

**INA A. COLEN ACADEMY
ADMISSION AND ENROLLMENT POLICY
Effective October 25, 2022 (“Effective Date”)**

The following Admission and Enrollment Policy (“Policy”) will apply to admissions and enrollment at the Ina A. Colen Academy (“IACA”) as of the Effective Date of this Policy. The IACA Board of Managers (“Board”) reserves the right to update this Policy.

Defined Terms

The following are defined terms as used in this Policy:

1. “Applicant” means a student, who through their parent or guardian, has applied for enrollment or re-enrollment at IACA in accordance with this Policy.

2. “Calesa Resident” means an Applicant who physically resides within Calesa Township and shall be considered a Calesa Resident if the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian is (a) the legal title holder of a dwelling unit within Calesa Township, which was purchased directly from Colen Built Development, LLC or an affiliated entity; (b) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within Calesa Township, which was purchased directly from Colen Built Development, LLC or an affiliated entity; (c) the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity; or (d) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity. In the event that (i) the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian; or (ii) the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian is the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation, that has entered into a valid and binding purchase and sale agreement with Colen Built Development, LLC or an affiliated entity for the acquisition of a dwelling unit within Calesa Township but has not yet closed on the acquisition because the dwelling unit has not yet been constructed, such Applicant shall be considered a Calesa Resident. Upon complete buildout of Calesa Township, the term Calesa Resident shall mean an Applicant who physically resides within Calesa Township and shall be considered a Calesa Resident if the Applicant’s parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant’s parent or legal guardian is (1) the legal title holder of a dwelling unit within Calesa Township, regardless of whether legal title to such dwelling unit was acquired from Colen Built Development, LLC, an affiliated entity or a third party; (2) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within Calesa Township, regardless of whether legal title to such dwelling unit was acquired from Colen Built Development, LLC, an affiliated entity or a third party; (3) the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity; or (4) the trustee, partner, member or officer with

management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within Calesa Township pursuant to a valid lease agreement with Colen Built Development, LLC or an affiliated entity. The boundaries of Calesa Township are set forth on "A" attached hereto and incorporated herein by reference.

3. "Charter Contract" means that certain Florida Standard Charter Contract dated July 28, 2020 by and between the School Board of Marion County, Florida, and Ina A. Colen Academy, LLC, as may be amended from time to time.
4. "Enrollment Application" means a fully completed application, in the form required by IACA, submitted by the parent or guardian of an Applicant.
5. "Enrollment Period" means the time periods during which IACA accepts Enrollment Applications for the upcoming school year.
6. "IACA Student Registration System" means the online system for submitting an Enrollment Application or Re-Enrollment Application. The IACA Student Registration System is accessible from IACA's website.
7. "Marion County Resident" means an Applicant who physically resides within the jurisdiction of Marion County, Florida and shall be considered a Marion County Resident if the Applicant's parent, legal guardian, or immediate family member, in-law or stepparent of the Applicant's parent or legal guardian is (a) the legal title holder of a dwelling unit within the jurisdiction of Marion County, Florida; (b) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the legal title holder of a dwelling unit within the jurisdiction of Marion County, Florida; (c) the lessee of a dwelling unit within the jurisdiction of Marion County, Florida pursuant to a valid lease agreement; or (d) the trustee, partner, member or officer with management authority or holding a controlling interest in the trust, partnership, limited liability company or corporation that is the lessee of a dwelling unit within the jurisdiction of Marion County, Florida pursuant to a valid lease agreement.
8. "Out-of-County Resident" means an Applicant who is not a Calesa Resident or a Marion County Resident.
9. "Re-Enrollment Application" means a fully completed application, in the form required by IACA, submitted by the parent or guardian of an Applicant.

Diversity and Non-Discrimination

IACA is committed to enrolling a diverse student population and shall abide by the provisions of the Florida Educational Equity Act and applicable Federal and Florida Statutes prohibiting discrimination on the basis of race, national and ethnic origin, religion, sexual orientation, disability, gender or gender identity, including, but not limited to, Part B of the Individuals with Disabilities Education Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. During the application process, IACA may request demographic information from Applicants, but responses to these inquiries shall be voluntary. Copies of applications and registration

forms will be made available in English and Spanish. Interpretation of the applications and registration forms into other native languages will be provided upon request.

Capacity Notice

At least once per school year, the total capacity and total enrollment of IACA will be determined by the IACA Board and posted on IACA website as required by Section 1002.31(2)(b), Florida Statutes. Seats will be made available based on this Policy and Florida law.

Re-Enrollment for Current Students; Proof of Residency

The parents and guardians of students enrolled at IACA for the previous school year will be asked to submit a Re-Enrollment Application indicating each student's intent to re-enroll for the upcoming school year.

The Re-Enrollment Application will contain a certification of residency certifying the home address where the Applicant physically resides. The certification of residency must be verified by a parent or guardian through the procedures set forth in Section 92.525(2), Florida Statutes. Providing false information about residency on the Re-Enrollment Application may be punishable as perjury pursuant to Section 92.525(3), Florida Statutes, result in loss of re-enrollment preference and, if the false information is discovered after the start of the school year, immediate dismissal from IACA.

The deadline for Re-Enrollment Applications ("Re-Enrollment Deadline") will be established by the IACA Board, and the Re-Enrollment Deadline will be posted on IACA's website. Applicants whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements pursuant to which such Applicant first enrolled at IACA and otherwise comply with IACA's policies. Applicants whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the upcoming school year and be required to submit a new Enrollment Application.

Applicants who were admitted to IACA as a Calesa Resident or as a Marion County Resident, and will no longer qualify as a Calesa Resident or as a Marion County Resident at the start of the following school year, will not be eligible to submit a Re-Enrollment Application; such Applicants will be required to submit a new Enrollment Application. Applicants who were admitted to IACA based on an Enrollment Preference and who no longer qualify for the Enrollment Preference and do not qualify as a Marion County Resident, will not be eligible to submit a Re-Enrollment Application; such Applicants will be required to submit a new Enrollment Application.

New Applicants and Controlled Open Enrollment for Out-of-County Residents; Proof of Residency

Applicants who are new to IACA or who have moved out of Marion County after being enrolled at IACA as a Marion County Resident must submit an Enrollment Application. Enrollment Applications will be available on IACA's website. Enrollment Applications must be fully completed and submitted to IACA during an Enrollment Period to be considered. Enrollment Applications must be submitted through the IACA Student Registration System on IACA's website.

The Enrollment Application will contain a certification of residency certifying the home address where the Applicant physically resides. The certification of residency must be verified by a parent or guardian through the procedures set forth in Section 92.525(2), Florida Statutes. Providing false information about

residency on the Enrollment Application may be punishable as perjury pursuant to Section 92.525(3), Florida Statutes, result in loss of an Applicant's seat and, if the false information is discovered after the start of the school year, immediate dismissal from IACA.

If an Applicant is selected for enrollment as a Calesa Resident or a Marion County Resident, as applicable, and cannot provide adequate proof of residency in accordance with the requirements set forth herein for "Calesa Resident" or "Marion County Resident", the Applicant's seat will be forfeited and offered to another Applicant, and the Applicant will be required to apply as a Marion County Resident or an Out-of-County Resident, as applicable, as set forth below.

Calesa Residents and Marion County Residents are permitted to apply to IACA so long as such Applicant is not subject to a current expulsion order from another school or a school district. Out-of-County Residents are permitted to apply to IACA so long as such Applicant is not subject to a current expulsion or suspension order from another school or a school district.

Out-of-County Residents will only be provided a seat after placement of all other Applicants. Once admitted to IACA, Out-of-County Residents will be permitted to matriculate up to the highest grade offered by IACA so long as they maintain eligibility requirements and submit the required Re-Enrollment Application prior to expiration of the Re-Enrollment Deadline.

Enrollment Periods

The beginning and end dates for the Enrollment Period will be established by the IACA Board and posted on IACA's website. At the end of the Enrollment Period, the parent or guardian who submitted the Enrollment Application on behalf of the Applicant will be notified of acceptance or wait list status. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given program, grade level, class or building, the Lottery Process (as defined hereinafter) will be followed, as described below. Applications received after the Enrollment Period will be considered and processed as set forth in the section, below, entitled "Enrollment Applications Not Selected in the Lottery Process or Received After the Lottery."

Lottery Process, Enrollment Preferences, Enrollment Limitations and Capacity

IACA shall enroll an eligible Applicant who submits an Enrollment Application during any Enrollment Period, unless the number of eligible applications received during the applicable Enrollment Period exceeds the capacity of a program, building, class or grade level. In such cases, a lottery will be conducted using a random selection process (the "Lottery Process").

As permitted by its Charter Contract and Section 1002.33(10)(e)7., Florida Statutes, IACA limits its enrollment by prioritizing Calesa Residents. Fifty percent (50%) of the IACA student stations are reserved for Calesa Residents ("Calesa Allocation"). If the number of Enrollment Applications from Calesa Residents exceeds the Calesa Allocation or the capacity of a program, grade level, class or building, then a lottery will be held amongst Calesa Residents for the Calesa Allocation in accordance with the Lottery Process ("Calesa Lottery"). Calesa Residents not selected for the Calesa Allocation during the Calesa Lottery will automatically be considered for enrollment during the IACA Lottery.

After selection of Enrollment Applications of Calesa Residents for the Calesa Allocation, Enrollment Applications with Enrollment Preferences will be accepted. As permitted by its Charter Contract and

Section 1002.33(10)(d)1., 2., 3., and 6., Florida Statutes, Applicants who meet any of the following criteria (“Enrollment Preferences”) shall be considered for enrollment at IACA:

- currently enrolled students who have submitted a Re-Enrollment Application by the Re-Enrollment Deadline;
- siblings of students already admitted to or attending IACA;
- children of IACA’s Board members, teachers, and staff;
- students who are the children of an active duty member of any branch of the United States Armed Forces.¹

If the number of Applicants with Enrollment Preferences exceeds the capacity of a program, grade level, class or building, a lottery will be held amongst Applicants with Enrollment Preferences for available student seats within a program, grade level, class or building (“Preference Lottery”).

If there are any available student seats after enrollment of the Calesa Allocation and Applicants with Enrollment Preferences, then all remaining Applicants who are Marion County Residents will be eligible for enrollment. If the number of Applicants who are Marion County Residents exceeds the capacity of a program, grade level, class or building, a lottery will be held in accordance with the Lottery Process (“IACA Lottery”).

Pursuant to Section 1002.31, Florida Statutes, Applicants who are not Calesa Residents, have no Enrollment Preferences and do not qualify as Marion County Residents (“Out-of-County Residents”) will be eligible for enrollment for any remaining seats after all Enrollment Applications from Enrollment Applicants from Calesa Residents, from Applicants with Enrollment Preferences, and from Marion County Residents have been considered. If the number of Enrollment Applications from Out-of-County Residents exceeds the capacity of a program, grade level, class or building, a lottery will be held following the Lottery Process.

Enrollment Applications Not Selected in the Lottery Process or Received After the Lottery

If there are any remaining Applicants that are not selected in the lottery(ies), such Applicants will be placed on a wait list designated for Calesa Residents (“Calesa Wait List”), a wait list designated for Applicants with Enrollment Preferences (“Enrollment Preference Wait List”), a wait list designated for Marion County Residents (“Marion County Wait List”) or a wait list designated for Out-of-County Residents (“Out-of-County Wait List”), as applicable (collectively, “Wait Lists”), in the order such Enrollment Applications were selected in the lottery. Students applying after the lottery(ies) will be placed on the Calesa Wait List, Enrollment Preference Wait List, Marion County Wait List or Out-of-County Wait List, as applicable, in the order in which such Enrollment Applications were received. As seats become available, such seats will be offered to the next eligible student on the Wait Lists in the following order: Calesa Wait List, Enrollment Preference Wait List, Marion County Wait List, Out-of-County Wait List. New Wait Lists will be created each year. Applicants on the Wait Lists will not be carried over from year-to-year.

¹ “Active duty military” means working for the military full-time. Persons in the Reserve or National Guard are not full-time active duty military personnel.

Registration


Upon selection of an Applicant, the parent/guardian of the Applicant will receive registration instructions that include a detailed list of the documentation required by IACA and Marion County Public Schools, and timelines that must be followed. IACA will provide this notification electronically to the parent/guardian at the email address included in the Enrollment Application. During the registration process, information provided in the Enrollment Application will be verified, including, without limitation, Enrollment Preferences, grade level and residency (i.e. status as a Calesa Resident or Marion County Resident). If acceptable and sufficient documentation is not provided within the required timelines, or applicable Enrollment Preference, grade level or residency cannot be verified, the Applicant’s seat will be forfeited.


Records

Copies of all Enrollment Applications and Wait Lists will be maintained by IACA for the time periods required by law.

Board Certificate

I hereby certify that the foregoing Policy was adopted by a majority vote of a quorum of the IACA Board of Managers at a duly noticed meeting held on October 25, 2022.



Robert Colen, President


Date

Exhibit “A”

[Please see attached]

Drawing name: Z:\Projects\16451 OTOW Calea - Ear: Spline Rd; Roan Hills\DWG\16451 BNDR8 (Composite Sketch Ear).dwg SHEET 1 Nov 16, 2020 4:11pm by: JCH

LEGAL DESCRIPTION:

(PER OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, FILE No. 16112442, AGENT FILE No. 16-525, BEARING AN EFFECTIVE DATE OF NOVEMBER 01, 2016)

THAT PORTION OF CIRCLE SQUARE WOODS, AS PER PLAT THEREOF RECORDED IN PLAT BOOK "P", PAGES 30 THROUGH 103, INCLUSIVE, OF THE PUBLIC RECORDS OF MARION COUNTY, FLORIDA, LYING WITHIN THE FOLLOWING:

THE NORTH ONE-HALF (N 1/2) AND THE SOUTHWEST ONE-QUARTER (SW 1/4) OF SECTION 32, TOWNSHIP 15 SOUTH, RANGE 21 EAST, MARION COUNTY, FLORIDA,

AND

ALL OF SECTION 31, TOWNSHIP 15 SOUTH, RANGE 21 EAST, MARION COUNTY, FLORIDA,

AND

THE NORTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER (NW1/4-NW1/4), AND THE NORTH ONE-HALF OF THE NORTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER (N1/2-NE1/4-NW1/4), AND THE SOUTHEAST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER (SE1/4-NE1/4-NW1/4), AND THE WEST ONE-HALF OF THE NORTHWEST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER (W1/2-NW1/4-NE1/4), AND THE WEST ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER (W1/2-SW1/4-NW1/4), AND THE NORTH ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER (N1/2-SW1/4-NE1/4-NW1/4), OF SECTION 5, TOWNSHIP 16 SOUTH, RANGE 21 EAST, MARION COUNTY, FLORIDA,

AND

ALL OF SECTION 6, TOWNSHIP 16 SOUTH, RANGE 21 EAST, MARION COUNTY, FLORIDA.

LESS AND EXCEPT EXISTING ROAD RIGHTS-OF-WAY, AND

LESS AND EXCEPT THAT PORTION OF SAID PARCELS CONVEYED TO MARION COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, RECITED IN OR BOOK 2220, PAGE 122 AND OR BOOK 4274, PAGE 257, OF THE PUBLIC RECORDS OF MARION COUNTY, FLORIDA.

AND

(PER OFFICIAL RECORDS BOOK 1496, PAGE 1396 OF THE PUBLIC RECORDS OF MARION COUNTY, FLORIDA)

N.E. 1/4 OF THE S.W. 1/4 OF THE N.W. 1/4 OF SECTION 5, TOWNSHIP 16 SOUTH, RANGE 21 EAST, SAID LADS SITUATE, LYING AND BEING IN MARION COUNTY, FLORIDA.

****NOTE: THIS IS NOT A SURVEY****
SHEET 1 OF 2
ONE IS NOT COMPLETE
WITHOUT THE OTHER

COMPOSITE SKETCH

-OF-

CALESA TOWNSHIP

SECTION 31, TOWNSHIP 15 SOUTH, RANGE 21 EAST
SECTION 32, TOWNSHIP 15 SOUTH, RANGE 21 EAST
SECTIONS 5, TOWNSHIP 16 SOUTH, RANGE 21 EAST
SECTIONS 6, TOWNSHIP 16 SOUTH, RANGE 21 EAST

MARION COUNTY

FLORIDA



JCH
CONSULTING GROUP, INC.

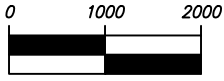
LAND DEVELOPMENT + SURVEYING & MAPPING
PLANNING + ENVIRONMENTAL + G.I.S.
426 SW 15TH STREET, OCALA, FLORIDA 34471
PHONE (352) 405-1482 FAX (888) 272-8335 www.JCHeg.com
CERTIFICATE OF AUTHORIZATION - L.B. 8071

PREPARED FOR:

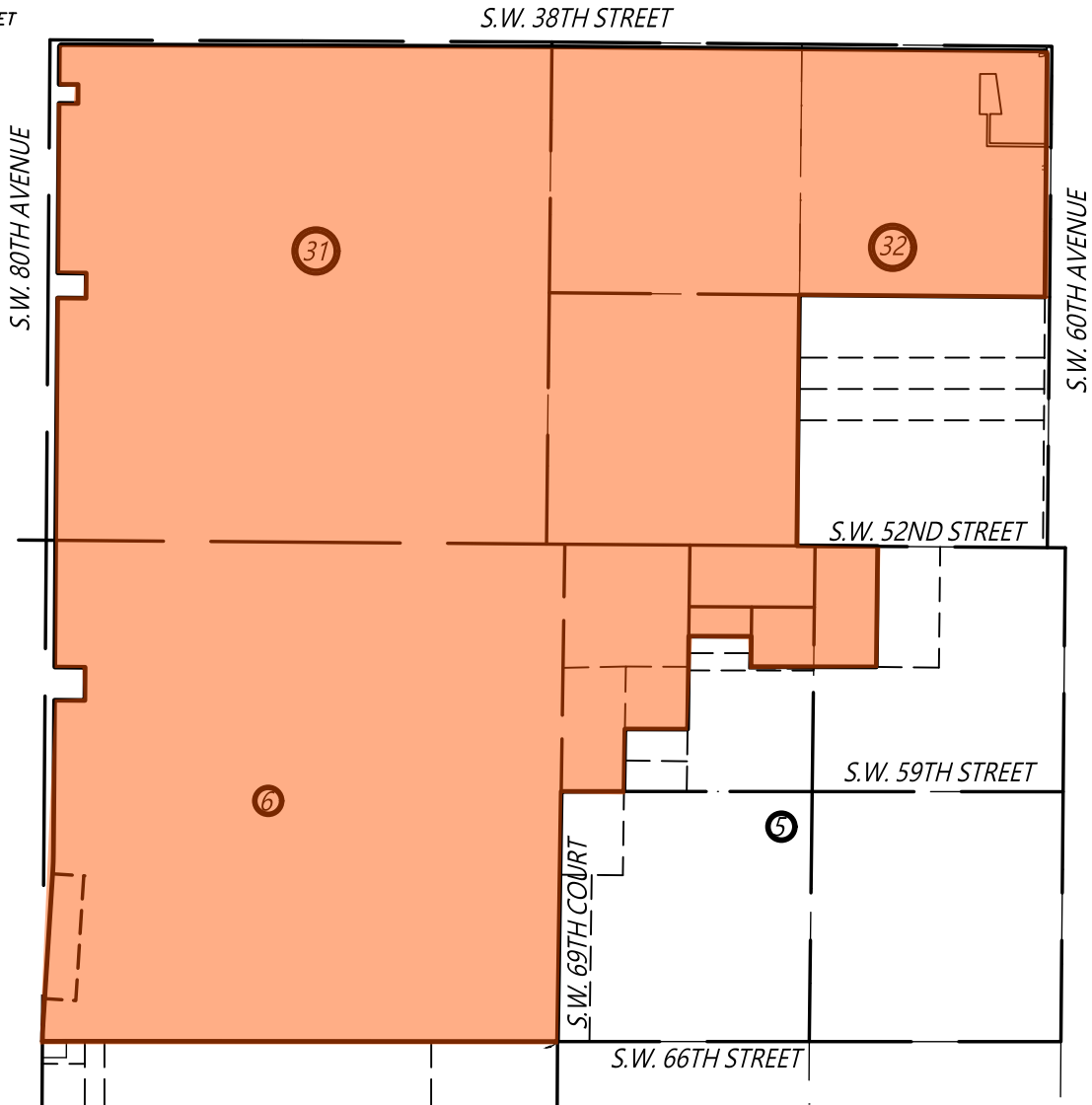
**COLEN BUILT
DEVELOPMENT, LLC**

DATE: 10/29/2020
SCALE: 1" = 2000'

PROJ: 16451 BNDR8
DRAWN BY: M.A.
CHECKED BY: CJH



1 INCH = 2000 FEET



****NOTE: THIS IS NOT A SURVEY****
 SHEET 2 OF 2
 ONE IS NOT COMPLETE
 WITHOUT THE OTHER

COMPOSITE SKETCH

—OF—

CALESA TOWNSHIP

SECTION 31, TOWNSHIP 15 SOUTH, RANGE 21 EAST
 SECTION 32, TOWNSHIP 15 SOUTH, RANGE 21 EAST
 SECTIONS 5, TOWNSHIP 16 SOUTH, RANGE 21 EAST
 SECTIONS 6, TOWNSHIP 16 SOUTH, RANGE 21 EAST

MARION COUNTY

FLORIDA



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 CONSULTING GROUP, INC.

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 PHONE (352) 405-1482 FAX (888) 272-8335 WWW.JCHCG.COM
 CERTIFICATE OF AUTHORIZATION - L.B. 8071

PREPARED FOR:

**COLEN BUILT
 DEVELOPMENT, LLC**

DATE: 10/29/2020
 SCALE: 1" = 2000'

PROJ: 16451 BNR8
 DRAWN BY: M.A.
 CHECKED BY: CJH