



**INFINITE
POTENTIAL**

Infinite Potential Learning Academy

Student-Parent Handbook

2026 - 2027 | Preschool - Grade 5

Lead with Love. Empower Through Learning. Inspire by Nurturing.

1900 12th Street South, St. Petersburg, FL 33705

Phone: 727-954-4934 Fax: 727-954-5395

Email: info@iplakids.org

School Office Hours: 7:30 A.M. - 3:30 P.M.

School Hours: 8:00 A.M. - 3:00 P.M.

Breakfast Served: 7:00 A.M. - 8:30 A.M.

Before School Program: 7:00 A.M. - 8:00 A.M.

After School Program: 3:00 P.M. - 5:30 P.M.

All school operations take place Monday through Friday. Special events outside normal operating hours will be communicated in advance.



Welcome to Infinite Potential Learning Academy

Welcome to Infinite Potential Learning Academy (IPLA). This handbook is designed to give families clear expectations for school operations, student responsibilities, family communication, safety procedures, academics, and conduct. Please review it carefully and keep it for reference throughout the school year.

This handbook applies to all IPLA students unless a section specifically identifies a preschool-only or K-5-only procedure. Policies may be updated during the school year when needed for safety, compliance, or school operations. Families will be notified of important updates through official school communication channels.

At a Glance

Address: 1900 12th Street South, St. Petersburg, FL 33705

Phone: 727-954-4934 | Fax: 727-954-5395 | Email: info@iplakids.org

Primary communication platforms: Brightwheel and FACTS, plus official school notices.

Handbook Sections

- School Identity: mission, vision, philosophy, and values
- Enrollment and Records: admissions, required records, confidentiality, and annual updates
- Daily Operations: arrival, dismissal, attendance, transportation changes, and withdrawals
- Meals, Health, and Safety: cafeteria, medication, allergies, immunizations, emergency procedures, and mandatory reporting
- Family Partnership: 25-hour family engagement requirement, mandatory meetings, volunteer commitments, conferences, Brightwheel, and FACTS
- House System: house identities, selection, points, recognition, and family participation
- Academics: curriculum, grading, homework, testing, and field trips
- Student Conduct: discipline, behavior expectations, bullying, harassment, and threat assessment
- Technology, Personal Items, Dress Code, Calendar, and Acknowledgment Form

Mission, Vision, and Philosophy

Mission

Lead with love, empower through learning, and inspire by nurturing.

Vision

Lead boldly, impact positively, and love infinitely.

Infinite Potential Learning Academy is a private non-profit school located in St. Petersburg, Florida. IPLA serves as a community of lifelong learners where each scholar is valued as an individual with unique strengths, interests, and opportunities for growth.

IPLA believes children learn best in an environment where they are known, supported, challenged, and loved. Our program emphasizes academic growth, social-emotional development, real-world learning, entrepreneurship, health, creativity, and positive relationships between school, home, and community.



Core Values

Core Value	What It Means at IPLA
Knowledge	We build strong academic foundations and encourage curiosity.
Health	We promote safe, healthy habits that support the whole child.
Entrepreneurship	We expose scholars to real-world problem-solving, creativity, and leadership.
Progress	We celebrate growth, effort, accountability, and resilience.
Passion	We encourage scholars to discover their gifts and use them with purpose.

School Objectives

- Strengthen each student's confidence, self-worth, and sense of belonging.
- Develop curiosity, positive learning habits, and independent thinking.
- Provide quality academic experiences that help each child grow toward their highest potential.
- Support social-emotional awareness, respectful communication, and responsible decision-making.
- Build strong partnerships between home, school, and the community.
- Maintain a healthy, safe, and nurturing learning environment.

Admissions, Enrollment, and Student Records

New Student Admission Process

1. Inquiry Submission: Families begin by completing the online inquiry form or contacting the school office.
2. Tour Invitation: Families are invited to tour the campus, meet staff, and learn about IPLA programs.
3. Family Interview: Families meet with administration to discuss student needs, school expectations, and program fit.
4. Enrollment Application: Accepted families complete the enrollment application and required documents through the FACTS Family Portal or other designated process.
5. Admission Decision and Registration: Families receive an admission decision by email and are given final registration steps before the student begins school.

Required Enrollment Records

All required records must be complete, accurate, and submitted before a student begins school or by the deadline provided by administration. Incomplete or outdated records may delay attendance or services.

Who	Required Items
All Students	Enrollment application, emergency contacts, authorized pick-up list, custody documentation if applicable, parent handbook acknowledgment, health/immunization records, and any required consent forms.



Who	Required Items
Preschool Students	Child care enrollment record, current physical/immunization documentation, emergency medical authorization, food program forms if required, and any allergy/medication/action plans.
K-5 Students	Birth Certificate, Grade placement documentation, prior school records if available, current Florida immunization certification, school-entry health exam when required, and academic/support documentation when applicable.
Students with Medical or Support Needs	Medication authorization, allergy/asthma/seizure/diabetes action plans, physician orders, emergency instructions, and any accommodation/support documentation.

Child and Family Records: Confidentiality and Annual Updates

IPLA maintains strict standards for protecting child and family records. Enrollment forms, emergency contacts, health documentation, academic records, and support plans are kept secure and shared only with authorized school personnel who need the information to support student safety and education.

Families must review and update their child's information annually and whenever changes occur, including address, phone number, custody status, emergency contacts, authorized pick-up list, medical conditions, medication, allergies, or transportation arrangements.

Custody, Release, and Authorized Pick-Up

IPLA releases students only to a parent, legal guardian, or adult listed on the student's authorized pick-up list. Adults must present a valid state-issued photo ID when requested. Court orders, custody agreements, or other legal restrictions must be submitted to the school office in writing before staff can enforce them. Parents/guardians may email info@iplakids.org to request an update to the student's Authorized Pick-Up Form. Requested changes are not effective until the school office confirms the update.

Students will not be released to anyone who is not documented as authorized, even if the person is a relative or known to the child. This policy protects students, staff, and families by ensuring that release decisions are based on the written authorization on file.

Daily Operations

Arrival

- Students may arrive at or after 7:00 A.M. There is no student drop-off before 7:00 A.M.
- Parents must use the designated drop-off lane or the procedure communicated by school staff.
- For safety, students must be released only in supervised areas. Parents should follow all traffic directions and staff instructions.
- Preschool students must be signed in by the adult dropping them off according to child care attendance procedures.
- Elementary students attending before care must be signed in according to before-care procedures.
- The tardy bell rings at 8:05 A.M. Students arriving after this time must enter through the main office and receive a tardy pass.

Dismissal

- Regular dismissal begins at 3:00 P.M.
- Car riders will be dismissed through the designated car loop or parent pick-up area.
- Bike riders must use the designated IPLA bike area and follow staff directions.
- After-care students will remain supervised until released to a parent, guardian, or authorized pick-up adult.



16. Preschool students must be signed out by the adult picking them up according to child care attendance procedures.
17. Students will be dismissed according to the transportation plan on file unless the school receives written notice from the parent/guardian.

Early Dismissal

18. Only adults age 18 or older with a valid photo ID may sign out a student early.
19. The adult must be listed as authorized in the student's record.
20. Early release ends at 2:45 P.M. After 2:45 P.M., early release requires administrative approval for emergencies only.
1. Excessive early dismissal requests may result in a parent conference because repeated early departures can significantly reduce instructional time.

Changes in Dismissal Transportation

If a student's normal dismissal plan changes, the parent/guardian must notify the school in writing with clear instructions. Verbal messages through the student cannot be accepted. If written notice is not received and confirmed, the student will be dismissed according to the plan already on file.

Attendance and Tardiness

Regular attendance is required for academic growth, safety, and consistent routines. Families are expected to make school attendance a priority and to communicate absences promptly.

Late Arrival and Absences

2. Students arriving after 8:05 A.M. must report to the main office for a tardy pass before going to class.
3. If a student is absent, the parent/guardian must send an excuse note or documentation to the main office.
4. After three consecutive absences, the school may request a doctor's note or documentation of a reasonable excuse, such as illness, funeral, or family emergency.
5. Students are allowed time to complete make-up work after an absence. Make-up days equal the number of days absent plus one additional day unless otherwise directed by the teacher or administration.
6. Teachers will provide make-up assignments when the student returns to school. Parents and students are responsible for reviewing missed lessons and completing assignments.

Excessive Absences

IPLA considers 19 or more absences in a school year excessive. Excessive absences may lead to academic review, required parent conference, summer learning recommendations, retention review, or administrative withdrawal when appropriate.

Florida compulsory attendance law applies to children who are required by age to attend school. IPLA expects families to partner with the school to maintain regular attendance and resolve attendance concerns early.

Student Withdrawals

Families withdrawing a student from IPLA must submit a written withdrawal request that includes the student's final attendance date and the forwarding school name/address when available. School-issued property must be returned and outstanding balances or obligations must be cleared before records are released according to school policy and applicable law.

Meals, Cafeteria, and Food Safety

The IPLA cafeteria is a safe, supervised, student-friendly space. Students are expected to follow staff instructions, use respectful manners, remain seated unless directed otherwise, and clean their area before leaving.



Meal Program Notice

K-5 Meals at No Charge

K-5 students receive breakfast, lunch, and snack at no charge to families. IPLA participates in the National School Lunch Program Community Eligibility Provision (NSLP CEP), which allows breakfast and lunch to be served to enrolled students at no cost without collecting household meal applications.

Preschool students receive free breakfast, lunch, and snack through the Child Care Food Program (CCFP). Families must still notify the school of allergies, dietary restrictions, and medical meal needs and complete any required CCFP forms or documentation.

Cafeteria Expectations

27. Breakfast is served from 7:00 A.M. to 8:30 A.M.
28. Students must enter and exit through designated doors and remain with their assigned group.
29. Food sharing is strongly discouraged for student safety and allergy prevention.
30. Students may bring lunch from home if preferred. Home lunches should be ready to eat unless otherwise approved.
31. Sodas, energy drinks, large bags of chips, glass bottles, glass containers, and unsafe food containers are not permitted.
32. Students must show respectful cafeteria behavior and follow staff directions at all times.

Health, Medication, and Immunizations

Clinic and Illness

IPLA maintains a student clinic for non-emergency concerns that arise during the school day. Students who feel ill or are injured must report to the clinic with staff knowledge. Parents/guardians will be contacted for serious illness, injury, fever, emergency symptoms, or when a student needs to leave school.

Medication at School

33. Medication must be listed on the student's health information form and supported by required medication authorization.
34. Medication must be delivered by the parent/guardian in the original pharmacy or manufacturer container with the student's name and dosing instructions clearly labeled.
35. Medication will be stored securely and administered only according to written authorization and school procedures.
36. Over-the-counter medication also requires written parent/guardian permission and may require physician instructions depending on the medication and circumstances.
37. Students may not carry medication unless a written self-carry plan has been approved by administration and supported by required medical documentation.

Allergies, Dietary Restrictions, and Action Plans

Families must notify the school in writing of allergies, dietary restrictions, asthma, seizures, diabetes, or other medical concerns. When needed, families must provide a current physician-signed action plan and emergency medication. Complete and current information is necessary for the school to support student health and safety appropriately.

Immunization and Physical Documentation

Florida students must have required immunization documentation on file for school or child care attendance unless a valid medical or religious exemption is provided. Families are responsible for keeping immunization records current throughout enrollment.



Item	Requirement / Reminder
Required form	Florida Certification of Immunization, Form DH 680, must document required immunizations for school/child care attendance. The form is completed by a Florida physician, APRN, or county health department.
School-entry physical	A school-entry health exam, Form DH 3040 or equivalent, is required for initial school entry when applicable and must generally be completed within 12 months before entry.
Preschool age guide	Families should work with the child's provider to keep vaccines current at the usual well-child points: 2 months, 4 months, 6 months, 12-15 months, 15-18 months, and 4-6 years.
K-5 reminder	Before kindergarten or transfer into school, students generally need completed school-entry immunizations, including the 4-6 year boosters when age-appropriate. New or transferring students must provide current Florida documentation.
Parent responsibility	Parents/guardians must submit updated immunization forms after new shots, boosters, or exemptions. Expired temporary forms must be updated before the expiration date.

Parent-Friendly Shot Timing Reminder

This timing guide is for planning only. Your child's doctor or the Florida Department of Health confirms the exact shots needed based on your child's age, record, and exemption status.

Acknowledgment of Normal Childhood and School Activity Risks

Parents and guardians understand that participation in a school environment involves normal and unavoidable risks associated with childhood development, play, physical activity, social interaction, classroom activities, recess, physical education, field experiences, and other school-sponsored activities.

IPLA provides reasonable supervision, safety procedures, staff training, and precautions; however, not every ordinary accident, illness, or injury can be prevented. Children may experience ordinary incidents or injuries including, but not limited to:

- Trips, slips, and falls.
- Bumps, bruises, minor cuts, and scrapes.
- Playground-related injuries.
- Accidental collisions or contact with other students.
- Injuries occurring during running, games, recess, physical education, or other age-appropriate physical activity.
- Unexpected actions of another child that may result in accidental injury.
- Other ordinary risks that are inherent in childhood participation and cannot reasonably be eliminated through appropriate supervision and care.



By enrolling a scholar at Infinite Potential Learning Academy, the parent/guardian acknowledges that ordinary and inherent risks may occur even when IPLA employees are exercising reasonable care and following established school safety procedures.

The occurrence of an accident, illness, or injury does not, by itself, establish negligence or wrongdoing by Infinite Potential Learning Academy or its employees.

Nothing in this acknowledgment is intended to waive any right, duty, responsibility, or legal protection that cannot lawfully be waived under applicable law.

Emergency Medical Authorization

In the event of a medical emergency involving a scholar, the parent/guardian authorizes Infinite Potential Learning Academy to contact emergency medical services and obtain emergency assistance when reasonably necessary to protect the scholar's health or safety.

IPLA will make reasonable efforts to contact the parent/guardian and designated emergency contacts as soon as reasonably possible. When immediate treatment is medically necessary and a parent/guardian cannot be reached, emergency medical professionals may provide care as permitted by applicable law.

Parents/guardians remain responsible for keeping emergency contacts, medical information, allergies, medications, action plans, and other relevant health information current with the school.

Safety and Emergency Procedures

Building Security and Visitors

IPLA is committed to a secure learning environment. Exterior doors and campus access points remain locked or monitored. Visitors must enter through the designated access point, check in with the office, present identification when requested, and receive approval before entering student areas.

- All visitors must check in and follow office procedures.
- Students may not leave campus during school hours unless released through proper sign-out procedures.
- Staff will verify identification before releasing a student.
- Unauthorized access, door propping, or bypassing visitor procedures is not permitted.
- Safety drills are conducted according to state, licensing, and accreditation expectations.

Emergency Drills and Emergency Procedures

Drills are held regularly so students and staff know how to respond in an emergency. Students must remain quiet, orderly, and attentive during drills. Classroom evacuation maps and emergency instructions are posted or available in designated areas.

The Enoch Davis Center may be used as an off-site evacuation or reunification location when appropriate. In a schoolwide emergency, IPLA will coordinate with emergency responders and communicate updates to families through official school communication channels. Parents are asked not to come to campus during a Code Red or active emergency unless instructed, as additional traffic may interfere with emergency response and reunification procedures.

Emergency School Closing Due to Inclement Weather

School closures are based on student and staff safety. Closure notices may be communicated through school messaging systems, phone alerts, email, Brightwheel, FACTS, and/or local media. Families are responsible for monitoring official school communication during severe weather or emergency events.



Emergency Cards and Health Information

Every student must have a current emergency card and health information on file. Accurate phone numbers, addresses, medical needs, emergency contacts, and authorized pick-up details are essential. Families must update the school immediately when information changes.

Mandatory Reporting of Suspected Abuse or Neglect

All IPLA employees are required to report known or suspected child abuse, abandonment, neglect, or endangerment according to Florida law. Staff may not investigate concerns themselves or delay reporting when a report is required. Reports are made in good faith to the appropriate hotline or agency and are handled confidentially according to law.

Environmental Health and Safety

IPLA works to maintain a safe and healthy school environment. The school follows applicable health, sanitation, facility, and safety guidelines. When environmental concerns arise, such as poor air quality, maintenance issues, or potential hazards, IPLA will take reasonable precautions to protect students, staff, and families.

Family Partnership and Communication

Parent/Guardian Involvement

IPLA believes student success grows when families and school work together. Families are encouraged to support school events, classroom needs, field trips, student projects, and parent-teacher communication. Volunteer opportunities may require background screening depending on the activity.

- Tutoring or reading support
- Extracurricular activities and school-wide events
- Field trip chaperoning when approved
- Classroom support and teacher assistance
- Donations or resource support
- Parent-teacher conferences and family engagement activities

Required Family Engagement: 25 Hours Annually

Each enrolled IPLA family is required to complete a minimum of 25 approved Parent & Family Engagement Hours during each school year. The requirement is tracked at the family level. Parents, legal guardians, grandparents, adult siblings, aunts, uncles, stepparents, and other adult family members approved by IPLA may contribute toward the family's annual total. All participants must follow applicable visitor, volunteer, safety, supervision, and screening requirements.

25-Hour Family Requirement

Hours are earned through approved and verified engagement activities. Families are responsible for monitoring their progress and ensuring hours are documented. The annual completion deadline will be communicated by administration. Payment of any fee does not replace required engagement hours.

Approved Ways to Earn Engagement Hours

- Volunteering at school events, celebrations, or approved extracurricular activities.
- Approved classroom support, reading/tutoring support, or teacher assistance.
- Field trip chaperoning or event supervision when approved.



- Campus beautification, organization, setup, cleanup, or approved school projects.
- House System events, activities, committees, and family engagement programs.
- Parent workshops or required meetings specifically designated by IPLA as engagement-hour eligible.
- Approved take-home projects, fundraising support, or other activities assigned an engagement-hour value by administration.

Activities That Do Not Automatically Earn Hours

The following do not automatically qualify for engagement credit unless IPLA specifically designates them as eligible:

- Attending a performance, celebration, game, or event solely as a guest or spectator.
- Routine arrival, dismissal, transportation, or other ordinary parenting responsibilities.
- Purchasing school items, making monetary donations, or donating supplies without prior approval for engagement credit.
- Work performed without prior approval when approval is required, or hours that cannot be reasonably verified.
- Paying a Volunteer Commitment No-Show Fee.

Volunteer Conduct, Confidentiality, and Safety

Family members volunteering at IPLA are expected to follow staff directions, maintain professional and respectful conduct, protect student privacy, and keep confidential any information learned about another student, family, staff member, academic matter, behavior concern, or school record. Volunteers may not photograph, record, post, or share information about students other than their own unless specifically authorized by IPLA. IPLA determines the level of supervision, screening, and access permitted for each volunteer activity.

Mandatory Family Meetings and Required Participation

IPLA may designate orientations, conferences, policy updates, House System meetings, student support meetings, safety meetings, or other administrative meetings as mandatory. When a meeting is identified as mandatory, families are expected to participate. When appropriate, IPLA may offer an approved make-up option, virtual session, recorded presentation with acknowledgment, or individual conference. Missing the original meeting does not remove the participation requirement.

Returning families are responsible for following current IPLA policies, procedures, programs, and requirements. Prior enrollment or the fact that a requirement is new does not exempt a family from a current school expectation.

Volunteer Commitment and No-Show Policy

When a family member registers for a specific volunteer shift or assignment, IPLA may rely on that commitment when planning staffing, supervision, materials, food, transportation, and event operations. If a registered volunteer cannot attend, the school should be notified at least 24 hours in advance whenever reasonably possible.

\$20 Volunteer Commitment No-Show Fee

A \$20 no-show fee may be assessed when a registered volunteer misses a scheduled volunteer commitment without appropriate advance notice. The fee may be waived by administration for emergencies or exceptional circumstances. The fee does not provide engagement-hour credit and does not reduce the family's 25-hour annual requirement. Repeated no-shows may result in an administrative conference, restricted advance registration for limited volunteer opportunities, or a Family Partnership Improvement Plan.



Documenting and Correcting Engagement Hours

Engagement records should identify the scholar/family, participating family member, relationship to the scholar, activity, date, start and end time, total hours, and staff verification when applicable. IPLA determines whether an activity qualifies for credit and the amount of credit awarded. Families who believe verified hours are missing should contact administration and provide available documentation within a reasonable period after receiving an engagement-hours update.

Hardship, Noncompliance, and Family Partnership Improvement

Families experiencing significant barriers such as work schedules, military obligations, medical circumstances, transportation difficulties, or family emergencies should contact administration as early as possible. IPLA may approve alternative engagement opportunities or participation arrangements when appropriate.

Failure to complete required engagement hours, attend mandatory meetings or approved make-up requirements, or repeatedly fulfill registered volunteer commitments may result in written notice, required make-up activities, an administrative conference, a Family Partnership Improvement Plan, and review of the family's future enrollment or re-enrollment standing consistent with the enrollment agreement and applicable requirements.

School Notice and Policy Updates

IPLA will make reasonable efforts to provide advance notice of mandatory meetings, volunteer commitments, and participation requirements, except when urgent circumstances require otherwise. Material updates to family engagement requirements, fees, or procedures will be communicated through official school channels.

Parent/Guardian Conferences

Parent-teacher conferences are required twice per school year. Additional conferences may be requested by the parent, teacher, or administration. Families may request a conference by contacting the main office. The office will coordinate with the teacher to schedule a meeting within a reasonable timeframe.

Brightwheel

Brightwheel is used for parent-teacher communication, daily updates, announcements, reminders, direct messages, behavior/incident reports when applicable, and classroom information. Families should check Brightwheel daily and keep messages professional, student-focused, and time-appropriate.

Urgent Matters

Do not rely on Brightwheel for emergencies or urgent same-day dismissal changes. Call the main office directly so the message is received in time.

FACTS

FACTS is used for academic monitoring, school information, enrollment-related processes, and family access to student records when available. Families are responsible for keeping contact information current in FACTS and reviewing grades, progress reports, or announcements when posted.

The IPLA House System

The IPLA House System is a schoolwide culture and leadership structure designed to strengthen belonging, character, school spirit, student voice, positive relationships, and healthy competition. Scholars and staff become members of one of four houses. Each house has its own identity, values, creed, colors, mascot, and historical inspiration while remaining united by IPLA's mission and expectations.



House	Identity & Creed	Values	Colors • Mascot • Inspiration
Lumora	To shine with purpose "We Shine. We Lead."	Community • Confidence • Leadership • Integrity • Kindness	Golden Yellow & White Lion Mary McLeod Bethune
Ignis	Fire that fuels growth "Rise Above."	Courage • Determination • Resilience • Perseverance	Red & White Phoenix Harriet Tubman
Verdan	Growth and new beginnings "Grow Every Day."	Ingenuity • Learning • Creativity • Curiosity • Responsibility	Hunter Green & White Bear George Washington Carver
Elevaré	To lift others higher "Together We Rise."	Voice • Unity • Service • Respect • Encouragement	Navy Blue & White Eagle Frederick Douglass

House Selection and Membership

Scholars and staff participate in IPLA's house selection process. Each scholar is selected independently, including siblings. Once assigned, a scholar remains a member of the same house while enrolled at IPLA unless administration determines that an exceptional circumstance requires a change. House membership is intended to build long-term identity, mentorship, connection, and tradition.

House Points

House points recognize positive choices, leadership, effort, community contribution, school spirit, and other behaviors aligned with IPLA expectations and house values. All staff members may award house points; however, only the Dean of Academics enters official house points into the school record.

- House point totals are recorded and updated weekly.
- Points are cumulative and do not restart during the school year.
- Points are reviewed and counted for quarterly recognition.
- Points are earned and are not removed once awarded.
- A scholar may be placed on point probation, during which the scholar temporarily does not earn new house points.
- House recognition, special acknowledgments, and tie situations are determined by administration and/or the applicable house leadership based on the circumstances.

Family Participation in the House System

Families are encouraged to learn their scholar's house identity and support house activities, celebrations, service projects, competitions, and schoolwide events. Approved participation in House System events may count toward the family's annual 25 engagement hours when designated by IPLA. House orientations or other house-related meetings may be designated as mandatory when the information affects school operations or scholar participation.



House System Purpose

The House System is designed to add belonging and positive motivation. House participation does not replace academic requirements, individual behavior expectations, safety rules, or other school policies.

Academics and Student Learning

Curriculum

IPLA uses a structured academic program supported by Abeka, Florida B.E.S.T. Standards, IXL Learning, Phonics First, SplashLearn, teacher-created lessons, real-world experiences, and developmentally appropriate instructional practices. Teachers use assessment data, classroom performance, and student needs to guide instruction.

Homework

Homework supports classroom learning and helps students practice skills independently. Each teacher will communicate grade-level homework expectations. Parents/guardians are expected to provide a quiet place and reasonable routine for homework completion.

Assessment and Progress Monitoring

Students participate in school-based assessments, classroom assessments, and progress monitoring throughout the year. Attendance and on-time arrival are especially important on testing days. Families will receive progress updates through report cards, interim reports, FACTS, conferences, or other school communication.

Grading Scale

Grade Level	Scale / Notes
Kindergarten - Grade 2	E+ = Exemplary E = Proficient S = Developing N = Beginning/Concern X = Not Assessed
Grades 3 - 5	A = 90-100 B = 80-89 C = 70-79 N = 60-69 U = 0-59
Grade basis	Grades are based on grade-level assignments, assessments, projects, participation, and other classroom activities.

Florida Scholarship Annual Assessment Requirement

For students in grades 3-5 who participate in an applicable Florida K-12 scholarship program, IPLA will administer an annual assessment that meets the requirements of the applicable scholarship program. Families will receive information about the assessment selected by IPLA, testing windows, and any required participation procedures.

Report Cards and Interim Reports

Report cards are issued after each quarter. Interim progress reports are provided around the midpoint of each quarter or according to the school calendar. Report cards are intended to reflect academic performance, growth, and areas needing support.

Field Trips

Families will be notified in advance of field trips, including destination, date, time, purpose, transportation, supervision, and cost when applicable. A signed permission slip is required for each field trip. Verbal permission, text messages, or informal requests cannot replace the required signed authorization.



Student Conduct and Discipline

Behavior Expectations

IPLA expects students to contribute to a safe, respectful, and productive learning environment. The four schoolwide expectations are:

- Be Prepared
- Be Respectful
- Be Responsible
- Be Safe

Positive Guidance and Discipline

Discipline at IPLA is designed to teach, redirect, and restore. Staff use developmentally appropriate strategies to help students understand expectations, make better choices, and repair harm when needed.

- Provide clear expectations and routines.
- Redirect behavior respectfully.
- Offer choices when appropriate.
- Use restorative conversations and reflection.
- Communicate with families when concerns continue.
- Create behavior plans or support plans when needed.

Prohibited Discipline Practices

IPLA does not permit discipline that is severe, humiliating, frightening, physically harmful, emotionally abusive, or connected to food, rest, or toileting. Staff may not use physical punishment, ridicule, threats, withholding meals, withholding bathroom access, or any practice that compromises a child's dignity or safety.

Behavior Response Matrix

Level	Action	Possible Response
Level 1	Reminder / verbal redirection	Teacher redirects and documents if needed.
Level 2	Student conference	Teacher privately reviews expectation and next step.
Level 3	Rethink, redirect, restart	Reflection or written plan; family may be notified.
Level 4	Parent contact or conference	Concern is logged and discussed with family.
Level 5	Teacher/admin support plan	Written behavior plan, intervention, or support meeting.
Level 6	Administrative referral	Administrator determines consequence or next intervention.
Level 7	Suspension or administrative withdrawal review	Used for severe, unsafe, repeated, or unresolved concerns.



Preschool-Specific Behavior Notes

For younger children, staff use nurturing guidance, redirection, distraction, calming spaces, and age-appropriate reflection. Behaviors such as biting may occur when a young child is still developing communication skills. Staff will supervise closely, document concerns, communicate with families as appropriate, and protect student privacy.

Harassment, Bullying, and Discrimination

Every student has the right to feel safe and respected at school. IPLA does not tolerate bullying, harassment, intimidation, or discrimination. Concerns may be reported to a teacher, staff member, administrator, or the Director. Reports will be reviewed and addressed according to school procedures.

Harassment or discrimination based on race, color, national origin, disability, sex, religion, or other protected status is prohibited. IPLA also prohibits retaliation against anyone who makes a good-faith report or participates in a concern review.

Threat Assessment Team

IPLA maintains a Threat Assessment Team made up of school personnel such as administrators, teachers, and support staff or school counselor when available. The purpose of the team is to review concerns that may affect campus safety and to respond appropriately.

Student Support and Accessibility

Accommodations and Support Plans

IPLA is committed to providing an inclusive learning environment. Families are encouraged to share documentation regarding disabilities, developmental needs, medical needs, behavior supports, learning concerns, or other information that may help the school support the student. IPLA will work with families to determine reasonable accommodations and support plans consistent with applicable law and school capacity.

Student Preparation and Materials

Students are expected to arrive on time, in uniform, with required school materials, completed assignments, and a readiness to learn. Parents/guardians are expected to support routines that help students be rested, prepared, and organized.

Technology, Computers, and Cell Phones

Technology Use

Technology is used for learning and must be used responsibly. All student technology use must be supervised by staff. Unauthorized websites, games, downloads, firewall bypassing, or misuse of school devices may result in disciplinary action.

Cell Phones and Personal Devices

38. Students are discouraged from bringing cell phones or personal devices to school.
39. If a parent allows a phone, it must remain in the student's backpack and be turned off or silent during the school day.
40. Phones may not be used during school hours unless staff gives permission for a specific reason.
41. If a phone is used or visible without permission, staff may hold it until the end of the day and contact the parent/guardian.
42. Repeated violations may lead to a referral, parent conference, or restriction from bringing the device to school.

Items to Leave Home

- Valuable jewelry, watches, or large amounts of money
- Toys, trading cards, or non-academic items
- Personal tablets, laptops, gaming systems, or electronic devices
- Toy weapons or dangerous items of any kind



- Pets or animals unless approved for a school activity
- Bottled or canned soda, energy drinks, candy, gum, laser pointers, or unsafe items

Weapons or Dangerous Items

Toy weapons, look-alike weapons, real weapons, dangerous items, or threats involving weapons may result in immediate administrative action, suspension, expulsion review, or law enforcement involvement when required.

Outdoor Play, Recess, and Physical Education

Physical Education

Physical Education is a required subject. A child may be excused from PE for a short period with a written parent note. A doctor's note is required when a student needs to be excused for more than three days or has a medical restriction.

Recess and Playground Safety

43. No excessive or rough play.
44. No throwing rocks, mulch, sticks, dirt, or unsafe objects.
45. No bats, hard balls, or dangerous equipment during recess unless approved and supervised.
46. Use playground equipment only as intended.
47. Standing on or jumping from equipment is not permitted.
48. Failure to follow playground rules may result in loss of playground equipment use or additional safety intervention.

Recess should not be taken away as a punishment for missing homework, incomplete classwork, or poor behavior. A student may be limited from specific equipment when safety rules are not followed.

Sun Protection and Outdoor Readiness

Families may send caps, sunglasses, and weather-appropriate clothing for outdoor activities. Students must remove caps and sunglasses indoors and store them in their backpack or designated space. Families should label personal items and keep a complete change of clothes at school when required.

Dress Code and Student Belongings

Uniform Requirements

IPLA students are required to wear approved school uniforms daily. Closed-toe shoes with a back are required. Slides, flip-flops, sandals, and unsafe shoes are not permitted.

Uniform Item	Approved Options
Uniform Shirt Colors	Hunter/forest green, goldenrod/gold, white, navy blue, and red.
Uniform Bottom Colors	Navy blue, khaki, and approved French Toast plaid.
Bottom Options	Shorts, pants, skorts, skirts with required underlayer, dresses, and rompers when approved.
Footwear	Closed-toe shoes with a back. No slides, flip-flops, or sandals.
Suggested Suppliers	Target, Walmart, Macy's, Kohl's, Dillard's, French Toast, or other suppliers that match approved colors and style.



Forest Green	Gold	White	Navy Blue	Red

Change of Clothes

All students must keep a complete change of clothes at school when required by their program or age level. The change of clothes should include a top, bottom, undergarments, and socks. Clothing must be labeled with the student's name and updated as the child grows or seasons change.

Backpacks

Students must bring a backpack to school. Rolling backpacks are not recommended because they create tripping hazards. Backpacks should contain school tools only. Toys and non-academic items may be confiscated and returned according to staff direction.

Lost and Found

Families should label all coats, jackets, backpacks, lunch boxes, and personal items. Lost items are kept in the front office or designated Lost and Found area. Items left unclaimed at the end of each quarter may be donated or discarded.

Tuition, Fees, and School Property

Families are responsible for paying tuition, fees, supply fees, field trip costs, after-care fees, or other approved charges according to the school's current financial policies and enrollment agreement. Monthly supply fees are \$25.00 unless updated by administration. A \$20 Volunteer Commitment No-Show Fee may also be assessed under the Family Partnership policy for a missed pre-registered volunteer commitment without appropriate notice, subject to administrative waiver for emergencies or exceptional circumstances.

School-issued books, technology, supplies, materials, or property must be returned in good condition. Families may be responsible for lost, damaged, or unreturned property according to school policy.

2026-2027 School Calendar

The school calendar is subject to change. IPLA will communicate changes through official school channels. The approved 2026-2027 calendar must be inserted into this handbook before final family distribution.



IPLA Parent Handbook Acknowledgment

Please complete this form and return it to your child's teacher or the school office.

Field	Response
Student Name	_____
Age/Grade Level	_____
Parent/Guardian Name	_____
Contact Number	_____
Email Address	_____

I acknowledge that I have received, read, and understand the Infinite Potential Learning Academy Student-Parent Handbook. I understand that my family and scholars are required to follow the current policies and expectations outlined in this handbook and in the enrollment agreement. I understand that policies may be updated when necessary and that material updates will be communicated through official school channels.

By signing, I specifically acknowledge the following:

- ☐ My family is responsible for completing 25 approved Parent & Family Engagement Hours during the school year, and approved adult family members may contribute toward the family total.
- ☐ Certain orientations, conferences, House System meetings, policy updates, student support meetings, and other school meetings may be designated as mandatory.
- ☐ Returning-family status does not exempt my family from new or updated school policies, programs, procedures, or participation requirements.
- ☐ A registered volunteer who misses a scheduled volunteer commitment without appropriate advance notice may be assessed a \$20 Volunteer Commitment No-Show Fee, subject to administrative waiver for emergencies or exceptional circumstances.
- ☐ Payment of a no-show fee does not provide engagement-hour credit and does not reduce the 25-hour family engagement requirement.
- ☐ Volunteers must follow IPLA confidentiality, visitor, safety, supervision, conduct, and screening requirements applicable to the activity.
- ☐ My scholar will participate in the IPLA House System and will remain in the assigned house while enrolled unless administration approves an exceptional change.
- ☐ Repeated failure to meet required family participation expectations may result in written notice, an administrative conference, a Family Partnership Improvement Plan, and review of future enrollment or re-enrollment standing consistent with the enrollment agreement and applicable requirements.
- ☐ I acknowledge that normal childhood, school, playground, recreational, and physical activities involve ordinary and unavoidable risks of accidental injury even when reasonable supervision and safety precautions are provided.
- ☐ I authorize IPLA to contact emergency medical services and obtain emergency assistance for my scholar when reasonably necessary and understand that IPLA will make reasonable efforts to contact me and my designated emergency contacts.
- ☐ I understand that this risk acknowledgment and emergency medical authorization do not waive any rights, duties, responsibilities, or legal protections that cannot lawfully be waived.

Parent/Guardian Signature

Date

Student Signature, if applicable

Date
