

# Parent/Student Handbook

**2024/2025 School Year**



PRINCIPAL VANESSA BAXLEY

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WELCOME TO THE INA A. COLEN 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 is held in February if more than the allotted number of children allowed under the class size amendment apply 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:..... 7:30 AM

Gates Closed..... 7:45 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: (last day of school) ..... 11:30 AM  
School Office Hours:..... 7:15 AM – 3:15 PM

### PICK UP / DROP OFF:

Student safety always comes first, and we appreciate your help and support by following our procedures for student pick up and drop off to school. Please read below for pick up and drop off procedures for all students entering IACA campus. Only the designated areas for drop off/pick up (front car line, back car line, tunnel/golf cart) will be allowed. Please do not park on the side of the road, roundabout, or other facilities to drop off or pick up your student.

#### **DROP OFF: 7:15 AM – 7:45 AM**

Front Car line Drop Off: Grades K-3 (older siblings may accompany younger siblings in this area)

Back Car line Drop Off: Grades 4-8 (no younger siblings are to be dropped in this area)

Tunnel Entrance/Golf Cart: Any student entering the tunnel must be a Calesa resident. Any grade may be dropped off by golf cart in this area. Any student walking or riding a bike to school from the tunnel must provide an Unsupervised Release Form.

Students must be dropped off at their grade specific car line. Students will be greeted by 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. All gates close at 7:45am. At that point, you will need to park, walk your child in and sign them in at the front desk. They will be marked as tardy.

- K-3 students will go directly to the cafeteria.
- 4-5 grades students will report to the gym unless they need to go through the breakfast line, where they will eat their breakfast, then report to the gym.
- 6-8 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 cafeteria or gym to be dismissed to class. Students will be dismissed to classrooms when the first bell rings at 7:30 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 must park

in a regular parking spot if walking a student to the gate or office. Cars should not pass in the car line. Children exiting the cars should exit on the passenger side only.

- No golf carts will be allowed in regular car line. Golf cart drop off must be through the tunnel connecting to the back of campus.
- Bike riders entering campus must use the tunnel and park bikes/scooters in the designated bike rack area. No bike riders should be entering at any other point on campus.
- If bike riders arrive to campus and the gate is closed, student must walk with bike through the back car line side of campus, around the soccer field and on the sidewalk to the front office. If a student arrives to school in this way **more than 4 times**, the student will lose the privilege to use the tunnel for arrival in the morning.

**PICK UP: 2:05 PM – 2:25 PM**

Front Car line Pick Up: Grades K-3 (older siblings may accompany younger siblings in this area)

Back Car line Pick Up: Grades 4-8 (no younger siblings are to be picked up in this area)

Tunnel Entrance/Golf Cart: Any student exiting the tunnel must be a Calesa resident. Any grade may be picked up by golf cart in this area. Any student walking or riding a bike home from the tunnel must provide an Unsupervised Release Form.

**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 day. Cars should not pass in carline and will wait in the designated lines. K-3 grades will be picked up in the front of the school making two lines and adhering to the staff member holding a stop/go sign. 4-8 grades 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.

Car signs should be visible in the windshield. If you do not have your car sign with you, you will be asked to park and walk into the front office with your

government issued ID for verification. Anyone picking up your student should be listed in Skyward as an Emergency Contact. We will only release students to someone listed as an Emergency Contact or has the windshield sign present.

If your student is attending the After School Program, please make sure ALL contacts are consistent on Skyward and After School Program registrations system.

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 driving their golf cart into the school must wait to leave with their child until a staff member has checked their car sign. Parents on foot or on a bike may not enter the tunnel and must wait for their student to exit the tunnel after leaving campus. Please refer to carline drop-off and pick-up maps in the back of this handbook. If your child is leaving school alone and walking home/riding a bike/scooter, etc. there is an Unsupervised Release Form that needs to be filled out prior to the first day of the child leaving school unattended.

#### SEVERE WEATHER DISMISSAL:

Rainy day and severe weather dismissal will be in the assigned designated pick-up areas (K-3 front/4-8 back). Students will be located indoors and will be walked to cars on the inside lane. Pick up will be moved to single lane (interior closest to the building). If lightning is within 5 miles according to the emergency system installed in our school, dismissal will be delayed until it is safe. Parents will be notified through campus communication as soon as we are able to determine weather dismissal is necessary.

All tunnel dismissal will be determined based on severity of weather. If alternative pick up is needed for safety due to weather, parents will be contacted by IACA through campus communication.

#### 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.

Please refer to [iacafl.org](http://iacafl.org) for more information on the After School Care Program registration and costs.

Parents/Guardians are requested to complete an online registration form, which includes a non-refundable registration fee. All contact information must be current, including at least two primary contacts and one emergency contact. There will be no charges beyond the registration fee until services are used. Payments are to be made online only and must be made in advance on Friday for the upcoming week. Late payment fees will apply if payments are not received on time.

Parents must notify the school immediately if they are unable to pick up their child by the designated time. Late fees will be charged for each 15-minute interval past the pickup time, and children not picked up by a specific time will be released to law enforcement. After three late pickups, dismissal from the program is possible. Only authorized individuals with a government issued ID can sign out students.

Emergency drop-ins are allowed without a registration fee but are limited to a certain number of occurrences per school year. Refunds are available if the student is administratively withdrawn or if a refund request form is submitted within 30 days of the last day the student attended the program. No refunds will be given for sick days unless prior arrangements are made for extended absences.

Participation in the After-School Care Program is a privilege, not a right, and the program reserves the right to deny services to any student who does not follow the established rules. The program maintains a 1:20 ratio, provides snacks, and offers additional activities such as twirling, dance, etc. It also includes homework time, free time, organized team games, and monthly themed events. Thank you for your cooperation and support. For more information, please refer to the



After-School Program tab on the IACA website.

#### 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. Please review the following attendance policy carefully:

**Absence Notes:** When your child is absent, send a note explaining the absence upon their return to school. The note must be provided to the front desk within 3 school days from the return date and include the student's name, dates of absences, specific reason for absence, and parent signature. Emails, phone calls, or Dojos will not be accepted as absence notes. Parents are allowed to submit 10 excusable parent notes per year. A parent note can only excuse 3 consecutive days of a student's absence.

**Sick Notes:** A parent note can only excuse 3 consecutive days of a student's absence. Additional days will require a physician's note or will be considered unexcused.

**Excused Absences:** Illness of the student, death in the family, medical appointment, and religious holiday or service.

**Tardies and Early Check-Outs:** Students are allowed 3 unexcused tardies/early check-outs within a 9-week grading period. Once a student has reached a 4<sup>th</sup> unexcused tardy or early check out, consequences in the form of a referral for excessive tardiness and early check-outs will be addressed as outlined in the Level 1 Corrective Actions under "Violation of Attendance Procedures."

Parental responsibilities play a significant role in a student's punctuality. We encourage parents to establish consistent morning routines, prepare for school the night before and set earlier wake up times to accommodate potential delays. By addressing these areas, we can work together to improve students' punctuality and reduce tardiness.

**Attendance Remediation:** 5 unexcused absences/tardies/early check-outs will require an Educational Planning Team (EPT) Meeting with the grade level counselor, parent/guardian, and student. The student will be placed on attendance

remediation with corrective interventions.

**Attendance Probation:** If a student receives another unexcused absence/tardy/early check-out after being placed on attendance remediation or shows a pattern of non-attendance, they will be placed on Attendance Probation. Once placed on Attendance Probation, the next unexcused absence/tardy/early check-out will result in the student's enrollment preference to IACA being rescinded. After this point, IACA's Open Enrollment policies must be followed.

By adhering to this attendance policy, you help ensure that your child receives the full benefit of their education at IACA.

**Check in:**

Students checking in late to campus may not check in later than 12:00pm without a doctor's note.

**Check out:** 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. Early check-out is not allowed after 1:30 pm.

While students are at IACA, we are responsible for their safety. This includes ensuring that the check-in/check-out procedure is closely monitored.

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 or trading cards are permitted during school hours.
- 7) No gum is permitted on campus.
- 8) Students are to always be respectful to others.
- 9) No personal electronic devices (see CELL PHONES/WIRELESS COMMUNICATION).

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 students in grade 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 and pre-arranged with the teacher. The application can take up to two weeks to process. (Please see the Volunteer application link on the [iacaf.org](http://iacaf.org) website.)

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

#### CAFETERIA:

The cafeteria is a place where students can enjoy their meals in a safe, clean, and respectful environment. The following guidelines are established to ensure a positive dining experience for all students.

**General Behavior:** Students are expected to speak in a quiet, indoor voice, use polite language and manners, and be considerate of others' personal space and

belongings. They should follow the directions of cafeteria staff and monitors, say "please" and "thank you" to cafeteria workers, and address any concerns or issues respectfully. We encourage students to use the bathroom before entering for lunch to help limit movement in the cafeteria. Students should always raise their hand and wait for a staff member if they need to get up for any reason. This is again to help limit movement in the cafeteria so that we maintain a safe environment.

**Meal Payment/Information:** Monthly meal calendars can be found on the IACA website (Parent Information/Food Service). Please make sure all Student Medical Information forms are filled in and up to date with any food allergies notated. Please create an account with school lunch program on the IACA home page under the Parent Information tab. Meals will need to be pre-paid for by maintaining a balance in your students' school lunch account. No checks or cash will be taken at the school. If your student's account reaches a negative balance of \$5.00 or more, he/she will receive an alternative meal until their account is paid in full. Please allow low balance push notifications through your school lunch account so you are aware of account balance activity. Student breakfast cost will be \$2.50 per meal and lunch will be \$4.00 per meal. If there is a consistent negative balance in your student's school lunch account, this will hinder their participation in any extra-curricular activities, such as field trips, dances, sports, etc.

**A' La Carte:** The cafeteria will be offering A' la carte items for purchase. Any A' la carte purchase restrictions may be added through your student's school lunch account.

**Before Entering the Cafeteria:** Students should line up in single file, without pushing or cutting in line, and wait patiently for their turn to be served. It is important to wash hands before entering the cafeteria and to bring all necessary items, such as water bottles or lunch boxes.

**Lunch Visitors:** Lunch Visitors must be a parent/guardian/or anyone listed as an emergency contact in Skyward. Visitors must sign in at the front desk 5-10 minutes prior to their student's lunch time. A maximum of 3 visitors may check in per student. A visitors' badge will be required to wear during their entire visit while on campus. Visitors may only bring lunch for their students. No additional students may join the visitor for lunch. Visitors may not utilize other areas on campus during this time (ex: playground, grand stairs, etc.). Please ensure that your student remains at the table with you to enjoy lunch and is following regular cafeteria behavior.

**Visitors may bring outside food to eat with their student.**

**No outside food deliveries or parent drop-offs will be accepted other than a lunchbox from home.**

**During Meals:** Students should sit in their designated area or assigned seat and stay seated while eating, avoiding unnecessary movement. **They should eat their own food only, not share food due to allergy concerns**, use utensils properly, and avoid talking with food in their mouth. Keeping the eating area clean is crucial; students should place all trash and uneaten food in the appropriate bins, and clean up any spills or messes immediately, or notify a staff member if assistance is needed. Students should only be purchasing food for themselves, and never for other students. This is for the safety of all students because of allergies and/or dietary restrictions.

**After Meals:** Students should wait to be dismissed by a staff member before leaving their seat and ensure their table and surrounding area are clean before they leave. They should exit the cafeteria quietly and in an orderly manner, following the designated route back to their classroom or next activity.

**Consequences:** Failure to follow these guidelines may result in a verbal warning, assigned seating, temporary loss of cafeteria privileges or other school activities, parental notification, or further disciplinary actions as deemed appropriate by school administration.

**Note to Parents/Guardians:** Please discuss these guidelines with your child to ensure they understand the importance of proper behavior in the cafeteria. Your support in reinforcing these expectations at home is greatly appreciated.

#### CELL PHONES/WIRELESS COMMUNICATION:

Definition: Wireless communication devices are defined to include portable two-way telecommunication devices, including cellphones, smart watches, fit bits, walkie-talkies, personal digital assistants, and other electronic 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 for ensuring that the devices are turned off and out of sight during the instructional day, dismissal, and carline.
- 3) Students are not allowed to receive or place telephone calls with their cell phones during the instructional day for any 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 front office to relay a message.
- 4) 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.
- 5) 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.

#### 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 IACA Computer Responsibility Agreement each year.

Social media - 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.

## Computer Responsibility Agreement

This agreement outlines the expectations and responsibilities for students at IACA who use school-provided Computers and/or technology. It aims to ensure that students understand the importance of caring for their devices and the consequences of misuse or damage. This agreement will be sent home each year, at the beginning of the school year. It must be signed and returned in order for student to use school technology equipment.

**Student Responsibilities** - Students are expected to use their computers for educational purposes only and must refrain from engaging in inappropriate activities, such as cyberbullying, accessing inappropriate content, or illegal activities. Students should take care of their computers by ensuring they are kept in a safe place, avoiding eating or drinking near the device to prevent spills, and not leaving their Computers unattended in public places. Computers must be handled with clean hands, carried with care, and stored in their designated spots. Heavy objects should not be placed on top of the computers. For security reasons, students should not share their computers with others, must log out of their accounts when not using the device, and report any loss, theft, or malfunction to the school immediately.

**Consequences of Misuse** - Students must understand that if they damage the Chromebook due to negligence or misuse, they are responsible for the cost of repair or replacement. The replacement cost for a Chromebook will be the current market price per our IT department for an exact model. Inappropriate use of the Chromebook may result in disciplinary actions, including loss of Chromebook privileges, detention, suspension, or other appropriate measures as determined by the school administration.

CONCERNS, CONFERENCES  
& QUESTIONS

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.

**Elementary:** Please contact your student's teacher and school counselor to schedule a conference.

**Middle School:** Please reach out to the middle school counselor to schedule all parent/teacher conferences.

CURRICULUM:

**Software**

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

**Curriculum -Elementary**

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

**Curriculum – Middle School**

Math ..... HMH "Into Math" / Agile Mind  
ELA..... HMH Literature  
Science ..... HMH Science  
Social Studies:.....SAVVAS  
PE.....Spark  
Spanish: ..... Vista Higher Learning  
Computer Business:..... ICEV

**DISCIPLINE:**

Classroom strategies and consequences, such as verbal redirection, loss of privileges, time outs, teacher/student conferences, behavior contracts, no contact 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 should be aware that accumulating three level 2 referrals will result in a level 3 referral. This may lead to potential dismissal from IACA as part of the progressive disciplinary actions.

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, extra-curricular activities, clubs, athletics, and special events including, but not limited to dances, during the school year.

Please see PARTICIPATION REQUIREMENTS for more information.

Middle School students are allotted three minutes between class transitions. Students will be marked late by classroom teacher if they walk in the door after the scheduled start time. Students will receive a referral for their 4<sup>th</sup> late arrival to class, and a referral for each late arrival thereafter.

#### PARTICIPATION REQUIREMENTS:

Students must meet specific participation requirements to be eligible for off-campus field trips, sports, and extracurricular activities, such as clubs and dances. Academic eligibility requires students to maintain a minimum GPA of 2.5 (unweighted). Behavioral standards dictate that students exhibit appropriate behavior both in school and during extracurricular activities. This includes having no multiple Level 1 referrals, any Level 2 or higher referrals within the school year, no ISS in the most recent 9-week grading period, and no OSS within the year. Students will not be eligible to participate in any of these activities if they have an outstanding school debt over \$35, including school lunch account.

Adherence to the school's code of conduct is required at all times. Parent or guardian consent is mandatory, with a signed permission slip required for each off-campus event or field trip. Parents or guardians must also provide updated emergency contact information and any relevant medical information. Students must attend all scheduled practices, meetings, and events unless excused by a teacher, coach, or activity sponsor, with prior notification required for any anticipated absences. There should be no more than five unexcused absences in a semester.

Students are responsible for paying any associated fees for participation in sports, field trips, or other extracurricular activities by the specified deadline. They must also provide their own equipment and attire unless otherwise specified. For sports and physical activities, a current medical clearance form signed by a physician is required, and any changes in health status must be reported immediately to the coach or activity sponsor.

Students must demonstrate a commitment to their chosen activity, showing dedication, teamwork, and respect for peers, coaches, and staff. Failure to adhere to

these standards may result in removal from the activity. Students are expected to represent the school positively during all extracurricular activities, both on and off campus, and any behavior that reflects poorly on the school or compromises student safety will lead to disciplinary action.

Any exceptions to these requirements must be approved by the school administration on a case-by-case basis. By adhering to these requirements, students will ensure a safe, productive, and enjoyable experience in their extracurricular activities and field trips.

In addition to these requirements, individual club/organization advisors or coaches may create group/team guidelines for participation.

Parents are required to check students' eligibility before sending permission slips and money in for field trips, clubs, sports, or extra-curricular activities. Any associated fees for participation in sports, field trips, or other extracurricular activities that are paid are non-refundable.

#### 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 the first month of school to prepare 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, antennas or face piercing may be worn. • Jewelry, makeup, and accessories must be appropriate for a school setting. • Hair must be a natural hair color. • Students are not permitted to use pens and markers to write and draw on visible body parts or clothing, this includes temporary tattoos of any kind. • Hats and sunglasses 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](http://iacaf1.org). • If a student 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, short or long sleeve pique polo collared shirt or Peter Pan collar shirt, with the IACA logo on the chest. Shirts must always be 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.

**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. Leggings, joggers, and stretch pants are not allowed.

**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. Leggings, joggers, and stretch pants are not allowed. Skorts, shorts or a jumper must be no shorter than three inches above the knee in the front and back. White, black, or navy tights may be worn under dresses or skirts/skorts.

**FOOTWEAR-** Closed toe tennis shoes are the only type of shoe allowed. Students should never wear boots, slippers, sandals, flip flops, crocs, or shoes without backs. Any student who can't tie their shoes, must wear Velcro, or slip on tennis shoes. White, navy, or black socks are the only color socks permitted. Socks must be ankle, crew, or no-show length.

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

**DRESS-DOWN DAYS/FRIDAYS -**Dress-down days occur throughout the school year. On these days students may wear full-length solid color blue jeans with no rips, tears, shredding, or designs and an IACA "Spirit Shirt". No denim shorts/skirts/jumpers, or leggings/joggers/stretch pants are allowed.

**KINDERGARTEN STUDENTS ONLY-** Must wear Velcro tennis shoes if they are unable to tie their own shoelaces. They must also wear a magnetic or Velcro belt if they are unable to buckle their own belt. Belts are required if there are belt loops. 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 khaki bottoms. Students may wear navy collared shirts or navy IACA spirit shirt only 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. Any coats or jackets worn over these to arrive at school must be one of the following colors: navy, white, khaki, or yellow. Any outerwear, including winter hats or gloves, must be navy or black in color. These items may only be worn outdoors. Outerwear must only include the IACA logo and no other words or designs. We require families to label outerwear with student name inside or with monogram.

#### WATER BOTTLES

Students are encouraged to bring a water bottle to school daily to stay hydrated and limit hallway traffic to water fountains. Water bottles must **not** be made of glass and may only contain water. If it is determined that a water bottle contains anything other than water, the student will be required to use a clear plastic water bottle for the remainder of the school year. Additionally, all water bottles must be clearly labeled with the student's name to prevent mix-ups and ensure proper identification. By adhering to these guidelines, we can maintain a safe and healthy environment for all students. Thank you for your cooperation.

**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. Every violation thereafter will result in the student receiving a referral, with the appropriate consequences. As stated above, if a student is wearing an article of clothing not listed as acceptable, 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.

## LOST AND FOUND:

To help ensure that lost items can be returned to their owners, it is required that students clearly label their belongings with their first and last name and grade level. A permanent Lost and Found area is set up in the student lobby, where new items will be checked daily for identification. Items with names will be promptly returned to the respective students. Items without names will be stored in this area until claimed. The Lost and Found area will be cleaned out at the end of each quarter. Any unclaimed items at that time will either be discarded or donated to the used clothes sale at IACA.

**Responsibility for Personal Items:** Our school is not responsible for any lost or damaged items that students bring onto campus. Students are encouraged to take care of their personal belongings and to avoid bringing valuable items to school. Proper labeling of items with the student's name and grade level assist in the recovery of lost items, but the ultimate responsibility for personal property rests with the students. 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

from the school with a message from our telephone notification service or email 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. Phone lines will be needed for emergency communication.
5. Please DO NOT call or text your child's cell phone. 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. There is a plan for an orderly dismissal and release of our students. 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. Parents will be contacted with the reunification location once the school district or law enforcement has confirmed the site. For the safety of every child, we must document to whom each child is released. Students will only be released to those listed as an emergency contact in

Skyward.

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 government issued 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 government issued ID again.
6. Sign for the student and depart.

**REMINDER:** Your child will be released only to those listed in Skyward under emergency contacts. It is therefore imperative that you update Family Access in Skyward with any changes. If 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 as an emergency contact. If you have any questions about the Student and Family Reunification Plan, contact your child's school Principal.

#### ENROLLMENT:

In accordance with state statute, all eligible students will have an equal chance of being selected for IACA through a lottery system. Please refer to Enrollment Policy at [iacaf.org](http://iacaf.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 [iacaf1.org](http://iacaf1.org). under VOLUNTEERS. 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 who are not participating in a class or grade-level field trip are allowed to remain home, and this will be counted as an excused absence.

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 required to check students' eligibility before sending permission slips and money in for field trips. Please see PARTICIPATION REQUIREMENTS for more information.

#### 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/CLINIC:

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.
- 8) Pinkeye. Student must be on antibiotic eye drops for 24 hours to return to school.
- 9) Students sent home with lice must be treated before returning. Student must be cleared by clinic staff before returning to class.

If school personnel determine a student is too sick to remain at school, arrangements must be made to pick the student up immediately. All medications must be administered through the clinic. The proper paperwork must be completed, and the clinic staff is responsible for scheduling and administering all medications. Medication will not be administered unless it is in its original box or bottle and pharmacy 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 Newsletter, classroom portal, 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 will check out books through our School Volunteers.

### 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. Every family must complete the Media Consent and Release form for each student. These will be sent home at the beginning of the school year.

### PLAYGROUND RULES:

As student safety is our top concern, playground rules are always enforced – 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.
- 4) Swinging can only be back and forth – no twisting or sideways swinging.
- 6) Students must ask adult if leaving the playground for any reason (bathroom, water, injury, etc.).
- 7) Shoes must be worn at all times.
- 8) Slides are one way (down) only and no standing on slides. Entire body must always remain inside slide.
- 9) No running on structure.
- 10) Keep balls away from both structures and swings.
- 11) Students should not have pens, pencils, etc. in their pockets during recess.
- 12) No students are to be standing or sitting on jungle gym bars.
- 13) All playground equipment must be used only as intended.
- 14) The Elementary playground is for K-5 students only.

#### PIP:

(Parents in Parliament)-All family members are encouraged to participate in PIP. PIP assists and promotes the link between teachers and parents by providing classroom resources, volunteers, and encouragement. PIP also works with the School Principal and Assistant Principals in organizing fundraisers, volunteers, and events.

#### STUDENT RECORDS:

Parents/guardians may have access to their student's cumulative academic records upon request. All requests must be in written form. Please allow a reasonable number of days for the request to be completed by IACA. Staff can assist in interpretation of data at the parents' request. A School 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.

#### MIDDLE SCHOOL UNITS FOR PROMOTION:

At Ina A. Colen Academy, middle school students are expected to earn a total of 12 units during their time in grades 6-8, with each student earning 4 units per school year. If a student fails to earn the required units in any given school year, it is the parent's responsibility to enroll their child in a credit recovery program, either through their base school or an online platform. Should a student fail to recover the necessary units by August 1<sup>st</sup> of that calendar year, they will forfeit their seat at Ina A. Colen Academy and will be required to enroll at another school. As a school committed to academic excellence, Ina A. Colen Academy expects all students and parents to uphold these standards to ensure continuous learning and success. IACA follows Marion County Public School student progression plan. TESTING:

**Elementary:** K-2 will participate in the Renaissance STAR reading and math test and 3-5 students will take the F.A.S.T. (Florida's Assessment of Student Thinking) reading and math test as part of the state progress monitoring system. These assessments will be conducted three times per year in the fall, winter, and spring. Grades 4-5 will be participating in the B.E.S.T writing in the

spring. Grade 5 will be tested in the subject area of science.

**Middle School:** Students will take the F.A.S.T. (Florida's Assessment of Student Thinking) reading and math test as part of the state progress monitoring system. These assessments will be conducted three times per year in the fall, winter, and spring. Grade 7 will participate in the EOC Civics test. Grade 8 will be testing in the subject area of science. Grades 6-8 will be participating in the B.E.S.T writing in the spring.

#### VISITORS:

All visitors, including parents, must check in at the front office and present their **government issued ID**. All visitors must always wear their visitor badge and must remain in the designated areas. 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](http://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. Volunteer applications must be completed yearly. 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 PIP. 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.

#### IACA VOLUNTEER POLICY

For Volunteer and Chaperone Positions: IACA strictly adheres to Florida Statutes Section 1012.315 for all positions that require direct contact with

students as defined by Florida Statute Section 1012.01. An applicant is ineligible if he or she has been convicted of any crime defined by Section 1012.35. Applicants will be considered for a volunteer role using the factors numbered below in relation to their criminal records, and the specific volunteer position. No person with an active warrant may be approved as a volunteer. Approval may be revoked if the volunteer has an active warrant or recent arrest.

For all Applicants with Previous Misdemeanor Charges: Any applicant convicted, pled guilty or no contest to, had adjudication withheld, or participated in any prosecutorial or judicial intervention program related to any misdemeanor charter will be considered on a case-by-case basis using the factors number below in relation to their criminal records, and the specific volunteer role. Applicants must have satisfactorily completed any probationary period or sentencing requirements and 3 years must have passed with no additional charges.

The factors to be consider include at least the following:

- The amount of time that has passed since the most recent conviction, so long as it is more than 3 years.
- Circumstances under which the offense occurred.
- The age of the Applicant at the time of the arrest.
- Whether the offense was an isolated or repeat violation of the law.
- Evidence of Rehabilitation.

#### 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. Any electronic device seen during school hours may be confiscated by staff member or administration and require parental pick up at end of day.

The exception to wireless communication usage would be with administrative approval.

Students may use such devices while being transported on district, private or charter vehicles if given permission by supervising teacher, coach or administrator, 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 and audio 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

### **Commitment to Excellence at Ina A. Colen Academy Contract**

Ina A. Colen Academy (IACA) is a choice public school for students to attend, and it comes with high expectations. Students who do not comply with these expectations will be recommended for school reassignment according to the school policy at any time during the school year. Reassignment will occur after interventions, being placed on probation, and allowing time to correct the situation. This commitment ensures that all students put forth the effort necessary to succeed in an enriched academic environment. It also helps to prevent poor attendance patterns or behavior from interfering with the education of other students. This contract will be sent home with your student on the first day of school. It must be signed and returned.

**Attendance Expectations** - Good attendance is critical to students' success in our charter program. Much of the learning takes place through classroom discussions, presentations, small group time and student driven project-based learning. It is the parents' responsibility to ensure that students attend school regularly, on time, and are prepared for learning. The guidance department will address attendance concerns, and parents may be referred to the School Social Worker if truancy patterns develop. If poor attendance (absences, tardies, and early check-outs) continues, parents will be invited to an Education Planning Team Meeting, and the administration will take further actions under Florida Law.

**Behavior Expectations** - The administration and faculty of our charter school expect students to be model citizens on campus. Students who exhibit minor inappropriate behavior (needs improvement/unsatisfactory on grade reports and discipline referrals), as outlined by the MCPS Code of Conduct, will receive progressive consequences. Students receiving a level 3 or level 4 discipline referral may be immediately removed from the charter program without moving through progressive consequences and reassigned to their home-based school. The school will abide by the requirements of state and federal law in determining changes of placement for students with disabilities.

**Parent Involvement** - Parent involvement is essential to the success of our students and the school community. We encourage parents to actively participate in school events, attend parent-teacher conferences, and support their child's academic journey at home. Regular communication between parents and teachers is vital to

monitor student progress and address any concerns promptly. By working together, we can ensure a supportive and collaborative environment for all students.

**Academic Expectations** - Our academic expectations align with our attendance and behavior policies to create a cohesive learning environment. Students are expected to complete all assignments on time, engage actively in classroom activities, and strive for academic excellence. Parents can support these expectations by ensuring that their child has a quiet place to study, assisting with homework when needed, and fostering a positive attitude towards learning. By maintaining high academic standards, we aim to help each student achieve their full potential.

### Appendix C

#### 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@iacafl.org](mailto:board@iacafl.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 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.

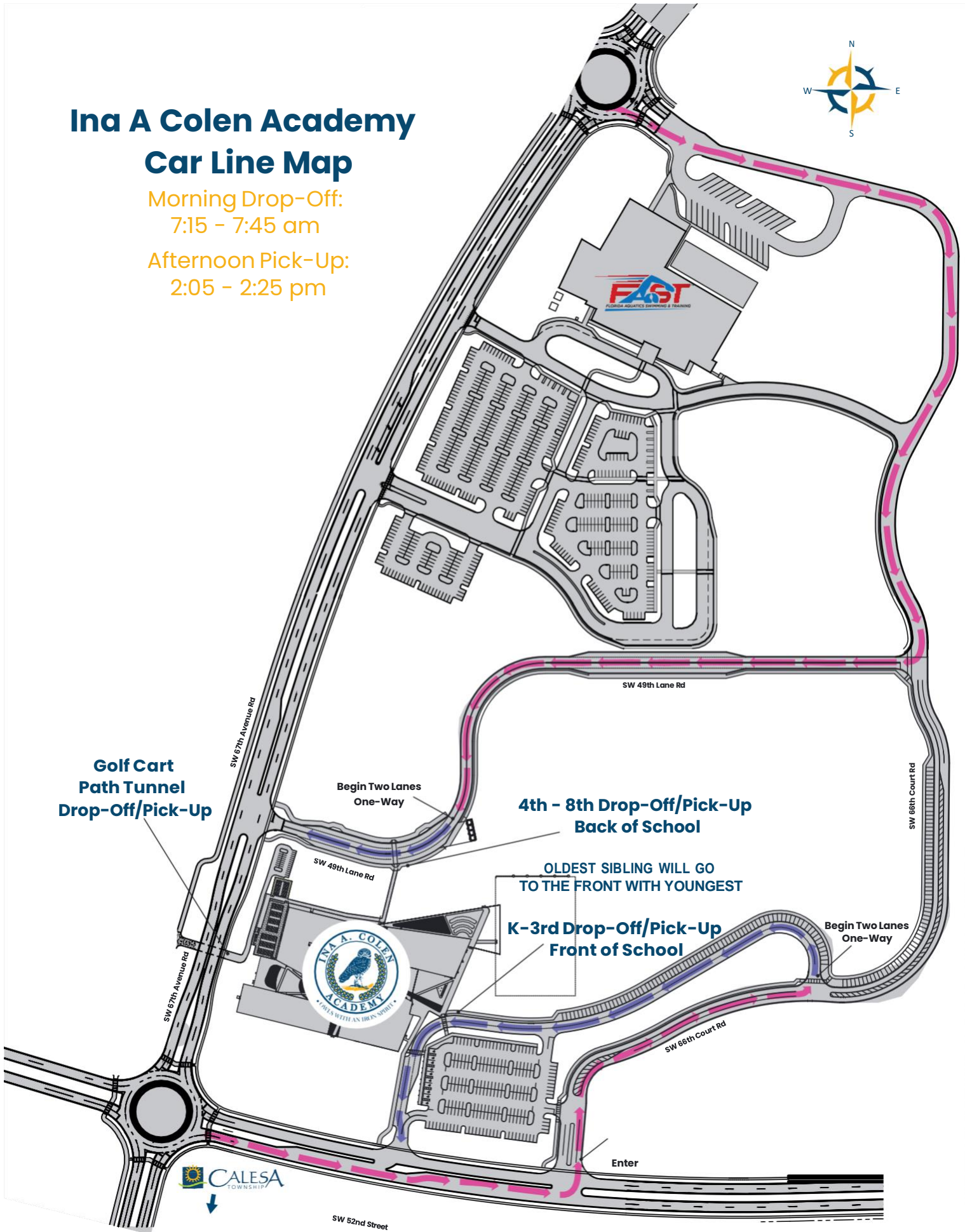
Anyone who knows or has reasonable cause to suspect that a child is abused, abandoned, or neglected must report such knowledge or suspicion to the Florida Abuse Hotline: **1-800-96-ABUSE.**

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

# Ina A Colen Academy Car Line Map

Morning Drop-Off:  
7:15 - 7:45 am

Afternoon Pick-Up:  
2:05 - 2:25 pm



**Golf Cart  
Path Tunnel  
Drop-Off/Pick-Up**

Begin Two Lanes  
One-Way

**4th - 8th Drop-Off/Pick-Up  
Back of School**

OLDEST SIBLING WILL GO  
TO THE FRONT WITH YOUNGEST

**K-3rd Drop-Off/Pick-Up  
Front of School**

Begin Two Lanes  
One-Way

Enter



SW 52nd Street