

Parent/Student Handbook

2023/2024 School Year



PRINCIPAL VANESSA BAXLEY

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WELCOME TO THE INA A. COLLEN ACADEMY!

This Parent Handbook is provided for the families of students at IACA, to give you information about our school. IACA is a charter school which is defined as an independently run public school. IACA fills a need that will be created by the future development of Calesa Township, a master-planned community encompassing more than 1500 acres in Ocala, Florida. The community offers a mix of homes appealing to a diverse range of demographics, and at buildout will be home to over 5,000 families. Schools in the area are at or near capacity and there are limited educational choice options available. With support from the Colen Family Charitable Trust, IACA will offer a unique educational opportunity to Marion County students, of an easily accessible public charter school option to families moving to Calesa Township. Under state law, the program must be secular (i.e. non-religious) and admission is open to any child regardless of race, creed, or gender. An entrance lottery was held in February because more than the allotted number of children allowed under the class size amendment applied for a particular grade. We hope that you and your child/children make the most of your time here at IACA. There are endless opportunities for you to be involved in your child's education. IACA values parent involvement. In fact, part of our mission as stated below addresses parent involvement. In general, the Board of Directors has adopted a policy that asks parents to: 1) Ensure that student(s) are dressed appropriately, 2) Ensure that student(s) are on time every day, 3) Work with school staff to solve academic and behavioral problems pertaining to their child, 4) Maintain up-to-date family information at the school, including any change in phone numbers and information concerning child custody.

IACA MISSION STATEMENT:

Our mission is to cultivate passionate learners in an inclusive school community in which individuality and diversity are valued and students develop understanding and empathy for others through collaboration and active learning.

SCHOOL HOURS:

Student Day: ...7:45 AM – 2:05 PM
Campus Opens:..... 7:15 AM
First Bell:.....7:35 AM
Tardy (Late) Bell: 7:45 AM
Breakfast Served:.....7:15 – 7:40 AM
Teacher Day:..... 7:15 AM – 3:00 PM
Early Release Dismissal:..... 12:05 PM
School Office Hours:..... 7:15 AM – 3:30 PM

PICK UP / DROP OFF:

DROP OFF: 7:15 AM – 7:40 AM

Students must be dropped off at the front of the school in car line. *The back of the school is not open for drop off in the mornings.* Students will be greeted by an aide/ staff starting at 7:15 AM. Students may not enter the school or be dropped off prior to 7:15 AM. Please have your child wait in their car until IACA staff is outside to start the unloading process. K-4 students will go directly to the cafeteria. 5th-7th students will go to the Grand Stairs unless they need to go through the breakfast line first. During bad weather, students will wait in the gym to be dismissed to class. Students will be dismissed to classrooms when the first bell rings at 7:35 AM. Students should not be dropped off at any other place in the parking lot unless escorted by an adult and using a crosswalk. Cars should not pass in the car line. Children exiting the cars should exit on the passenger side only. The gate closes at 7:45 am. At that point, you will need to park, walk your child in and sign them in at the front desk. They will be marked tardy.

PICK UP: 2:05 PM – 2:25 PM

Students are not allowed to be checked out early after 1:30 pm. Students are dismissed and escorted to cars by teachers, aides, or staff. Students not picked up by 2:45 PM will be escorted to the After-School Care Program and will be charged for the week. Cars should not pass in the parking lot and will wait in the designated lines. Kindergarten-1st grade will be picked up in the front of the school making two lines and adhering to the staff member holding a stop/go sign. 2nd-7th grade will be picked up in the back of the school making two lines and adhering to the staff member holding a stop/go sign. The oldest sibling will go to the front carline with the youngest. Children entering the cars should enter on the passenger side only. Walkers/bike riders/golf carts will be dismissed with their class and sent to wait with a staff member at the bike racks stationed near the tunnel. Parents walking in or driving their golf cart into the school, must wait to leave with their child until a staff member has checked their pickup card. Please refer to carline drop-off and pick-up maps on pages 22-23. If your child is leaving school alone and walking home/riding a bike/scooter, etc. there is a release form that needs to be filled out prior to the first day of the child leaving school unattended.

SEVERE WEATHER DISMISSAL:

Bldg. C students will be dismissed with their teacher to the front lobby. Bldg. B students will be dismissed to the gym from the back car line. If lightning is within 5 miles according to the emergency system installed in our school, dismissal will be delayed until it is safe.

ACCIDENTS:

If an accident requires immediate medical care above general first aid, the parent will be notified immediately.

ANIMALS:

Animals are not allowed on campus without permission of the School Principal and teacher.

AFTER-SCHOOL CARE PROGRAM:

Monday - Friday.....2:05 pm – 5:30 pm.

Early Release..... 12:05 pm – 5:30 pm.

Pricing: \$60.00/week..... (Sibling discount noted below)

Parents/Guardians are requested to complete a registration form online using Eleyo.com, which also includes a registration fee (\$35.00) that is non-refundable. All contact information must be current and include at least two primary contacts and one emergency contact, including names, addresses, and phone numbers. No charges, other than registration fee, will be incurred until the service has been utilized. Parents are required to notify the school immediately if they will be unable to pick up student by 5:30. A late fee is charged for each 15 minutes after 5:30 pm (School Clock) 5:30- 5:45 = \$10.00 per child • 5:46-6:01 = \$20.00 per child • 6:02-6:17 = \$30.00 per child *6:18 = Abandoned Child Procedure Initiated *Children who remain on site after 6:18 PM will be released to the custody of a law enforcement officer. Possible dismissal after three late pick-ups. All students must be signed out by a person who is authorized to pick up your child and that person must show a photo I.D. Payments are to be made online only. No checks, cash, or money orders will be accepted. All fees are payable in advance on Friday for the coming week. A late payment fee of \$15.00 will automatically be applied to your account on Monday for any payments not received by 11:59 pm Sunday. A sibling discount will be applied to full paying families with three or more students enrolled in the IACA After-School Care Program. A discount of 10% will be applied to the third child and each additional child. An "emergency" is considered any unplanned event. Emergencies may not exceed six (6) times during the current school year. The Registration Fee of \$35.00 per child is not charged for Emergency Drop-ins. A refund will be given if the student is administratively withdrawn or if he or she is withdrawn from the IACA After-School Care Program. To request a refund, a refund request form must be completed, signed, and turned into a Site Manager for processing. No refund claims may be filed more than 30 days after the last day the student attended the program.

Payment is for the week. If your child is sick, you are not refunded. Prior arrangement may be made with the After-School Care Program Manager if the child will be out for more than a week. Participation in the After-School Care Program is privilege, not a right and IACA maintains the ability to deny program services to any student who does not follow the established rules. The After-School Care Program maintains a 1:20 ratio, provides a healthy snack and will offer additional programs that parents may choose to enroll their child in during After-School Care hours on IACA campus, such as Twirling, Dance and TOT (Teams of Tomorrow). The IACA program will also allow for homework time, free time, computer lab, organized team games and host one specially themed event per month.

The Eleyo online system will enable you to:

- Register for all programs
- Check account balances
- Make payments
- Print receipts and childcare tax statements
- Request schedule changes
- Manage account from any device, including your smartphone or tablet

ATTENDANCE:

IACA is a school of “choice” and is dedicated to the success of ALL students. Attendance greatly impacts the academic success of your child. When your child is absent from school, please send in a note explaining the absence when your child returns to school. An absent note is required to be provided to the front desk no later than 3 school days from the return date with student name, dates of absence, specific reason of absence and parent signature (no emails, phone calls or dojos will be excepted as an absent note, but we encourage parents to inform the teachers when a student is going to be absent). Parents are allowed to turn in 10 excusable parent notes per year. Once that limit is reached, no more notes can be excused but documented that they are turned in. Absence from school is only excused for the following reasons: illness of the student, death in the family (only 3 days will be excused with documentation proof), medical appointment (doctor’s note required), religious holiday or service, school related absence approved in advance by Principal, or event beyond the control of the parent/student as determined by and approved by the Principal. After a student has accumulated 10 unexcused absences in a school year, IACA considers him/her a potential truant and the student will be put on probation. Parents will be required to attend an Education Planning Team meeting to discuss and develop a plan to resolve attendance problems. The student may be returned to their home-based school if the student has excessive absences. Students are considered tardy if they come to school after the official start time. A **parent** must check in any student arriving after 7:45. If a student has accumulated 10 unexcused tardies, absences or early checkouts in a 90-day period, a conference will be held with the family members to develop a plan for full day attendance.

Check out: The teacher and front desk staff should be informed by email if a student is to be excused early. Please try to email no later than 12:00pm. Persons authorized to check out your student are expected to be listed in Skyward Family Access Emergency Contacts. Office staff will check the government issued ID of the person checking out a child. The child must be signed out using the check-out system. Students will only be released to authorized persons listed in emergency contacts in Skyward. If someone else is picking up your child for an early check out, it also requires a written letter granting permission to pick up the student. A phone call will not be accepted. Early check out is not allowed within 30 minutes of the end of the school day.

BEHAVIOR OF STUDENTS:

The following are the school-wide expectations for all areas including Art, Music, Science, Electives and PE: All school and classroom rules will be visibly posted and taught to the students. Students are expected to behave in a manner that is appropriate for any public place. This makes it possible for them to feel comfortable in other situations, to know what is appropriate, and to be welcome wherever they go. 1) Running is allowed only on the playground, not indoors or on sidewalks. 2) Students should learn to use quiet voices inside. 3) Students are expected to clean up after themselves inside and out. 4) Materials and property must be always handled properly. 5) No violent games or play are allowed. 6) No toys are trading cards are permitted. 7) No gum is permitted on campus. 8) Students are to be always

respectful to others. Hurtful words are as harmful as hitting. 9) IACA will use the Marion County Public Schools Elementary Code of Student Conduct for students in kindergarten through grade five and the Secondary Code of Student Conduct for student in grades six through eight. You can locate an electronic copy of the Code online at the MCPS District website at: <https://www.marionschools.net/codeofconduct>

BIRTHDAYS:

No balloons are allowed on campus.

Elementary: Students are welcome to send invitations for birthday parties to the school if there is an invitation for every member of the class. Birthday treats are also allowed to be sent to school providing it is **pre-arranged** at least 24 hours before with the teacher and accommodation is provided if there is a student with an allergy. It is the teacher's discretion if he/she wants to allow a celebration during school. If a parent wants to bring a treat and be present to distribute, they must be an approved volunteer. The application can take up to two weeks to process. (Please see the application link on the iacafl.org website.)

Middle School: No birthday celebrations allowed on campus. No invitations to parties are to be distributed on campus.

CELL PHONES/WIRELESS COMMUNICATION:

(See Appendix A)

Definition: Wireless communication devices are defined to include portable two-way telecommunication devices, including cellphones, walkie-talkies, personal digital assistants, and other electric computing devices. This definition will also include any new technology developed for similar purposes. Possession, Display and Use: 1) To avoid classroom disruptions, students shall not display, use, or activate wireless communication devices during the instructional day. The instructional day includes lunch breaks, class changes and any other structured or non-structured activity. 2) Students are responsible to ensure that the devices are turned off and out of sight during the instructional day. 3) At school-sponsored activities, students may activate, display, or use wireless communication devices provided they do not interfere with the activity and the use conforms to directives of the school administration. Students will be disciplined for disruptive or inappropriate behavior related to possession or use of wireless communication devices. 4) The Board of Directors, the School Principal or any other staff member is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. Students are responsible for locating such lost or stolen items.

CHECK-IN / CHECK-OUT:

While students are at IACA, we are responsible for their safety. This includes ensuring that the check-in/check-out procedure is closely monitored. Persons authorized to check out your student are expected to be listed in Skyward Family Access Emergency Contacts. Office staff will check the Government issued ID of the person checking out a child. The child must be signed out using the check-out system. Students will only be released to authorized persons listed in emergency contacts in Skyward. Any student checking in late (after 7:45) is considered tardy and **must be accompanied by a parent/guardian/family member to sign him/her in**. The student will be issued a tardy pass to give to the teacher.

COMPUTER RESPONSIBILITY:

IACA offers internet access and various online tools for students, parents, and staff to use at school. The internet system and online tools have been established for limited educational purposes to include classroom activities. Content filter guidelines of the Child Internet Protection Act (CIPA) are followed. IACA has the right to place reasonable restrictions on the material you access or post. For students to have access to the internet, parents will need to sign the Computer Responsibility Contract each year. **Social Media (See Appendix A)**– IACA realizes that part of the 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of the 21st century learning. It is important to create an atmosphere of trust and individual accountability. Online behavior should reflect the same standards of honesty, respect, and consideration that is used face to face. Every family must complete the media and photo release form for each student. These will be sent home at the beginning of the school year.

CONCERNS/QUESTIONS/CONFERENCES:

When the School Principal or any other Board or staff member receives a parent concern, the first step will be to direct the concern to the staff member involved. If that step has been taken and the parent is still not satisfied, the Principal will meet with the parent and the staff member. The last resort for the parent is to address the issue as an agenda item at a public Board of Director's meeting. If necessary, as approved by the Board's Parent Representative and the Board Chair, the concern may be presented for possible inclusion on a future Governing Board agenda. IACA will always take parents' concerns seriously and attempt to find satisfactory solutions for both the parent and the school. IACA is an independent charter school and concerns, or questions made to MCPS will refer you back to this process. **Conferences:** Teachers may hold conferences with their students' parents at the request of the parents or teacher. Conferences will not interrupt the normal instructional day.

CURRICULUM:

Software

- | | |
|-----------------------------|-------------------------------------|
| *Defined Learning | *Accelerated Reader |
| *IXL (Language Arts & Math) | *Generation Genius (Science & Math) |

Curriculum

Music: Quaver.....	P.E.: Spark
Lang. Arts K-5/6.....	HMH "Into Reading"/HMH "Into Literature."
Social Studies K-5:.....	Studies Weekly
Social Studies Grade 6:.....	HMH World History/Ancient Civilizations
Science K-6:.....	HMH Florida Comprehensive Science
Math K-5:.....	Savvas-Envision Florida
Math Grade 6:	HMH "Into Math"

DISCIPLINE:

Classroom strategies and consequences, such as verbal redirection, loss of privileges, time outs, teacher/student conferences, behavior contracts, and parent contracts, may be used to modify inappropriate student behavior. Under rare, serious circumstances, the Principal may consider recommending the student be reassigned to another school as designated by the School District. Recommendation for dismissal is the responsibility of the Principal. Music, Science, Art, elective and PE teachers will work closely with the classroom teacher in dealing with discipline problems and are expected to maintain their own classroom management systems. Unless otherwise spelled out within these policies, IACA will adhere to the Marion County Public School District's Code of Student Conduct. You can locate an electronic copy of the Code online at the MCPS District website at: <https://www.marionschools.net/codeofconduct>

Students in grades 6/7 who have received three (3) violations for dress code will receive a referral, with appropriate consequences, on the 4th violation. Every violation thereafter will result in the student receiving a referral, with the appropriate consequences. Students who have received Out of School Suspension (OSS) at any point in the school year, or who are on probation for behavior or attendance will not be permitted to participate in any field trips during the school year. Parents are encouraged to check students' eligibility before sending permission slips and money in for field trips. Middle School students are allotted three minutes between class transitions. Students will be marked tardy by classroom teacher if they walk in the door after class has started. Students will receive a referral for their 4th tardy, and a referral for each tardy thereafter.

DRESS CODE FOR STUDENTS:

No uniform substitutes are permitted. • You may not alter the design of the uniform or spirit wear (i.e. rhinestones, glitter) • If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code. • Please remember to order outer wear for cooler weather. These can take some time to arrive, so please plan ahead. • Uniforms must be clean, neat, and in good repair always. • Administration reserves the right to address violations on an individual basis. • Blankets are not to be worn or wrapped around your body at school. • No headbands with ears or antennas may be worn. • Students are not permitted to use pens and markers to write and draw on visible body parts. • Hats may be worn outside only at PE or Recess. The official Uniform Supplier is French Toast. Our school code is Qs614TF and there is a link on our website at iacaf1.org. • If a student in grades 6/7 is wearing an article of clothing not listed as acceptable below, parent/guardian contact will be made, and an acceptable article of clothing must be brought to the front office of the school before the student can return to class. All missed classwork due to dress code violation by the student will be considered unexcused.

SHIRT: A navy, white or yellow, girls or boys, pique collared short and long sleeve shirt, with the IACA logo on the chest. Shirts must be always tucked in. Students may wear only white or navy undershirts and/or long-sleeve shirts, with no writing or visible design on the sleeves under their school shirts. Peter Pan collar shirts may be worn with jumpers. These are available on French Toast.

Boys- Shorts or pants worn appropriately at the waist. A brown, navy or black belt must be worn with shorts or pants if there are belt loops. All bottoms are khaki or navy. All bottoms must be chino style and fabric.

Girls- Khaki or navy shorts, skorts or pants. All bottoms are khaki or navy. All bottoms must be chino style and fabric. A brown, navy or black belt must be worn with shorts or pants if there are belt loops. Skorts, shorts or a plaid skort must be no shorter than three inches above the knee.

FOOTWEAR- Closed toe shoes are the only type allowed. Students should never wear boots, slippers, sandals, flip flops, crocs or shoes without backs. White, navy or black socks are the only color socks permitted. Boys socks must be white, navy or black crew or ankle length. Girls may wear white, black or navy knee high, ankle length or no show socks.

DRESS-DOWN DAYS/FRIDAYS/ Dress-down days occur throughout the school year. On these days students may wear full-length solid color blue jeans/pants with no rips, tears, or shredding or Khaki shorts/pants/skorts; and an IACA "Spirit Shirt". Leggings and stretch pants are not allowed. Sunglasses may not be worn **indoors**.

KINDERGARTENSTUDENTSONLY- must wear Velcro tennis shoes if they are unable to tie their own shoelaces. They must also wear a magnetic or Velcro brown belt if they are unable to buckle their own belt. In addition, please send a full change of uniform clothes for your child in a zip loc bag with his or her name on it. Please include socks, underwear, and shoes. This policy is enforced to save parents time and to get the child back to class as soon as possible in case of a bathroom accident or spill.

FIELD TRIPS UNIFORM – All IACA students must wear a navy collared shirt and khaki bottoms for off campus field trips.

PE DRESS CODE (Middle School Students only) – Middle school students must change for PE and dress out in the approved school PE uniform. Laced tennis shoes must be worn during PE.

OUTERWEAR- There are a variety of options available through French Toast. A navy cardigan sweater, navy full zip hoodie, navy zip rain jacket, navy sweater vest and a navy fleece half zip pullover. Outerwear may only include the IACA logo and no other words or designs. We encourage families to label outerwear with student name inside or with monogram.

Exception: Students may wear scout uniform tops on their meeting days only.

DRESS CODE ENFORCEMENT – Students who do not comply with dress code will receive a warning for dress code violation. After a student receives three warnings, the fourth offense will result in a referral for student being out of dress code. As stated above, if a student in grades 6/7 is wearing an article of clothing not listed as acceptable below, parent/guardian contact will be made, and an acceptable article of clothing must be brought to the front office of the school before the student can return to class. All missed classwork due to dress code violation by the student will be considered unexcused.

EMERGENCY PLANS:

In accordance with school policies and state laws, there shall be two emergency evacuation drills held during the first thirty (30) days of school and eight additional emergency drills, including two (2) lockdown/inclement weather drills, during the school year. Drills will be held at unexpected times and under varying conditions to simulate all conditions. IACA will follow School Board of Marion County's emergency school closing policy. Additionally, staff and students will practice A.L.I.C.E. drills (Alert, Lockdown, Inform, Counter, and Evacuate). State law requires that these drills happen at least as often as the emergency evacuation drills.

Emergency notifications to families: Families will be notified in an emergency by phone call, text, and/or email. The notification will be provided as quickly as possible. Determining factors may include, but not be limited to type, urgency, seriousness, and other factors as needed. It is the parent/family's responsibility to ensure accurate contact information is always on file. Families may subscribe to the EMAIL list utilized for emergency notifications on our website and utilize the Family Access Portal in Skyward to update phone numbers and emails.

What parents need to know during either a code red or code yellow crisis:

1. Please DO expect to be notified with a special parent advisory sent home from the school and/or with a telephone message from our telephone notification service when the school is able to provide accurate information and/or the incident is resolved.
2. Please DO cooperate with school and/or district directives.
3. Please DO consult local media for regular updates about the incident. Listen for information updates on local radio and television stations. You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
4. Please DO NOT call the school because phone lines will be needed for emergency communication.
5. Please DO NOT call or text your child's cell phone because cell phones are not to be used during a code red or code yellow.
6. Please DO NOT go to the school if a code red or code yellow situation should occur. Roads are closed, doors are locked and campuses are off-limits to anyone other than authorized personnel.

STUDENT AND FAMILY REUNIFICATION PLAN

In case of a school emergency or a natural disaster, you need to be aware of our school's plan for releasing your child. First and foremost, remain calm. Remember, it is our primary concern that students remain safe at all times, and there is a plan for an orderly dismissal and release of our students. When you learn that your child's school is in a lockdown situation, or any other emergency situation, do not call the school and do not come to the school. Staff will be very busy during an emergency and will not be able to attend to the safety of your children if they have to answer your phone calls. If you come to the school during an emergency, in all likelihood you will not be allowed into the school or even into the inner perimeter set up by emergency responders. The presence of hundreds of parents showing up on the scene will hinder the efforts of emergency responders which in turn may jeopardize the safety of your child. Instead, if the situation warrants the release of students, direct notification to your listed emergency contact numbers as well as the use of local news media will provide instructions on when and where the release will take place. Students may be bussed to an off-site location for their release to parents. Once an all-clear is given at the school, and if there is a need to release students for the day, the Student and Family Reunification Plan will be put into place. For the safety of every child, we must document to whom each child is released. Students will only be released to a parent or childcare personnel as designated on your child's school Emergency and Medical Information Form.

When you arrive at the facility where students will be released, proceed to the front doors or as directed and plan to do the following:

1. Fill out a Student Release Form
2. Present picture identification
3. Move to the Student Release Area and wait for your child
4. A runner will go to the Assembly Area, get your child, and bring him/her to the release area
5. Be prepared to show your ID again
6. Sign for the student and depart

REMINDER: Your child will be released only to those listed on the Emergency and Medical Information Form. It is therefore imperative that you keep information on your child's Emergency and Medical Information Form up to date. Know also that for any reason your child is not picked up, he/she will be placed in an alternate place of safety. These procedures should be shared with everyone you list on the Emergency and Medical Information Form so they are familiar with our plan and these concerns. If you have any questions about the Student and Family Reunification Plan, contact your child's school Principal.

END OF SCHOOL DAY:

Students are dismissed and escorted to cars by teachers, aides, or staff at 2:05 PM. Students not picked up by 2:45 PM shall be escorted to the After-School Care Program and will be charged for the week. Walkers/bike riders/golf carts will be dismissed with their class and sent to wait with a staff member at the bike racks are stationed near the tunnel. Parents walking in or driving their golf cart into the school, must wait to leave with their child until a staff member has checked their pickup card. It is recommended that families register their child/children for the After-School Care Program in case an emergency arises, and they are unable to pick up their child/children on time. Parents must notify the school immediately if they will be unable to pick up their child within 15 minutes of dismissal. Parents/guardians are required to notify the school of any changes in contact information, which includes the names of at least two primary contacts with current phone numbers and addresses. If the student is not registered with the After-School Care Program and the school is unable to reach a parent, guardian, or emergency contact, the Marion County Sheriff's Office may be contacted for assistance. Students' safety is our first concern. Students may not go home with anyone other than the emergency contact(s) listed in Skyward. Parents can manage emergency contacts via the Family Access Portal in Skyward. **All emergency contacts should be listed in the Family Access Portal.** If you have any questions, contact the office.

ENROLLMENT:

In accordance with state statute, all eligible students will have an equal chance of being selected for IACA. Please refer to Enrollment Policy at iacafl.org. IACA abides by anti-discrimination provisions 1000.05 F.S. which forbids discrimination without regard to ethnicity, national origin, gender, or disability. Applicants who are not admitted are assigned to a waiting list.

FIELD TRIPS:

Field trips are school-related events which school staff arrange transportation and ensure an appropriate number of chaperones attend. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Permission forms are required for all field trips. If a student does not submit a permission form by the designated time, the student will not attend the trip. Fees collected for field trips are non-refundable. All chaperones must be approved volunteers through the MCPS volunteer portal. This process can take up to two weeks. The link can be found on iacafl.org. Chaperones are limited to one per family. Siblings are not allowed. Family members may not meet at the field trip location without being pre-approved. Students in grades 6/7 who have received Out of School Suspension (OSS) at any point in the school year, or who are on probation for behavior or attendance will not be permitted to participate in any field trips during the school year. Parents are encouraged to check students' eligibility before sending permission slips and money in for field trips.

GOVERNANCE:

IACA is an independent charter school that is governed and overseen by a Board of Directors which meets on the 3rd Tuesday of every month. Meetings are open to the public. If a parent wishes to be included in the agenda, they can contact the individual identified by the board to facilitate parental involvement, who is Kay Fleischaker. (See Grievance Procedure – Appendix B)

HOMEWORK:

IACA recognizes that homework can be beneficial because it reinforces the skills that are taught in class. Homework is not intended to introduce new material that has not been covered in class. Homework assignments are at each teacher's discretion.

ILL STUDENTS:

Students who are ill or injured at school will be attended to immediately. For serious injuries or illnesses, students will be escorted to the office and the parents will be called. In cases of emergency, 911 will be called. You should not send your child to school if he/she has: 1) Fever in the past 24 hours 100.4°F (38°C) or greater with temporal thermometer. Student must be fever free for 24 hours without fever reducing medication to return to school. 2) Vomiting in the past 24 hours 3) Diarrhea in the past 24 hours 4) Strep Throat. Student must have been taking an antibiotic for at least 24 hours to return to school. 5) Bad cold with a very runny nose or bad cough that keeps child awake at night. 6) Flu like symptoms: headache, fever, sore throat, runny and stuffy nose, cough, feeling bad. 7) Rash. For all unidentified rashes/skin conditions student will be excluded until diagnosis. Student must have a note from a licensed health care provider to return to school. 1) Pinkeye. Student must be on antibiotic eye drops for 24 hours to return to school. If school personnel determine a student is too sick to remain at school, arrangement must be made to pick the student up immediately. Students sent home with lice must be treated before returning. All medications must be administered through the office. The proper paperwork must be completed, and the nurse is responsible for scheduling and administering all medications. Medication will not be administered unless it is in its original box or bottle and labeled with the child's name. A registered nurse and/or a staff member certified in CPR will be on campus during the school day.

INFORMATION:

The school communicates with parents/families through e-mail, the school website, IACA Quarterly Newsletter, the school sign and regular teacher communication. It is the parent/family's responsibility to ensure accurate contact information is on file and to read all information that comes from school. Families may subscribe to the email list utilized for notifications on our website.

LIBRARY / REFERENCE MATERIALS:

There are book nooks in each grade level common area with grade level books and materials that are available to all students. The books are coded by color according to the Accelerated Reader Program. Students fill out a pocket card with their name and date when they want to take a book home and leave the card in the designated basket. Each teacher is responsible for maintaining the library in his/ her classroom. School computers are only to be used for educational purposes.

MEALS:

BREAKFAST AND LUNCH: Create an account with MySchoolCafe on the IACA homepage under the tab Meal Pay (iacaf.org). Students may purchase milk separately if they bring a home lunch. Students are not permitted to exchange food. No student will ever be forced to eat, but food will be offered. No cash will be taken at the school. Meals will need to be pre-paid for by maintaining a balance in your students MySchoolCafe account. In addition, we encourage each parent to fill out the National School Lunch Program application on <https://www.myschoolapps.com>. IACA also offers a link to both applications on our home page.

Breakfast: Breakfast will be served from 7:15 – 7:35 AM each morning. Students may do homework quietly in the cafeteria after they are done eating. At 7:35 AM all students will be sent to their classroom. Good manners and appropriate behavior will be taught in the classroom and practiced in the dining area. No drinks beyond the gate in the morning besides water. Clear containers/bottles only.

Lunch: Simple rules of courteous behavior, which make for a more pleasant, relaxed lunch period are: 1) Walk in a quiet, orderly manner. 2) Maintain an orderly lunch line. 3) Leave a clean table and place the tray, paper, leftovers, napkin, and silverware in the proper receptacle. 4) Use good table manners. 5) Refrain from loud talking. 6) Wait to be dismissed. Violations of these simple rules will result in the student missing the recess portion of the lunch period. Parents/guardians/anyone listed as emergency contact may only bring lunch for their student. No additional students may join the visitors for lunch.

Snacks: Each teacher will create their own classroom snack policy.

NOTE: Students may have two visitors/month for lunch. Visitors must be a parent/guardian/anyone listed as an emergency contact.

PHONE USAGE:

(See Appendix A)

Students are not allowed to receive or place telephone calls with their cell phones during the instructional day for all grade levels. Student phone calls home will be from a school phone, kept brief and only made in cases of emergency with teacher permission. Parents who need to contact their children during the day should contact the office to relay a message.

PHOTOS:

For students' photos NOT to be used in publications or videos released to the public, a form must be signed by the parents or guardians. This form will be available to all students/parents at the beginning of each school year.

PLAYGROUND RULES:

As student safety is our top concern, playground rules are enforced at all times – before, during, and after school. Rules: 1) Chasing is not allowed on playground or structure- no tag. 2) Only soft balls may be used in any game (except basketball). 3) No contact sports or contact of any kind – may play basketball at the discretion of the teacher/aide on playground duty. 4) Swinging can only be back and forth – no twisting or sideways swinging. 6) Students must ask adult if leaving playground for any reason (bathroom, water, injury, etc.). 7) Shoes must be worn at all times. 8) Slides are one way (down) only. 9) Entire body must remain inside slide at all times. 10) No running on structure. 11) Keep balls away from both structures and swings. Students should not have pens, pencils, etc. in pockets during recess.

PTO:

(Parent / Teacher Organization) All family members are encouraged to participate in the PTO. The PTO assists and promotes the link between teachers and parents by providing classroom resources, volunteers, and encouragement. The PTO also works with the School Principal and Assistant Principal in organizing fundraisers, volunteers, and events.

SCHOOL SPIRIT/STORE:

Our school colors are navy blue and yellow. Our mascot is the Burrowing Owl. Each Friday is Spirit Day, and everyone may wear his/her IACA spirit shirt. The School Spirit Store is open from:

2:05 PM – 2:25 PM.....Monday/Wednesday

7:15 AM – 7:45 AM.....Tuesday/Thursday

Students are encouraged to pay **cash**. We want this to be a place for students to learn about money and budgets. Parents wishing to go to the school store before or after school, must park and walk in with their student, check in at the front desk, and then proceed to the school store.

STUDENT RECORDS:

Parents/guardians may have access to permanent "paper" records of their own children upon request. The teacher will assist in interpretation of data at the parents' request. A Guidance Counselor must be present while the parent/guardian looks at the student records. Parents can access their children's grades at any time on Skyward Family Access.

TESTING:

Elementary students will not have more than one major classroom test on a single school day. Students in grades K through 5 will take the F.A.S.T. (Florida's Assessment of Student Thinking) each year in the spring. K-2 will participate in the Renaissance STAR test and 3-5 students will take the TIDE test as part of the state progress monitoring system. These assessments will be conducted three times per year.

Middle School: Students in grades 6/7 will not have more than two core subject classroom tests scheduled on a single school day. ELA and Science will only take tests on Tuesday/Thursday. Math and Social Studies will only take tests on Wednesday/Friday. Middle school students will take the TIDE test as part of the state progress monitoring system. These assessments will be conducted three times per year.

VISITORS:

All visitors, including parents, must check in at the office and present their **government issued ID**. All visitors must check out through the front office and return their visitor badge prior to leaving campus.

VOLUNTEERS:

If you would like to be a volunteer at IACA, please visit iacafl.org and click on the Volunteer tab to complete the application through Marion County Public Schools. This process includes a background check and can take up to two weeks to complete. Please apply early. IACA success in implementing many learning and engaging activities is attributed to our family volunteers. IACA will distribute a parent survey during the first few weeks of school to determine expertise and/or interests. The Assistant Principal will use this information to coordinate school activities. Volunteers can help in the classroom, volunteer during school events, and through attending PTO. Volunteers must check into the front office, present their government issued ID and wear a badge around campus and on field trips. The classroom volunteer will follow the teacher's direction and has a responsibility to the children in his/her care. Siblings are not allowed when volunteering.

APPENDIX A

STUDENT USE OF WIRELESS COMMUNICATION DEVICES Cell phones and similar wireless devices may be in the possession of students on campus but cannot be visible or activated during regular school hours. The exception to this would be with administrative approval. Students may use such devices while being transported on district vehicles provided their use does not result in a disruption and a headphone, ear bud or other accessory is used so that it cannot be heard by others. Use of a wireless communication device includes the possibility of the imposition of disciplinary action, including but not limited to confiscation by the school and/or criminal penalties if the device is used in a criminal act. Using or possessing a wireless communication device to view, or transfer, or store material of a sexual nature is a violation of the Code of Student Conduct and may be a criminal act. The unauthorized recording and/ or photographing of employees, volunteers and/or students is prohibited. Refusal to allow search of electronic device will be considered gross insubordination and/ or other serious misconduct and may result in a suspension, alternative placement, or expulsion. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices.

ELECTRONIC EQUIPMENT Cameras, video cameras, IPOD's and other similar electronic equipment are not allowed on the school campus unless preapproved by school administration/designee. Video recording is prohibited on school campuses without administrative approval.

ACCEPTABLE USE POLICY AND GUIDELINES FOR NETWORK ACCESS The School Board of Marion County, FL (SBMC) believes network access is an exciting opportunity to expand learning for educators, students and parents. The fundamental goal of the network is to provide Marion County students and educators with equal access to the computing resources, which serve public education. Schools in the district will have the capacity to connect to the Internet and electronic mail. With this opportunity comes the responsibility for appropriate use.

NETWORK WARNING With access to computers and to people all over the world, there will be some material that may not be considered to be of educational value. There may be some material, individual contacts or communication, which is not suitable for school-age children. The SBMC supports only those materials which will enhance the research and inquiry of the learner within the context of a school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The SBMC cannot prevent the possibility that some users may access material that is not consistent with the school district's educational mission, goals and policies.

GENERAL POLICY & GUIDELINES It is a general policy that the network will be used in a responsible, efficient, ethical and legal manner in accordance with the mission of SBMC. Users must acknowledge their understanding and agreement with the Acceptable Use Policy and Guidelines as a condition of receiving access. Failure to adhere to the Policy and Guidelines may result in access privileges being suspended or revoked. In addition, school disciplinary action and/or appropriate legal action may be taken.

NETWORK RESOURCES Classroom resources will be expanded enormously by making information and people from all over the world available to students, teachers, and others. It brings instant access to original source material, general information, data, images and computer software. It makes contact with people possible, bringing into the classroom experts from all over the world. Such access spawns individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

GUIDELINE I Acceptable uses of the network are activities which support teaching and learning. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's function.

GUIDELINE II Unacceptable uses of the network include: 1. Using the network to access materials that are considered inappropriate for educational purposes. 2. Trying in any way to interfere with the computer systems within the SBMC or anywhere, in an effort to obtain private information, have the computer malfunction or destroy data. 3. Violating federal and state law dealing with students' rights to privacy. 4. Using profanity, obscenity or other language which may be offensive to another user. 5. Reposting personal communications without the author's prior consent. 6. Copying commercial software and other copyright protected material in violation of copyright law. 7. Using the network for any illegal activity. 8. Use of Proxy websites is prohibited. 9. Students are not authorized to connect personally owned devices to the WIRED network at any time (Example: computers, printers, switches, hubs, router, wireless access points, and mini- devices). 10. Sending unauthorized or unsolicited e-mail "spam" including the sending of "junk mail" or other advertising material. 11. Circumventing user authentication or security of any host, network, or account. 12. Any form of harassment via e-mail, text messaging, instant messaging, telephone or paging, whether through language, frequency, or size of messages.

GUIDELINE III 1. The Ina A. Colen Academy reserves the right to limit the number of devices or manage the bandwidth available to any network at any time if it is in the best interest of the School Board. 2. The School Board provides students the ability to connect personal devices to the "Student Wireless Network." The "STUDENT" Bring Your Own Device (BYOD) network is an unsecure, CIPA-compliant network provided for use by students who have an authorized user account assigned to them by the School Board. Students must authenticate using their assigned login credentials. Each school shall establish local procedures for use and availability of the student network. Student use of this network is primarily governed by the Acceptable Use Policy 8.601, Student Code of Conduct and local school guidelines. 3. The owner of any personal device connecting to the

School Board network bears all responsibility and assumes all risk for loss, damage or misuse of said device while on School Board property. 4. The District Technology and Information Systems Division will not provide any technical or troubleshooting support for personally owned devices.

GUIDELINE IV The person in whose name the account is issued is responsible at all times for its proper use and will not give his/her password to others.

GUIDELINE V Users must avoid knowingly or inadvertently spreading computer viruses. They must not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity by state and federal law.

GUIDELINE VI Students are authorized to utilize the marionstudents.net domain for e-mail and collaboration tools for instructional learning. Never consider electronic communications to be completely private. Instances of misdirected mail, mail inadvertently forwarded to others and public posting of private correspondence by users have occurred from time to time.

Appendix B

Grievance Procedure of IACA Adopted

and Effective: June 6, 2022

IACA's Governing Board has set forth the following procedure for IACA community members to address concerns about events that happen at IACA. Community members are encouraged to first address their concerns with the person they have a concern with before escalating the issue into a formal complaint. Any complaint about school personnel will be investigated by the School's administration. Generally, administration decisions will be final. Extraordinary matters that involve violation of IACA policies or applicable laws or regulations may be considered by the Board of Directors. Grade determinations made by the Principal, absent an allegation of mistake, fraud, bad faith, or incompetence, shall be final and not reviewed by the Board.

Complaints regarding Board action or Board operations may be lodged directly with the Parent Liaison. A parent or guardian wishing to invoke the complaint procedure shall make a written request for a conference with the appropriate party listed above detailing the grievance using the Conflict Resolution Form. A complaint against a teacher shall be made to the Principal after the Complainant has attempted to redress his/her concern with the teacher. If a complaint is being made against the Principal, the complaint should be submitted to the Principal using the Conflict Resolution Form after the Complainant has attempted to redress his/her concern with the Principal. Any parent or guardian making an official complaint is encouraged to contact the Designated Parent Representative prior to any member of the Board by emailing to board@iacaf.org.

The Teacher, Principal, Parent Representative or Board Chairman, as applicable, shall acknowledge receipt of the complaint within two (2) school days, indicating the anticipated amount of time to investigate the matter, which shall be no more than fourteen (14) school days, unless a third party is involved, in which case the investigation may take longer. If a third party is involved, the Complainant will be notified of the expected length of time the investigation will take within five (5) school days from the date of the third-party involvement.

The Teacher, Principal, Parent Representative or Board Chair, as applicable, shall initiate or cause to be initiated an adequate, reliable, and impartial investigation and grant a conference with the Complainant unless the parties mutually agree that the matter can be handled adequately through email communication or by telephone.

The Complainant shall be permitted to present any information, documents or witnesses that are relevant to the complaint, provided that such presentation is following applicable law.

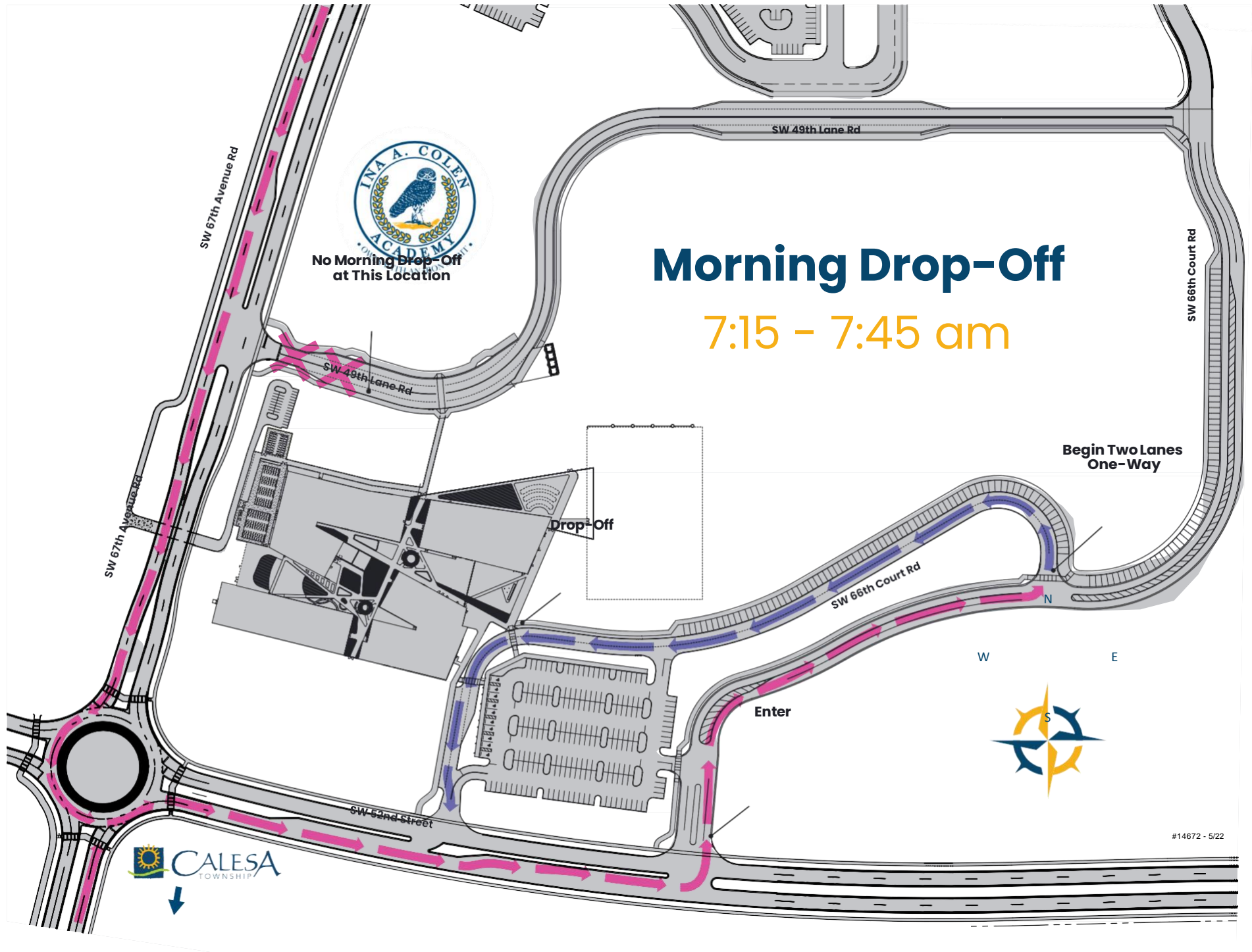
The party handling a complaint shall respond in writing to the Complainant, in most cases, within fourteen (14) school days after investigating the complaint. When using an outside party to investigate, this process may take longer. The response shall outline the results of the investigation and any corrective or remedial action that will be taken as a

result. If the Complainant does not feel the resolution of the investigation is adequate, s/he may request to be heard by the Board of Directors at the next regularly scheduled meeting of the Board of Directors. Seven (7) days' notice is required to be placed on a meeting agenda; however, a parent/guardian can speak in front of the board during the public comment section.

If a person suspects misconduct by school staff is affecting the health, safety, and welfare of a student, they should contact the school Principal, the Board Liaison, and the parent representative. If a child is in immediate danger, call 911.

Anyone who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected must report such knowledge or suspicion to the Florida Abuse Hotline: **1-800-96-ABUSE**.

** Complaints related to grades will not be heard by the board; final decision will be made by the Principal. (i.e., Extra credit, summer work, individual grades)*





INTERNET SAFETY POLICY

Adopted and Effective: 9/11/2023

1. Purpose. Ina A. Colen Academy (the “School”) recognizes the value of electronic devices and the internet to improve student learning and enhance school administration and operations. However, the internet is an unregulated vehicle for communication, and information and interactions on the internet can pose certain risks to students and staff members. Therefore, the Governing Board adopts this policy governing the use of school networks to comply with Florida law and State Board of Education rules, and to provide rules for students and employees accessing such networks.

2. General Requirements for Users. It is the policy of the School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Users on any network operated by the School shall comply with the following requirements:

- a) All use of a network must be in connection with education and research, or in the case of employees, related to the employee’s job functions.
- b) Users shall not access any content that is prohibited under this policy or under the law.
- c) Users are prohibited from using the School’s networks for any illegal or unethical purposes, including infiltrating or hacking the School’s systems or any outside systems.
- d) Users shall not utilize the School’s networks for personal gain or personal business.
- e) Users shall not install any unauthorized software or programs on any School-owned electronic device or network.
- f) Users shall not destroy, delete, or modify any School-owned devices or software unless authorized to do so.
- g) Users shall not utilize the School’s networks to engage in harassment, discrimination, cyberstalking, cyberbullying, or obscene behavior.
- h) Users will avoid clicking unknown links or accessing webpages and other content that may contain malware, spyware, ransomware, or other malicious software.

- i) If any user accesses prohibited content or downloads potentially malicious software, the individual must immediately report the incident to their teacher, in the case of students, or to the Principal, in the case of staff members.

3. Requirements for Student Users. The following requirements apply to the use of the School's networks by students:

- a) Student internet and technology sessions must always be supervised by a teacher or other staff member.
- b) Students may only use technology or access the internet when expressly instructed by a teacher for educational purposes.
- c) Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of school-provided technology or internet access shall make reasonable efforts to monitor student use to assure that it conforms to the requirements of this policy and the law.
- d) Staff must make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.

4. Prohibited Uses. It is strictly forbidden for any users to access online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, inappropriate, or that otherwise does not comply with the requirements of this policy.

5. Social Media Platforms. As a general rule, the School's networks may not be used by any person to access social media platforms. In limited circumstances, students may be permitted to access social media platforms when expressly directed by a teacher to do so and solely for educational purposes. Staff members may also access social media accounts that are maintained on behalf of the School and related to the staff member's job duties. Prior to requiring students to use online content, staff must confirm that the content is not blocked by the student internet filter. Staff may make a request to their supervisor that blocked content or social media platforms be reviewed and temporarily unblocked for educational purposes. Notwithstanding the foregoing, under no circumstances may any employee or student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in a school activity. Additionally, the use of TikTok to communicate or promote the School, a School-sponsored club, extracurricular organization, or athletic team is prohibited.

6. Online Messaging Platforms. Students are only permitted to utilize sanctioned email, chatrooms, and online messaging platforms while at the School or as part of School activities and only when permitted by a staff member as part of the educational program. Students should be made aware of the potential dangers posed by communicating with unknown individuals on the internet and such communications are strictly prohibited.

7. School's Responsibilities. In order to ensure network safety and enforce the provisions of this policy, the School's administration will implement the following measures:

- a) Provide internal and external controls as appropriate and feasible that restrict access to content, including implementing a network filtering system that is designed to

block access to prohibited or restricted content on the School's networks and on any School-issued device. Access to content should be limited to age-appropriate subject matter and materials. Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C., will be prevented.

- b) Monitor the use of online activities and electronic devices. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review.
- c) Remove or revoke privileges for any user that poses a threat to the safety and security of the network or to any person.
- d) Retain the ability to remotely remove any prohibited application from any School-issued device.
- e) Restrict access to social media platforms, applications prohibited by the Department of Management Services, and any other destination that does not adequately protect student information.
- f) Make reasonable efforts to train staff and students in acceptable use and policies governing use of the School's networks and devices.
- g) Contract only with service providers and operators of websites, online services, or online applications that comply with all state and federal laws governing the disclosure of confidential student information.


8. Violations. Use of electronic devices and networks provided by the School is a privilege. To maintain the privilege, all users agree to learn and comply with the provisions of this policy. Violations of this policy may result in revocation of network access rights and further disciplinary action. Students that violate this policy will be disciplined in accordance with the Code of Student Conduct. Staff members that violate this policy will be subject to disciplinary action up to and including termination. Any criminal activity will be reported to law enforcement.


9. Parental Notification. A copy of this policy shall be made available on the School's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

Board Secretary Certificate

I hereby certify that the foregoing Internet Safety Policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on

9/1/2023.



Board Secretary


Printed Name



POLICY ON NAME DEVIATION REQUESTS

Adopted and Effective: 10/17/2023

This policy adopted by Ina A. Colen Academy (the "School") provides the procedures for a student to be called a name other than the name on their birth certificate. The School will abide by all laws and administrative rules concerning student records, as they are amended from time to time.

1. **Procedures.** Pursuant to Florida Administrative Code Rule 6A-1.0955, *Education Records*, A parent or legal guardian that seeks to change the name of a student already enrolled in the School must submit the Name Deviation Request form, providing consent for their child to use an alternate name at school. A Parent may obtain a Name Deviation Request Form by requesting a copy from the School. The Parent must return the form either in person to the front office, or by e-mailing a signed copy to vanessa_baxley@iacafl.org.

The School retains discretion to decline to use a name not appearing on a student's birth certificate notwithstanding a Name Deviation Request for any reason. Name Deviation Requests must be school-appropriate and reasonable. The School may request a meeting with the parent or legal guardian to discuss a Name Deviation Request. Name Deviation Request decisions made by the School are final.

2. **Parental Notification.** This policy shall be incorporated into the School's Student & Parent Handbook to properly inform Parents.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Name Deviation Requests was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on

10/17/2023.

Kay Fuchs

Board Secretary

Kay Fuchs

Printed Name



Parental Authorization for Name Deviation

Student ID

Student Legal Name

Birth Date

Parent/Guardian Name

Phone Number

Relationship to Student

Please provide the approved name/nickname(s) for the student:

Additional Comments:

*Please attach any related documentation you would like the School to consider with your request.

This consent authorizes school personnel to use the parent/guardian approved name/nickname, as indicated below, for my student. I understand that this name/nickname will be entered into the Student Information System.

I, _____ authorize my student _____ to be referred to by the above provided name(s).

Parent Signature: _____

Date: _____



POLICY ON SCHOOL BATHROOMS, LOCKER ROOMS, AND DRESSING ROOMS

Adopted and Effective: 10/17/2023

This is the Policy on School Bathrooms, Locker Rooms, and Dressing Rooms of Ina A. Colen Academy (the "School"). This policy is implemented to comply with the requirements of Rule 6A-10.086, Florida Administrative Code, Section 553.865, Florida Statutes, and other relevant laws.

1. Purpose. This policy is intended to inform parents of how bathrooms, locker rooms, and dressing rooms are designated by the School, and to ensure the health, safety, and welfare of students when utilizing bathrooms, locker rooms, and dressing rooms.

2. Policy. Pursuant to Rule 6A-10.086(2)(a), Florida Administrative Code, all restrooms and changing facilities on campus are separated by Sex¹. It is the policy of the School that all students, faculty, personnel, and guests of the School will use bathrooms, locker rooms, and dressing rooms that correspond with the individual's Sex. This means individuals whose designated sex at birth was male will be required to use those bathrooms, locker rooms, and dressing rooms designated for men, and individuals whose designated Sex at birth was female will be required to use those bathrooms, locker rooms, and dressing rooms designated for women. Individuals may also use single occupancy bathrooms that are gender neutral *if available*. Students are not permitted to utilize bathrooms that are designated exclusively for the school faculty. A person may only enter a restroom or changing facility designated for the opposite Sex under the following circumstances:

- a) To accompany a person of the opposite Sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in Section

¹ "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

825.101 F.S., or a person with a disability as defined in Section 760.22 F.S. or a developmental disability as defined in Section 393.063 F.S.;

- b) For law enforcement or governmental regulatory purposes;
- c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use;
- e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

In enforcing this policy, school personnel may reasonably rely upon representations made or documentation provided by the parent or guardian at initial enrollment, or such other records available to the administration. In the event of any inconsistency in the student's records, the administration reserves the right to request additional documentation from the parent or guardian to verify the student's biological sex at birth. This policy shall at all times be construed in accordance with state and federal law.

3. **Violations.** Pursuant to Section 553.865(9), F.S., instructional personnel or administrative who willfully enter, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex on campus and refuse to depart when asked to do so commit a violation of the Principles of Professional Conduct for the Education Profession and are subject to discipline pursuant to Section 1012.795 F.S.

Any student who willfully enters, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by instructional personnel, administrative personnel, or a safe-school officer will be subject to the disciplinary procedures provided in the Student Code of Conduct Discipline Guide.

Any person who willfully enters, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex on campus and refuses to depart when asked to do so commits the offense of trespass as provided in Section 810.08 F.S. This paragraph does not apply to a student of the educational institution or to administrative personnel or instructional personnel of the educational institution. Trespassers will be immediately removed from campus and will be subject to applicable legal action.

4. **Exceptions.** This section does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:


- a. External biological sex characteristics that are unresolvedly ambiguous.
- b. A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.


5. **Privacy of Information.** In carrying out this policy, school personnel are required to maintain the privacy of all educational records as set forth in Section 1012.22, Florida Statutes, and to respect the privacy interests of all students and parents.

6. **Parental Notification.** A copy of this policy shall be made available on the School's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

Board Secretary Certificate

I hereby certify that the foregoing Policy on School Bathrooms, Locker Rooms, and Dressing Rooms was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 10/17/2023.



Board Secretary


Printed Name