulated and created to instruct each scholar at their specific level.

This MAP assessment is an excellent tool for Educators. We continue to be enthusiastic regarding the timely and specific data benefits that the MAP provides our educators to better reach our goals of achieving scholar achievement for each of our scholars. ***NO CHILD LEFT BEHIND!***

### **Extracurricular Activities**

In addition to a rigorous academic program, as outlined in this handbook, scholars thrive and are most successful when involved in structured extracurricular activities. For this reason, Lee Institute of Technology offers many opportunities catering to our scholars' varying interests. Although challenging and limited for this school year's primarily virtual learning format, for this 2021-2022 school year, the following clubs and organizations have been established and are available for scholar participation: Honor Roll, Honor Society, Spelling Bee, Green Schools Initiative for Recycling, Florida Department of Law Enforcement Safe Schools Events. Lee Tech is also collaborating with our local community sports organizations to safely relaunch our participation for scholars in our all-seasonal, year-round sports programs.

### **School Operations**

The health and safety of all scholars and staff is the number one priority for all Lee Institute of Technology community members. Daily, peaceful, smooth school operations are maintained by all participants of the Lee Tech community, adhering to all school policies and procedures. Violators of Lee Tech school policy and procedures are viewed as threatening the safety and welfare of all Lee Tech community members, including all scholars and staff of Lee Tech. Swift actions will be taken to eliminate all nuisances and distractions to the safety of our beloved Lee Tech community and the continuity of our optimal professional learning environment.

### **Attendance Policy**

Regular school attendance is essential to scholars' academic achievement and success. Scholars who are consistently absent need to catch up in academic achievement. Excessive absences result in the scholar losing educational interest and grade failure.

Further, the Florida law as outlined in the Florida Statutes mandates school age children to attend school. Parents can face criminal prosecution if they refuse to maintain regular school attendance for their children. This refusal is a second-degree misdemeanor.

At Lee Institute of Technology, *a scholar must repeat their current grade if they receive 20 or more unexcused absences for one or more grading periods*. The only absences that will be excused include sickness, death in the immediate family, medical appointments, dire emergencies, as well as illnesses and family issues related to COVID-19. All excused absences must be accompanied by a note to be placed into the scholar's cumulative file. The note must be submitted within 48 hours of the absence for the absence to be excused.

**Any scholar who obtains 15 days of consecutive unexcused absences and whose parent does not contact the school within 48 hours of the 15<sup>th</sup> absence will be administratively withdrawn from Lee Institute of Technology. Suppose the scholar is subject to the State of Florida's compulsory school attendance rules. In that case,** scholars between the ages of 6 and 16 will be reported to Florida's Department of Children and Families.

## **Dismissal Policy**

Dismissal is an essential part of our day for our beloved scholars' safety and security. All Lee Institute of Technology teachers and staff are extra vigilant during this time to ensure that all scholars exit the school and return home safely. For those reasons, the following policies are in effect:

- Scholars CANNOT report dismissal changes. All dismissal changes must be requested by parents ONLY.
- Parents must request dismissal changes by calling the main office, not the teachers.
- All dismissal change requests must be made by 12:30 p.m. on regular school days.
- Scholars picked up after 30 minutes of dismissal will be assessed a late pick-up fee. The fee is \$5.00 every 15 minutes after the 30-minute grace period.

## **Early Dismissal Procedures**

Scholars must be allowed to be dismissed from school within the last 30 minutes of the school day. For instance, our school day ends at 1:30 p.m. each day, but late dismissals will be permitted at 1:00 p.m.

For the safety and protection of our deserving scholars, we release children only to those on your authorized list. When a staff member is unfamiliar with the pick-up person, they will check the person's identification against the approved list. If you arrange for someone not on the authorized list to pick up your child, you must notify us beforehand. If an unauthorized person arrives to pick up

We have not received verbal or written permission from you for your child, so we will not release your child to that person.

## **Transportation Mode Changes**

Parents must request all changes for the transportation for each scholar. Scholars will not be allowed to relay that information to the adult staff members of Lee Tech. Parents must call into the main office to request the change with either the Principal's Secretary or the Administrative Assistant, not to the child's teacher. Transportation mode changes should be kept to a minimum. However, if a change must be made, it must be called into the main office at least once a week before dismissal. Transportation mode changes must be called into the main office this school year by 12:30 p.m.

## **Discipline Policy**

Our goal at Lee Institute of Technology is to discipline with love. We constantly look for ways to praise scholars. The more we focus on their positive behaviors, the more positively they will behave. The Disciplinary Committee of Lee Institute of Technology sets the school's Discipline Policy, outlined in detail in the Code of Scholar Conduct. The Disciplinary Committee reserves the right to change the policy throughout the school year as necessary.

Consequences for school rule infractions include, but are not limited to, detentions (including lunch detention and Saturday detentions), suspensions, and expulsions (for severe and repetitive infractions).

Corporal punishment of any kind is ***STRICTLY PROHIBITED*** at Lee Institute of Technology. No hitting, shaking, biting, pinching, or corporal punishment by anyone at Lee Institute of Technology, including parents. We do not deprive children of meals, snacks, rest, or necessary toilet use as a discipline.

Further, all Lee Tech Educators and Lee Tech Staff members are ***STRICTLY PROHIBITED*** from touching scholars and the personal belongings of scholars.

## **Uniform Policy**

To maintain a safe and COVID-free environment, each scholar **MUST** wear a mask to school daily. Masks are **MANDATORY! They must be worn throughout school and only** removed during lunch when scholars eat.



All scholars are required to wear the school uniform every day. Boys and girls must have shirts and blouses tucked inside of their bottoms. Boys must wear a belt. All scholars must wear socks and closed-toe shoes.

The Uniform Policy of Lee Institute of Technology will be strictly enforced. Scholars who are found to be out of compliance will have their participation grade for homeroom decreased.

## **Emergency Preparedness Plan & Emergency Drills**

The full copy of the Emergency Preparedness Plan for Lee Institute of Technology is in the Principal & School Operations office. The plan is comprehensive and contains the procedures in case of any listed emergencies. To familiarize scholars and staff with the actions necessary for the safe evacuation of the building and shelter-in-place procedures, the school's administrative personnel conduct unannounced drills periodically throughout the school year.

In case of an emergency and if the local phone lines are down, please call (305) 462-4211

## **School Closures due to Inclement Weather and Health & Safety Emergencies**

In the event of a hurricane or storm in our local area, Lee Institute of Technology will close. We follow the directives of the local weather forecast experts and will open and close based on recommendations and announcements concerning our local public school system.

In local health and safety emergencies, Lee Institute of Technology adheres to the guidance of the World Health Organization and the Center for Disease Control (CDC) 's health experts. Lee Institute of Technology is not bound by the recommendations for private schools by the Florida Department of Education regarding issues related to local health and safety emergencies; however, if the DOE recommendations are in line with our beliefs for maintaining the health and safety of all our scholars and staff, then we will follow them.

All school closures will be announced through our many means of communication, including the electronic/online communication platforms of teachers, Class DoJo and Padlet, the school's website at [www.leetechk12.org](http://www.leetechk12.org), the school's social media outlets (Facebook and Instagram), and the school's telephone voice mail. Depending on the type of emergency and if time permits, all teachers will call each parent to make announcements regarding emergency school closures.

## **Illnesses**

As children arrive at school each day, we will generally check to see that they are rested and healthy. Additionally, we check each child's temperature to ensure they have no fever. Each scholar **MUST** wear a mask to school every day. Masks are **MANDATORY!** They must be worn throughout the school day and only be removed during lunch when scholars eat.

Children will not be permitted at Lee Institute of Technology with any of the following: fever of 100°F or higher *accompanied by* one or more of the following: diarrhea or vomiting, earache, headache, signs of irritability or confusion, sore throat, rash, fatigue that limits participation in daily activities, eye discharge or conjunctivitis (pink eye) until transparent with a doctor's note, lice, open or oozing sores, sick appearance, complaints of not feeling well, and not able to keep up with regular daily school activities physically.

If a child becomes ill at Lee Institute of Technology, the family will be notified. If a family member cannot be reached, a contact person on your emergency list will be called. Our facilities permit only temporary isolation of a sick child from the group, so we expect the family or authorized adult to come to pick up the child from school immediately.

If a child is well enough to attend Lee Institute of Technology, they are presumed to be able to participate in all activities, including outdoor play.

If your child has been exposed to a communicable disease or has an illness, please let us know ASAP.

Any known cases of exposure to the coronavirus or any other infectious disease will be reported to all Lee Tech parents and staff as soon as possible. The school administrators will impose procedures necessary to limit exposure on all members of the Lee Tech community.

## **Allergies**

All known allergies must be reported to all relevant school personnel. If your child has an allergy, you must responsibly complete the Food Allergy Intolerance Statement and submit it with your child's enrollment packet upon enrollment. Parents should also inform their children's teachers of their known allergies.

## **Medications**

The original policy of the Lee Institute of Technology is not to administer medication to scholars. If a scholar needed medication during the school day, the scholar's parents were required to visit the school to administer the drug. However, due to the lack of feasibility for parents to visit the school throughout the school day, the

The administrative staff of Lee Tech has updated the school's medication policy. For a scholar to receive medication while on campus, parents must complete a Medication Authorization Form before any medication (prescription or over-the-counter) can be given to their child. The family must provide the first dose of any new drug before the child may return to the Lee Institute of Technology.

Prescription medications must contain the following:

- It must be in the original container.
- Must be current.
- You must have the prescription label on the container.
- The Medication Authorization Form with the family physician's signature must be accompanied. The Form must contain the name of the medicine, its purpose, the dosage, and the times of day it is to be administered. The staff member on duty will record the times the medication was given and the dosage amount on the Medication Distribution Record.

## **Minor Accidents, Incidents, & Emergencies**

The medical emergency response plan for all scholars and staff of Lee Tech is as follows:

1. Administer immediate first aid using standard First Aid procedures and CPR.  
Call an additional staff person to help as needed.
2. Call 911, stating the nature of the emergency and the location of the Center.
3. Call the family, guardians, or emergency contacts in the scholar's file.
4. Notify the School Principals immediately.

Staff will treat minor injuries, such as small cuts and bruises, as an alert family member would: with cleansing, cold packs, and bandages. Each classroom has a first aid kit with basic supplies.

Staff members will complete accident/Incident Forms for all accidents at The Lee Institute of Technology. A copy of the report will be stored in the scholar's file and given to the family.

## **Required Reporting of Child Abuse**

All Lee Tech Educators and personnel of Lee Institute of Technology are mandated by the law of the State of Florida to report any cases of suspected physical, sexual, or emotional child abuse, child neglect, or child exploitation to the Department of Children & Families. Any person who suspects child abuse may report their suspicions to the abuse hotline by calling 1-800-96-ABUSE, that is 1-800-962-2873. Reports may also be conducted online at [www.MyFLFamilies.com](http://www.MyFLFamilies.com).

Reporting child abuse is everyone's responsibility!

## Cellular Phones Policy

Our goal is to maintain classroom environments conducive to optimum learning at all times. Scholars' personal use and possession of cellular phones cause a significant disruption to the classroom learning environment. Therefore, *personal* use of electronic devices and cellular phones is **strictly prohibited** during school hours. A scholar's infraction and abuse of this directive will confiscate the cellular telephone and detention. If a scholar repeats this violation, the cellular phone will be confiscated. It will not be returned to the scholar until a parent conference has been conducted with the School Principal of Discipline.

We expect FULL support and cooperation from all parents and scholars. All Lee Tech Educators model responsible cellular phone use and do not use their cellular telephones for personal use during value classroom instructional time. Lee Tech Educators only use cellular phones to communicate with parents during the school day, not during classroom instructional time. As stated in this handbook, Lee Tech Educators are available to communicate with parents daily, except Wednesdays, during their office hours, from 2:00 p.m. – 3:00 p.m.

Scholars are in school to spend the school day learning. Distractions to the classroom learning process hinder learning for all. At Lee Institute of Technology, hindrances to learning WILL NOT be tolerated!

## Electronic Devices

In response to the learning demands that the COVID-19 pandemic has set, Lee Tech has made a significant financial investment in procuring electronic devices. Research demonstrates that such tools are necessary to ensure scholars possess what is needed to combat the digital divide. As is well-known, Lee Tech strongly believes in establishing and maintaining academic equity for our deserving scholars. Therefore, tablets are provided to all scholars in kindergarten through grade five. Scholars in grades six through twelve have been provided with laptops. All devices are loaners from Lee Tech to each scholar. Scholars are expected to use the devices for learning purposes ONLY. Scholars and their parents are expected to properly care for the physical condition of each device and maintain it in a new condition. Periodic condition checks of each device will be conducted throughout the school year. All devices must be returned at the designated time set by the administration at the end of the school year. If a device is not returned, parents and scholars will be charged **\$1,500.00** for each unreturned laptop and **\$150.00** for each unreturned tablet.

**All policies and procedures outlined in this handbook will be strictly enforced by all shareholders of Lee Institute of Technology. Lee Tech shareholders include all parents, scholars, teachers, administration and support faculty. Further, policies and procedures are subject to change based on necessity of continued safe school operations and without notice.**



## **Parent Handbook Signature Page**

My signature below indicates that I give consent to the following for the entire duration of my child’s enrollment in the Lee Institute of Technology:

- I permit my child to attend field trips scheduled throughout the school year. Field trips may include walking, public transportation, hired commercial vehicles, or private cars. Seat belts will be used whenever cars are taken.
- I authorize the Lee Institute of Technology staff to care for my child and provide primary medical treatment if necessary. Primary medical treatment includes calling emergency services if deemed required by Lee Tech staff.
- I consent to my child being photographed and for the photographs to be used appropriately on school flyers, social media accounts, the school’s website, and all school-related documents.

My signature below indicates that I have received, read, and understood the Parent Handbook for Lee Institute of Technology. I agree to abide by all the rules, regulations, and policies the Lee Institute of Technology set forth. Further, I agree to do all I can to assist the administrators, teachers, and support staff of Lee Institute of Technology in enforcing the school's policies, ensuring the safety of all scholars and staff of this great school.

---

Scholar Name Grade

---

Parent Name

---

Parent Signature Date



**LEE** TECH  
LEE INSTITUTE OF TECHNOLOGY

## Appendix B

### Lee Institute of Technology Medication Authorization Form

<b>Child's Name:</b>	<b>Date of Birth/Age:</b>
<b>Name of Medication:</b> <b>Date Parent administered the first dose:</b>	<b>Reason for Medication:</b>
<b>Start Date:</b>	<b>Stop Date:</b>
<b>Times to be given:</b> (*Can NOT be given "as needed")	<b>Amount to be given:</b>
<b>Possible Side Effects:</b>	<input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
<input type="checkbox"/> Above information consistent with label?	<b>Requires Refrigeration:</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Special Instructions:</b>	

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
**Physician Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Physician Phone Number



**LEE TECH**  
LEE INSTITUTE OF TECHNOLOGY

## Appendix C

# The Lee Institute of Technology Medication Distribution Record *(Must be filled out by the person who gives the medication.)*

<b>Child's Name:</b>
<b>Name of Medication:</b>

Date	Time	Dosage	Initials	Reason NOT Given	Side Effects Observed

Signatures that correspond to the initials of persons giving medication:




**Lee Institute of Technology**  
**Food Allergy Intolerance Statement**

Name of Child \_\_\_\_\_

Name of Parent \_\_\_\_\_ Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_

List separately each food to be restricted	Brief description of how the child reacts to the food	List appropriate substitute food(s)

Health Care Practitioner: \_\_\_\_\_  
 Name Title

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Practitioner: \_\_\_\_\_  
 Signature Phone Date

Please return to:

Lee Institute of Technology  
 1350 SW 4<sup>th</sup> Street  
 Homestead Florida 330340  
 (305) 462-4211  
 1(786) 513-3290 (fax)  
[www.leetechk12.org](http://www.leetechk12.org)





**Lee Institute of Technology**  
**Accident/Incident Report**

Name of child: \_\_\_\_\_

Date: \_\_\_\_\_ Time of day: \_\_\_\_\_

Type of injury: \_\_\_\_\_

\_\_\_\_\_

Cause of injury:

- When? \_\_\_\_\_
- Where? \_\_\_\_\_
- How? \_\_\_\_\_

\_\_\_\_\_

Actions Taken by Teacher \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notified:

- \_\_\_\_\_ Parents are given a copy of the accident report.  
\_\_\_\_\_ Parent(s) were called on the phone (date & time) if needed.  
\_\_\_\_\_ Director informed of the accident (date & time)

Signature of the supervising teacher: \_\_\_\_\_

Signature of the parent/guardian: \_\_\_\_\_

Follow Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



LEE TECH  
LEE INSTITUTE OF TECHNOLOGY

## Lee Institute of Technology Electronic Device Loaner Agreement

Scholar Name:	Serial #:
Parent Name:	Serial #:
Parent Contact #:	QR Code:
Borrower's Address:	Date of Receipt:
Parent's Driver's License Number:	

**RULES OF USE:**

- The Lee Institute of Technology (Lee Tech) provides and maintains electronic devices. If you encounter problems with your laptop while using it, please report it to the school as soon as possible.
- You are responsible for ensuring the electronic device is not damaged, lost, or stolen while in your possession. The replacement fee for each laptop is **1,500.00**. The replacement fee for each tablet is **\$150.00**
- This electronic device is intended for temporary use only, not long-term borrowing. It will be returned to ASE at the end of each school year on the appointed date and time set by the school administration.
- You are not permitted to install software on the electronic devices.
- Upon returning the device, a Lee Tech Staff member will verify that it is in good, like-new condition and that the components accompany it.

**CONDITIONS OF USE**

- Never leave electronic devices unattended. If they are not being used for school, please place them in a safe location.
- Please handle the device with care. You will assume full responsibility for damage, loss, or theft. If the device or its accessories are damaged, charges for repair or replacement will be imposed.
- ASE is not responsible for any files left on the device or for losing or damaging the borrower's files during the loan period. Any files saved on the device are automatically removed when the device is returned and cannot be recovered.

*I understand I am responsible for the safe and timely return of said electronic device to The Lee Institute of Technology. I acknowledge I have read and understand the Rules of Use listed above. If damages are incurred, I know I am responsible for all charges as applicable. I also appreciate that intentional vandalism will result in charges up to the total replacement cost of the electronic device.*

\_\_\_\_\_  
Parent/Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholar's Signature

\_\_\_\_\_  
Date

