

# Parent-Student Handbook

**2026 / 2027 School Year**



Principal Vanessa Baxley

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## Welcome to the Ina A. Colen Academy

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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.

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 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.

- Ensure that students are dressed appropriately
- Ensure that students are on time every day
- Work with school staff to solve academic and behavioral problems pertaining to their child
- Maintain up-to-date family information at the school, including any change in phone numbers and information concerning child custody.

## IACA Mission Statement

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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

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|                                |                   |
|--------------------------------|-------------------|
| <b>Student Day</b>             | 7:45 AM – 2:20 PM |
| <b>Campus Opens</b>            | 7:15 AM           |
| <b>First Bell</b>              | 7:30 AM           |
| <b>Gates Closed</b>            | 7:45 AM           |
| <b>Tardy (Late) Bell</b>       | 7:45 AM           |
| <b>Breakfast Served</b>        | 7:15 – 7:40 AM    |
| <b>Teacher Day</b>             | 7:15 AM – 3:00 PM |
| <b>Early Release Dismissal</b> | 12:05 PM          |
| <b>School Office Hours</b>     | 7:15 AM – 3:15 PM |

## Arrival / Dismissal

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Our priority is student safety. We appreciate your help and support in following our procedures for student arrival and dismissal at school. Only the designated areas, front car line, back car line, tunnel entrance / golf cart, will be permitted for student arrival and dismissal. Do not park on the side of the road, roundabout, or at other facilities to drop off or pick up your student. Please read below for pick up and drop off procedures for all students entering IACA campus.

### Arrival: 7:15 AM – 7:45 AM

Front Car line Drop Off: Grades K-2 (older siblings may accompany younger siblings in this area)

Back Car line Drop Off: Grades 3-8 (no younger siblings are to be dropped in this area)

**Tunnel Entrance/Golf Cart:** Any student entering the tunnel must be an IACA student. Any student walking or riding a bike to school from the tunnel must submit an Unsupervised Release Form.

Students must arrive at their grade specific car line. Students will be greeted by staff starting at 7:15 AM. Students may not enter the school or arrive prior to 7:15 AM. Please have your child wait in their car until IACA staff are outside to start the unloading process. All gates close at 7:45 AM. If you arrive after 7:45 AM you will need to park and walk your child to sign them in at the front desk. They will be marked as tardy.

- Grades K-3 students will report directly to the cafeteria.
- Grades 4-5 students will report to the gym unless they first need to go through the breakfast line.
- Grades 6-8 students will report to the Grand Stairs unless they first need to go through the breakfast line.
- During inclement 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 in the parking lot unless escorted by an adult and using the crosswalk where a staff member is standing. 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 cars should exit on the passenger side only.
- No golf carts will be allowed in regular car line. Golf cart arrival 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 entry point on campus. Students who ride bicycles on, to and from campus must comply with applicable safety requirements set forth in Florida Statute

Chapter 316, relating to bicycle operation and safety. The school may establish additional rules governing bicycle use on campus.

- There are no golf carts or low speed vehicles allowed in the front parking lot from 6:45 am – 2:45 pm. No golf carts or low speed vehicles are allowed in front or on the side of the car line. Golf carts or low speed vehicles are only permitted in the back tunnel pick up area during normal school arrival and dismissal times.
- No parking is allowed in front of the mailbox in the parking lot.
- Only vehicles with handicapped decal may park in handicapped parking.

### Dismissal: 2:20 PM

Front Car line Pick Up: Grades K-2 (older siblings may accompany younger siblings in this area)

Back Car line Pick Up: Grades 3-8 (no younger siblings are to be picked up in this area)

Tunnel Entrance/Golf Cart: 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.

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 arrival and dismissal maps in the back of this handbook. If your child is leaving school alone and walking home or riding a bike/scooter, there is an Unsupervised Release Form that needs to be submitted prior to the first day of the child leaving school unattended.

**Students are not allowed to be checked out after 1:30 pm.** At dismissal, students who have been dismissed are 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.

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

### School Dismissal Manager (Golf cart & carline)

Students will be dismissed utilizing School Dismissal Manager, a digital platform to streamline a safe and efficient dismissal of students.

Parents will manage the dismissal of students via a SDM account; all dismissal changes should be made via the app or web-based account. Additionally, parents have the option to add individuals authorized to pick up their student(s).

Students new to IACA will be added to the SDM roster, at which time parents will receive communication with next steps for account/app set up. If you are a returning family, your SDM account will carry over from the previous year.

## Severe Weather Dismissal

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If lightning is detected near campus according to the emergency system (Thor Guard) installed in our school, dismissal will be delayed until weather conditions are safe. Parents will be notified through campus communication as soon as we are able to determine if or when severe weather dismissal is necessary.

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

## Accidents

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While the School exercises reasonable supervision over students during the school day and school-sponsored activities, it cannot guarantee the prevention of all accidents or injuries. Parents and guardians remain responsible for the actions of their students outside the scope of School supervision.

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

## Animals

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

## After-School Care Program

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**Monday - Friday** 2:20 pm – 5:30 pm.

Please refer to [iacaf1.org](http://iacaf1.org) for more information on the After School Care Program registration and costs.

Parents/Guardians must 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 on Monday of the current week. Late payment fees will be charged 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. A \$15 Late Fee will be charged for each 15-minute interval past the pickup time, and children not picked up by 5:30 pm will be reported to law enforcement. Students may be dismissed from the program at any time for any reason, including but not limited to being picked up late. Only authorized individuals with a government issued ID can sign out students.

Emergency drop-ins are allowed with a fee of \$20 per student per day

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 when available. 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

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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.

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 working together, we can improve students' punctuality and reduce tardiness.

**Excused Absences Events:** Absences, tardies, checkouts may be excused for the following reasons:

- Illness of the student
- Death in the family
- Medical appointment
- Religious holiday or service
- Approved school events

**Attendance 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. This note can ONLY excuse 3 consecutive days and must include the following:

- student's name
- dates of absences
- specific reason for absence
- parent signature

Emails, phone calls, or electronic communication will not be accepted as absence notes. Parent notes will ONLY excuse up to 10 days of absence (tardies, checkouts, absences). Additional days will require a physician's note or will be considered unexcused.

## **Attendance Process**

The attendance process outlined below is designed to promote consistent school attendance and ensure that all students have an opportunity to fully engage in their learning. Regular attendance is essential for academic success and is required under Florida law. According to Florida Statute 1003.21, all children of compulsory school age must attend school regularly, and schools are responsible for monitoring and addressing patterns of nonattendance.

As IACA is a school of choice, attendance is of the utmost importance. If a student continues to violate the attendance policy of the school, they will be dismissed through the school's dismissal policy.

For the purposes of this process, the term "attendance event" will be used to refer to any unexcused absence, tardy, or early checkout. From this point forward, all references to attendance events should be understood within this definition.

### **Teacher Contact**

#### *3 Unexcused Absence Events*

- Teacher reaches out to parent/guardian via phone or email.

#### *5 Unexcused Absence Events*

- Second teacher contact is made (phone required).
- Warning letter sent home by Attendance Clerk

### **Attendance Remediation**

#### *7 Unexcused Absence Events*

- School counselor initiates a remediation phone call with parent/guardian.

### **Attendance Probation**

#### *9 Unexcused Absence Events*

- Probation meeting scheduled with:
  - Assistant Principal (AP)
  - School Counselor
  - Parent/Guardian (and student, if appropriate)
- Meeting includes:
  - Review of attendance record and prior interventions
  - Discussion of consequences of continued absences
  - Establishment of an attendance probation agreement
  - Attendance Probation Contract is signed
  - Ongoing monitoring and follow-up plan is established.

Each day covered by a parent note counts toward the maximum of 10 parent-excused absences. For example, a parent note excusing 3 consecutive days counts as 3 of the 10 allowable parent-excused absences, leaving 7 remaining days that may be excused with a parent note.

### ***Possible Dismissal from IACA***

Once the attendance process has been completed, any additional absences may result in the student being dismissed in accordance with the school's dismissal policy.

Prior to any dismissal based on attendance, the School will provide notice to the parent/guardian of the student's failure to comply with attendance expectations and the potential for dismissal. The parent/guardian will be provided an opportunity to participate in a conference or otherwise respond before a final decision is made. Final decisions regarding dismissal are within the discretion of the School in accordance with the School's dismissal policy, consistent with applicable law.

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

**Check out:** Persons authorized to check out your student must 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.

## **Birthdays**

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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. Individual servings of birthday treats (no cakes) are also allowed to be sent to school providing it is pre-arranged, at least 24 hours before, with the teacher. It is within the teacher's discretion as to how the birthday treats will be distributed.

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

## **Cafeteria**

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The following guidelines are established to ensure a safe, clean, and respectful experience for all students.

Students are expected to:

- Use an indoor voice
- Use polite language and manners
- Respect others' personal space and belongings
- Follow directions of cafeteria staff and monitors
- Limit movement in the cafeteria
- Do not share their food

- Clean up their trash
- No sodas, coffee, and/or energy drinks brought to school by students

**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 completed and current with any food allergies notated.

Please create an account with our school lunch program on the IACA home page under the Parent Information tab. Meals will need to be pre-paid 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. Students' breakfast 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 may hinder their participation in any extra-curricular activities, such as field trips, dances, sports, etc.

**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 visitors 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; however, no outside food deliveries or parent drop-offs will be accepted other than a lunchbox from home.

**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.

## Cellphones/Wireless Communication

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**Definition:** Wireless communication devices are defined to include portable two-way telecommunication devices, cellphones, smart watches, fitbits, walkie-talkies, personal digital assistants, smart glasses, recording devices, and other electronic computing devices. This definition will also include any future technology developed for similar purposes.

*In accordance with Florida HB 1105 and IACA policy, cell phones will be prohibited during the school day once a student enters campus. Once students enter campus, cell phones must be turned off and must remain in students' backpacks outside of the classroom. If a student needs to contact a parent during the school day, they may report to the front school office for use of the campus phone.*

**Possession, Display and Use:**

- Students may not use cellphones or communication devices during the instructional day and after school programming including, dismissal, carline, After Care, tutoring, clubs, athletic practices, etc.
- Students are not allowed to receive or place telephone calls/text messages with their cell phones during the instructional day for any grade levels. Student phone calls to 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 leave a message.
- During school-sponsored activities and events including field trips, 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 supervising adult. Students will be disciplined for disruptive or inappropriate behavior related to possession or use of wireless communication devices.
- 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 wireless communication devices. Students are responsible for locating such lost or stolen items.

**Exceptions:** Use of a wireless communication device may be permitted for the following reasons:

- As required by the students' Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- A doctor's note from a physician licensed under chapter 458 or chapter 459 certifying in writing that the student requires the use of a wireless communications device based upon valid clinical reasoning or evidence.
- In locations designated by the school administrator and during non-instructional time, with express permission.
- Nothing in this policy shall be construed to prevent appropriate use of a wireless communication device during an emergency, safety drill, lockdown, or at the direction of school personnel acting in response to an immediate concern.

## Computer Responsibility

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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 students 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 are used face to face. Communication on and off campus may be the basis of student discipline.

### **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 for students 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 and MCPS Code of Conduct.

### **Concerns, Conferences & Questions**

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When the School Principal or any 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 parents are still not satisfied, the Principal will meet with the parent and the staff member. The last resort for the parent is to send a written petition to the Parent Liaison who will forward it to the Governing Board Chair. The Governing Board Chair will decide, in their sole discretion, whether to place the item on a future governing board meeting for discussion. Ina A. Colen Academy is an

independent charter school; therefore, Marion County Schools will refer you to this process if concerns are reported directly to the School District. Any questions regarding any step along the way in this process should be directed to the Parent Liaison. Please review the full Grievance Policy in Appendix “C” to this Handbook.

**Conferences:** Teachers may hold conferences with their students’ parents at the request of the parents or teachers. Conferences will not interrupt the normal instructional day.

**Elementary:** Please contact your students’ 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

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Please refer to our website, [www.iacafl.org](http://www.iacafl.org).

## Discipline

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Disciplinary actions will be administered in a manner consistent with applicable due process requirements, including notice of the alleged violation and an opportunity for the student to respond, as appropriate to the student’s age and circumstances. The School may also rely on the applicable district Code of Student Conduct, as incorporated herein. 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. A student may be subject to dismissal for violations of School policies and processes, including but not limited to violations related to attendance, behavior, safety, or other conduct deemed contrary to the School’s educational mission. Unless otherwise spelled out within these policies, IACA will adhere to the Marion County Public School District’s Code of Student Conduct. IACA students in kindergarten through grade five are expected to follow the Marion County Public Schools Elementary Code, and students in grade six through grade eight are expected to follow the Secondary Code of Student Conduct.

You can locate an electronic copy of the Code online at the MCPS District Website <https://www.marionschools.net/codeofconduct>. Exceptions to this requirement may be granted in accordance with the School’s general exception policy.

Multiple level 2 referrals or a single level 3 or higher referral will prohibit students from participating in extracurricular activities, sports, events, and field trips.

A student may be dismissed in accordance with the Dismissal Process for offenses that are deemed to be non-minor offenses of the School’s Student Code of Conduct in effect for the current school year. Said offenses may include but are not limited to: Level 3 or 4 behaviors as well as repeated Level 2 incidents listed on the School’s

Code of Student Conduct. Additionally, students may be dismissed for non-minor repeated violations such as the Attendance Policy of the School.

If dismissed, the student will be withdrawn from Ina A. Colen Academy.

## Participation Requirements

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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.

Participation in extracurricular activities, field trips, and school-sponsored events involves inherent risks. By permitting a student to participate, the parent/guardian acknowledges these risks and agrees that the student will comply with all safety rules and staff directives.

Students will not be eligible to participate in extracurricular activities, sports, events, and field trips if:

- They have an outstanding school debt of over \$35, including school lunch account.
- On behavior remediation or probation.
- On attendance remediation or probation.

Adherence to the school's code of conduct is always required. 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.

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 commitment to their chosen activity, showing dedication, teamwork, and respect for peers, coaches, and staff. Failure to adhere to these sets of 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.

If there is a concern for your student meeting eligibility, please contact the teacher, event coordinator, or Dean. Students will be screened for 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

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- 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 during the first quarter of school to prepare for cooler weather. Orders take time to arrive, so please ensure you plan in advance.
- Uniforms must always be clean, neat, and in good repair.
- Administration reserves the right to address violations on an individual basis.
- Blankets are not to be worn or wrapped around the student's 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. Students may be asked to remove any improper items deemed distracting.
- Hair must be a natural hair color.
- Extreme hairstyles deemed to be a distraction are not acceptable.
- 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 [iacafl.org](http://iacafl.org).

If a student is wearing an article of clothing not listed as acceptable below, parent/guardian contact will be made. An acceptable article of clothing must be brought to the school's front office before the student can return to class.

**SHIRT:** Girls or boys, navy, white or yellow, short or long sleeve, pique polo collared shirt or Peter Pan collared 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-sleeved shirts, with no writing or visible design on the sleeves under their school shirts.

**SWEATERS:** 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.

**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 shoes 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.

**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, leggings, joggers, or 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 or jeans. Students may wear navy collared shirts or navy IACA spirit shirts only for off-campus field trips. This will be determined by the grade level based upon the activity.

**PE DRESS CODE (Middle School Students only):** Middle school students must change for PE and dress out in the approved school PE uniform. PE uniforms must be purchased from IACA (please see the link on [iacaf1.org](http://iacaf1.org)). Laced tennis shoes must be worn during PE.

**OUTERWEAR:** On extremely cold days, any outerwear worn over your uniform and sweatshirts, including winter hats or gloves, must be black or navy in color and may only be worn outdoors.

**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 a 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.

## Water Bottles

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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 unnecessary confusion, ensuring proper identification. By adhering to these guidelines, we can maintain a safe and healthy environment for all students. Thank you for your cooperation.

## Lost and Found

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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 for identification and returned to 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 uniform 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

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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 the 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 are not 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:**

- 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.
- Please DO cooperate with school and/or district directives.
- Please DO consult local media for regular updates about the incident. Listen to 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.
- Please DO NOT call the school. Phone lines will be needed for emergency communication.
- 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.
- Please DO NOT go to the school if a code red or code yellow situation should occur. Roads will be closed, doors will be locked, and campuses will be off-limits to anyone other than authorized personnel.

## **Student and Family Reunification Plan**

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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 always remain safe. 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 on 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:

- Fill out a Student Release Form.
- Present government issued picture identification.
- Move to the Student Release Area and wait for your child. A runner will go to the Assembly Area, get your child, and bring him/her to the Student Release area.
- Be prepared to show your government issued ID again.
- 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

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In accordance with state statutes, all eligible students will have an equal chance of being selected for IACA through a lottery system. Please refer to the Enrollment Policy at [iacaf.org](http://iacaf.org). IACA abides by the anti-discrimination provisions in §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

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Field trips are school-related events where school staff arrange transportation and ensure an appropriate number of chaperones attend the field trip. All field trips shall be subject to prudent safety precautions and are facilitated 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 and payment, by the designated time, the student will not attend the field 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 [iacaf.org](http://iacaf.org). under VOLUNTEERS. Chaperones are limited to one per family, unless pre-arranged with the field trip coordinator. Siblings are not allowed.

Participation in extracurricular activities, field trips, and school-sponsored events involves inherent risks. By permitting a student to participate, the parent/guardian acknowledges these risks and agrees that the student will comply with all safety rules and staff directives.

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.

Please see PARTICIPATION REQUIREMENTS for more information.

## Governance

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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 Principal Vanessa Baxley (See Grievance Procedure –Appendix C)

## Homework

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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

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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 case of emergency, 911 will be called. You should not send your child to school if he/she has:

- Fever in the past 24 hours 100.4°F (38°C) or greater with temporal thermometer. Students must be fever free for 24 hours without fever reducing medication to return to school.
- Vomiting in the past 24 hours.
- Diarrhea in the past 24 hours.
- Strep Throat. Students must have been taking an antibiotic for at least 24 hours to return to school.
- Bad cold with a very runny nose or bad cough that keep your child awake at night.
- Flu like symptoms: headache, fever, sore throat, runny and stuffy nose, cough, feeling bad.
- Rash. For all unidentified rashes/skin conditions students will be excluded until diagnosis. Students must have a note from a licensed health care provider to return to school.
- Pinkeye. Students must be on antibiotic eye drops for 24 hours to return to school.
- Students sent home with lice must be treated before returning. Students must be cleared by clinic staff before returning to class.

If school personnel determine that 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**

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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 the information that comes from school. Families may subscribe to the email list utilized for notifications on our website.

## **Library / Reference Materials**

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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**

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A form must be signed by the parents or guardians to excuse students' photos to NOT be used in publications or videos released to the public. Every family must complete the Media Consent and Release form for each student. These forms will be sent home at the beginning of the school year.

## **Playground Rules**

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Playground rules are always enforced before, during, and after school because student safety is our top concern.

Rules:

- Use all equipment safely and only as intended.
- There is no chasing, tag, running on structures, or contact of any kind (including contact sports).
- Students are to keep their body safe; no standing or sitting on jungle gym bars and stay completely inside slides (slides are for going down only).
- Swings are for back-and-forth motion only - no twisting or sideways swinging.
- Students are to keep balls away from playground structures and swings.
- Students always wear shoes.

- Students do not carry items like pens or pencils in their pockets during recess.
- Students are to ask an adult before leaving the playground for any reason (bathroom, water, injury, etc.).

## Student Records

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Parents/guardians may have access to their student's cumulative academic records upon request. All requests must be in writing. 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.

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and section 1002.22, Florida Statutes. Parents and guardians have the right to inspect and review education records and to request correction of inaccurate or misleading information, as provided by law.

## Middle School Units for Promotion

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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 1st 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

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**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. Algebra I Honors students will be taking the EOC for Algebra I. Grade 8 will be tested in the subject area of science. Grades 6–8 will be participating in the B.E.S.T writing in the spring.

## Visitors

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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.

## Parent Involvement

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IACA encourages parent involvement on campus. Opportunities for parents include volunteering in classrooms and on campus, and involvement with programs and fundraising. Please reach out to IACA for more information.

## Volunteers

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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. 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 school will use this information to coordinate school activities. Volunteers can help in the classroom, during school events, chaperone field trips, and other opportunities offered by the school and classrooms. 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.

Some factors to be considered include the following:

- The amount of time that has passed since the most recent conviction, 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.

## **Family-School Partnership Expectations**

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At our school, we believe that a positive and respectful partnership between families and the school is essential to student success. We value open communication and collaboration and ask all parents, guardians, and family members to support a culture of professionalism, respect, and shared responsibility.

To maintain a safe and productive learning environment, families are expected to:

- Always communicate with school personnel in a respectful and constructive manner.
- Follow established school procedures for addressing questions, concerns, or grievances.
- Address concerns through the appropriate channels and allows school staff the opportunity to respond and resolve issues.
- Refrain from making disparaging, false, or inflammatory comments about the school, staff, students, or families, whether in person, electronically, or on social media.
- Support school policies, procedures, and decisions made in the best interest of the school community.
- Model respectful behavior and appropriate conflict resolution for students.

Failure to uphold these expectations may result in restricted campus access, modified communication procedures, or other appropriate administrative action consistent with school policy.

We appreciate the partnership of our families in fostering a respectful and supportive educational community for all students.

## **Governing Law / Incorporation**

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This Handbook is adopted pursuant to the School's charter and shall be interpreted in accordance with applicable federal law, the laws of the State of Florida, and the School's charter contract, including section 1002.33, Florida Statutes. To the extent permitted by law, applicable district policies and state requirements are incorporated herein by reference.

**Reservation of Rights / Non-Contract**

This Handbook is intended as a general guide for students and families and does not create contractual rights or entitlement. The School reserves the right to interpret, modify, deviate from, or suspend any provision of this Handbook, in whole or in part, as determined appropriate by the School administration.

**General Exception / Accommodation Clause**

Notwithstanding any provision of this Handbook, the School may make reasonable exceptions or accommodations as required by law or deemed appropriate by administration, including but not limited to circumstances involving student disability (including Section 504 plans and Individualized Education Plans), documented medical necessity, safety concerns, and other compelling circumstances.

**Board Adoption**

This Handbook is adopted by the School's Governing Board and is effective as of the date indicated. The Handbook may be amended from time to time by the Governing Board or School administration as permitted by law.

## Appendix A

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### **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 a 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.

Unauthorized recording and/ or photographing of employees, volunteers and/or students is prohibited. Refusal to allow search of electronic devices will be considered gross insubordination and/ or other serious misconduct and may result in a suspension, alternative placement, or expulsion.

Parents and guardians are responsible for monitoring student use of personal devices and communications outside of school supervision. The School may take disciplinary action where off-campus conduct materially disrupts the school environment or interferes with student safety.

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:**

IACA believes network access is an exciting opportunity to expand learning for educators, students and parents. The fundamental goal of the network is to provide IACA 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 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. IACA 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. IACA 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 IACA. 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 on campus or anywhere, 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, routers, 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 IACA School Board. 2. IACA 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 IACA School Board. Students must authenticate using their assigned login credentials. Each school shall establish local procedures for use and availability of the student network. 3. The owner of any personal device connecting to the IACA network bears all responsibility and assumes all risk for loss, damage or misuse of said device while on School property. 4. IACA will not provide any technical or troubleshooting support for personally owned devices.

**GUIDELINE IV** The person whose name the account is issued is always responsible 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 school wide computer applications 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

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### 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

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### Grievance Policy

Effective: July 15, 2025

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, who is the School Principal. A parent or guardian wishing to invoke the complaint procedure shall make a written request for a conference with the Parent Liaison 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 address 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 address his/her concern with the Principal. Any parent or guardian making an official complaint is encouraged to contact the Parent Liaison prior to any member of the Board by email. The Teacher, Principal, Parent Liaison 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) business 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 Liaison 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.

The School will make reasonable efforts to respond to complaints within a reasonable period of time; however, timelines may vary depending on the nature and complexity of the concern. Review by the Governing Board is not guaranteed and remains within the discretion of the Board. Parents and guardians are encouraged to resolve concerns at the lowest appropriate level before seeking escalation.

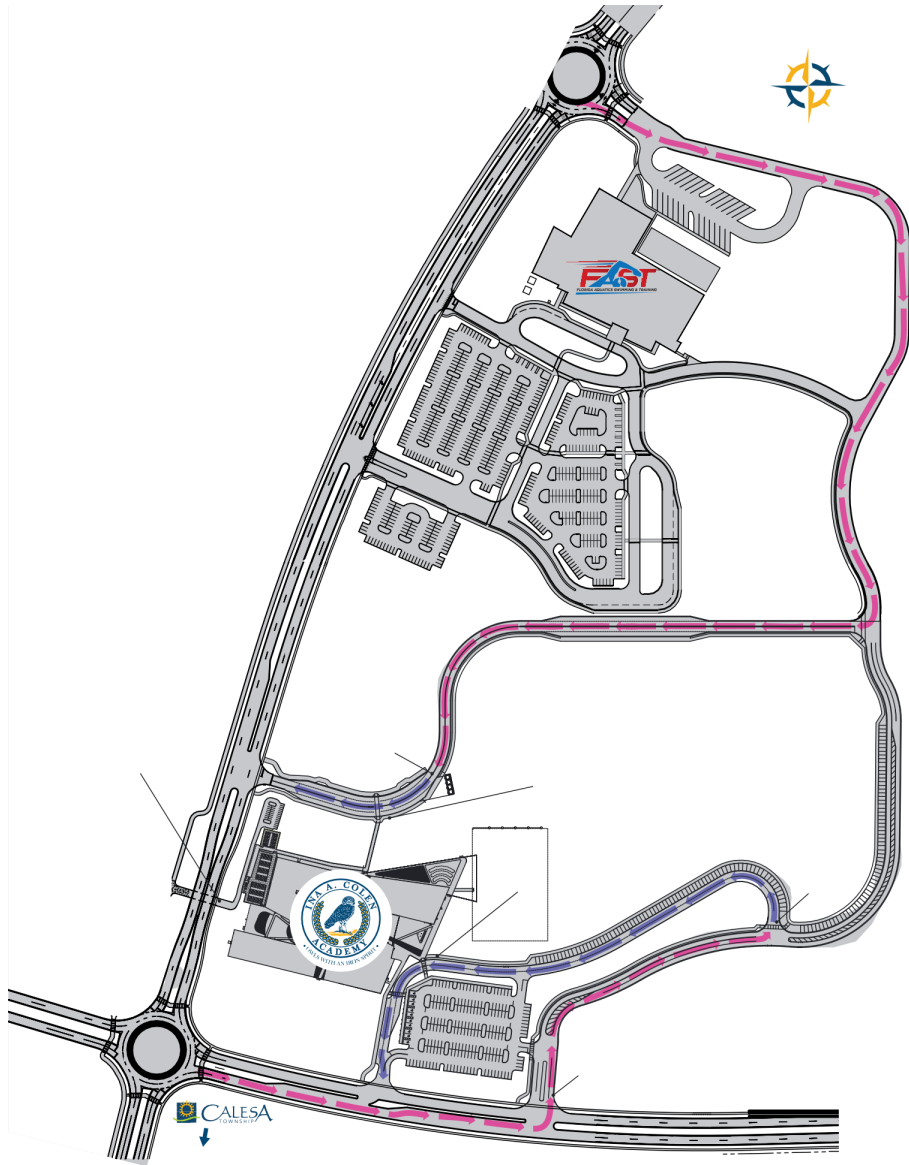
If a person suspects misconduct by school staff is affecting the health, safety, and welfare of a student, they should contact the school Principal, Parent Liaison, and the parent representative. If a child is in immediate danger, call 911.

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)*

## Carline Map

|                          |                |
|--------------------------|----------------|
| <b>Morning Drop-Off</b>  | 7:15 - 7:45 am |
| <b>Afternoon Pick-Up</b> | 2:20 - 2:45 pm |



## Policy on Name Deviation Requests

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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@iacaf.org](mailto:vanessa_baxley@iacaf.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.

**3. Implementation.** This policy shall be implemented in accordance with applicable federal and state law and may be updated or interpreted by the School as necessary to ensure compliance.

**4. Confidentiality.** The School will maintain the confidentiality of student information consistent with applicable law.



## 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

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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.

**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.

**Policy.** Pursuant to Rule 6A-10.086(2)(a), Florida Administrative Code, all restrooms and changing facilities on campus are separated by Sex. 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:

- 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 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.;
- For law enforcement or governmental regulatory purposes;
- 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;
- For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use;
- 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.

*“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.*

**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.

**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:

- External biological sex characteristics that are unresolvedly ambiguous.
- 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.

**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.

**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.

**Implementation.** This policy shall be implemented in accordance with applicable federal and state law and may be updated or interpreted by the School as necessary to ensure compliance.

**Confidentiality.** The School will maintain the confidentiality of student information consistent with applicable law.