



Parent and Learner Handbook
2021 – 2022

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A Welcome from our Founders

Dear Parents/Guardian and Learners:

Welcome to Ignite Academy! We are so excited that you chose to partner with Ignite Academy for the education of your child. We are honored and humbled by your faith in the school and the vision that God has for us.

As a Christian school, we value each learner as a child of God who is created with unique gifts and talents. We are excited to work with you to engage your child's abilities as we encourage, love and challenge them to grow mentally, spiritually and physically.

We ask for your prayers as we strive to continue the work that the Lord has called us to with Ignite Academy. Working together we can accomplish the goal of seeing our young people trained and prepared to make a godly impact on our world.

In His Service for His Glory,
Justin Gingerich and Jessica Serrano

INTRODUCTORY INFORMATION

HISTORY

After more than a decade serving children in multiple educational settings, Justin Gingerich and Jessica Serrano saw a great need in the current schooling model. Through much prayer, research, and God's guidance and blessings, Ignite Academy was created to ignite boundless growth in learners.

Ignite Academy welcomed its first class of learners in the fall of 2018. There were 7 learners in a blended kindergarten and first grade classroom. Through God's blessing, Ignite Academy has grown each year to serve more learners.

MISSION

To create learning environments that ignite boundless growth

VISION

Immersing kids in real health to impact the world

In order to experience this kind of health, learners need to have the correct outlook on life, be surrounded by a supportive community, and learn essential habits to sustain a healthy lifestyle. As a result, Ignite Academy has three initiatives that propel this vision:

- Instilling a kingdom mindset (God has a purpose for us)
 - Education includes the relationship of the learner to his/her heavenly Creator and Savior. Part of the educator's role is to work alongside parents to disciple learners. The learning environment is one in which learners explore scripture, creation, and their role in God's narrative.
- Building enriching community (Family matters in education)
 - Parents are the primary educators of their children. Ignite Academy is not the replacement of a home, but rather an extension of the home. The school offers workshops for parents in the community to encourage and equip families. Ignite Academy is a small, community school that allows families to develop relationships with one another and gather as a community around its children. Parents are also involved in three feedback sessions per year to discuss their learner's progress with educators.
- Developing lifelong habits (Habits can create lasting change)
 - Habits have the ability to transform and build up a child. By intentionally and lovingly focusing on habit formation, learners will have the discipline to pursue success in any area. Ignite Academy helps learners build a variety of habits including healthy eating habits, moral habits, intellectual habits, and physical habits.

CORE VALUES

- Jesus is central (Colossians 1:17)
 - Jesus is at the center of all that happens at Ignite Academy.
- 40 > 18 (Proverbs 22:6)
 - Most schools have shortsighted visions and focus on high school diplomas. Ignite Academy looks beyond graduation and aims to prepare learners to thrive for the rest of their lives. As a

result, envisioning our children at “40” years old is more beneficial than simply preparing them for “18” years old.

- We unite the village that raises the learner (Psalm 133:1)
 - For a learner to reach his/her potential, it takes the partnership of the school and family working together for the good of the learner.
- Real health = mental + physical + spiritual (Mark 12:30)
 - Real health includes mental, spiritual and physical health.
- Growth over Grades (James 1:4)
 - Our community celebrates growth because grades seldom tell the whole story. Emphasis is placed on the process, not the product.
- Unity not uniformity (Ephesians 4:16)
 - Ignite Academy desires to develop the unique gifts within each learner while uniting him/her in a common goal of using his/her gifts to serve others and glorify God.
- Education is an atmosphere, discipline, and life. (Romans 12:2)
 - In accordance with Charlotte Mason’s educational philosophy, ideas are shared in a rich and authentic context with an emphasis on habit formation and on relationships - with God, with family, with educators, with classmates, with learning, and with self.

MOTTO

Igniting boundless growth

EDUCATIONAL PHILOSOPHY

- Much of Ignite Academy’s instructional philosophy is in alignment with Charlotte Mason’s Four Pillars of Education as is outlined in the book, *When Children Love to Learn* by Elaine Cooper:
 - Education is an atmosphere
 - Education is a discipline
 - Education is a life
 - Education is the science of relations

While the school does not apply all the aspects of a Charlotte Mason education, it uses her overall philosophy as a framework and places the idea of viewing the child as a whole person at its core.

1. Education is an atmosphere:

- Foundational Principles (taken directly from *When Children Love to Learn* by Elaine Cooper)
 - The atmosphere of the learner’s environment inspires an unconscious direction for his life.
 - The educational atmosphere of schools either reinforces or contradicts the thought-environment of the home.
 - The educator has the central control over the educational atmosphere
 - Atmosphere is a living relationship, taking time, patience, and a few bumps along the way to become authentic.
 - A proper educational atmosphere can exist in the most squalid confines of the inner city or the most regal classroom of the affluent suburb.
- To ensure the proper conditions, Ignite Academy focuses on:
 - Structuring the day for the benefit of the learner. This includes designating “heavier” lessons for the morning hours and the integration of free play and outdoor time.

- Mimicking the natural flow of “real life.” Just like at home, learners should encounter challenges, learn to work and play alongside other learners, have chores, eat and drink throughout the day, go on trips, pursue unplanned curiosities, etc.
 - Providing a healthy environment in which to learn. The atmosphere must promote not only a healthy mind, but also a healthy body. When the body is not functioning properly, it inhibits the ability of the mind to respond to new ideas. When the body is nourished with clean water and healthy foods, it functions more efficiently. All materials and products that a learner encounters should be free from any harmful chemicals or toxins that would limit his ability to learn and grow freely.
 - Creating rich, clean, warm, and beautiful learning spaces. The school and its classrooms include intentional elements such as music, living plants, living creatures (class pets), libraries of living books, educational displays, diffused essential oils, flexible seating arrangements (i.e. wobble stools, balance ball chairs), and elements of home such as lamps, rugs, and pictures.
2. Education is a discipline: Learners are able to rise above weaknesses and bear success through habit formation. (Charlotte Mason uses the phrase, “I am, I can, I ought, I will.”)
- Parents and educators at Ignite Academy will instill the following habits (this list is not exhaustive and will continue to evolve over time):
 - Intellectual habits: attention, concentration, reflection, thoroughness
 - Moral habits: obedience, truthfulness, reverence
 - Physical habits: self-control, alertness, service
 - Religious habits: reading the Bible, praise, thankfulness, prayer
 - Health-building habits: physical exercises, nutritious eating, hygiene
 - Miscellaneous habits: good manners, punctuality
 - Parents and educators will meet before the school year begins, as well as several times during the school year to discuss the learner’s careless habits and those habits that are being formed to encourage right thinking and behavior. As learners progress through various grade levels, learners will focus on the development of certain habits. These habits will be defined and displayed in the classroom.
3. Education is a life: “The mind feeds on ideas and therefore children should have a generous curriculum.” (from Charlotte Mason’s preface in *School Education*)
- The mind attends, reflects, and uses/expresses what is understood. The learner is active, rather than passive.
 - Learners can act upon knowledge in a variety of ways: through narration, developing relationships, visual demonstrations, etc.
 - Learners should encounter a “feast” of ideas from living books and resources that connect “minds to minds” rather than predigested materials.
 - Learners encounter ideas through a variety of subjects.
 - At Ignite Academy, learners engage in the study of multiple subjects within in the larger disciplines of humanities, language arts, science, mathematics, and physical education. These subjects include music theory, English grammar, poetry, handwriting, drawing, Bible, dictation, geography, history, nutrition, etc.
4. Education is the science of relations - Education includes the learner’s relationship with God, his parents, his educator, his classmates, his world, his learning, and himself.

- The educator’s role is to provide guidance, direction, feedback, encouragement, and discipleship. The learner is engaged in the development of habits, the cultivation of a love of learning, and growth in the knowledge and wisdom of his relationships.

STATEMENT OF BELIEF

The following statement of belief is agreed upon by Ignite Academy’s staff and board members and serves as a foundation for our instruction and decision-making. This statement of belief does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

- **The Trinity:** We believe there is one true God, manifested eternally in three distinct Persons: Father, Son, and Holy Spirit.
 - **God the Father:** The first member of the Trinity is God the Father. He is the Creator and Sustainer of all things. God is sovereign and infinite, meaning He has no limitations. God the Father can be intimately known, but because of His infiniteness, He can never be fully known. God the Father can only be known through Jesus.
 - **Jesus Christ:** We believe in the deity of Jesus Christ. We believe in Christ's virgin birth and that He was God incarnate (both God and man) for the purpose of revealing the Father, redeeming men, and ruling over God's kingdom. Jesus accomplished man's redemption through His death on the cross and resurrection. We believe Jesus to be the mediator between God and man who will return to judge all mankind.
 - **Holy Spirit:** We believe the Holy Spirit is the third member of the Trinity possessing all the divine attributes with the Father and the Son. The Holy Spirit is promised to those who profess faith in Jesus and is the presence of God living inside each follower of Christ.
- **The Bible:** We believe the Bible is the divinely inspired Word of God and serves as final authority on what we believe and how we live. It is our guide to understanding God and the meaning of life.
- **Man:** We believe every person has worth as a creation of God, but that all have sinned and separated themselves from fellowship with God.
- **Salvation:** We believe forgiveness of sin (a restored fellowship with God) and the promise of eternal life are available to every person who trusts in Christ as Savior and Lord. We believe salvation is a gift from God that can never be earned through good works or self-improvement.
- **Marriage:** We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union.
- **Gender:** We believe that God wonderfully and immutably creates each person. As male or female, these two distinct, complementary genders together reflect the image and nature of God.
- **Obedience:** We believe when we accept Jesus as Savior we also acknowledge Him as Lord of our lives. We surrender our will to His and pursue His life plan for us.

CORPORATE STRUCTURE AND AFFILIATION

Ignite Academy Inc. is an independent school. Ignite Academy Inc. is a non-profit corporation in the state of Florida and has received 501(c)(3) status from the IRS.

NONDISCRIMINATION POLICY

Ignite Academy admits learners of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to learners at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

GENERAL – STATEMENT OF POLICY

Ignite Academy retains the right to make changes, amendments, and corrections to the rules and policies of the academy at any time, with or without prior notice. It is understood that Ignite Academy’s behavioral expectations for our learners span twenty-four hours a day, not just the time spent at school.

EXCEPTIONS & ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by learners and parents. Sometimes there will occur new situations or circumstances not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

On rare occasions, exceptions to a policy may be made when circumstance(s) warrant the exception in the view of administration. An exception made for one on any policy is not an exception for all other learners. All decisions made by the administration regarding policies are final.

ADMISSION AND FINANCIAL POLICIES

ADMISSIONS

Ignite Academy accepts learners on a full-time basis only. A learner is admitted to Ignite Academy on the basis of a completed application, family interview, and former records. Ignite Academy serves learners across a spectrum of ability, however, depending on the resources available, may not be able to provide all the required accommodations at this time. If it is determined at the admissions review that Ignite Academy will not be able to accommodate your learner’s needs, we will be glad to refer you to another school in the area that may be able to meet those needs. As a private Christian institution, we reserve the right of setting and maintaining standards of learner character, conduct, dress, cleanliness, and academics. Even though Ignite Academy is a Christian school, families applying to Ignite Academy do not have to be of Christian faith. However, Ignite Academy reserves the right to refuse admittance to any learner who the school feels will negatively impact the culture of the school.

APPLICATION AND ENROLLMENT PROCEDURE

1. Tour of Ignite Academy
2. Submit a completed application
3. Schedule and attend family interview with school leadership
4. Once accepted, complete and submit all enrollment papers along with \$250 enrollment fee

PARENT/LEARNER ORIENTATION

Orientation will be held in the weeks leading up to the start of school. Attendance is mandatory.

WITHDRAWAL

Withdrawal from Ignite Academy can only be made through the school office. When a learner is enrolled, the parents assume responsibility to pay the full year’s tuition. The learner is not considered properly withdrawn until a completed withdrawal form is submitted to the school office, any past due balances are paid, all supplies and textbooks belonging to the school are returned, and an exit interview with the administration is conducted.

FINANCES

Please reference Ignite Academy's Tuition and fees sheets for more details.

ACADEMIC POLICIES

A BIBLICAL FOUNDATION

Ignite Academy will teach its curriculum from a Biblical worldview. This means curriculum will align with teachings from the Bible. School staff will use Biblical truths to help guide not only the curriculum, but also the culture of the school. School staff will treat learners, families and community members in a way that honors and glorifies our Lord Jesus Christ. Our weekly chapel services will challenge and inspire the learners to practice the truths of God's Word. The modeling and teaching of Christian character development is integrated in all subject areas and classes.

ACADEMIC PROGRAM

Learner goals and curriculum will reach beyond the academic standards set by the state of Florida. We will provide our learners an education that prepares them to be successful in the world. Our learner goals and curriculum will include grade appropriate instruction in arts, humanities, language arts, mathematics, physical education, and science. However, we do not stop there. Our learner goals and curriculum go beyond these standard academic subjects and include, what we call, the Ignite Foundations:

- Curiosity – ability to ask questions and explore how the world works
- Creativity – innovation; ability to generate new ideas and apply them in practice
- Critical Thinking – ability to analyze information and ideas and to form reasoned arguments and judgments; problem solving
- Communication – literacy and oracy; ability to express thoughts and feelings clearly and confidently in a range of media and forms
- Collaboration – ability to work constructively with others (learn as groups, not just in groups)
- Character – ability to empathize with others and act accordingly; rejection of apathy
- Health – ability to make healthy decisions; understanding of the 5 essentials (maximized mind, maximized nerve supply, maximized nutrition, maximized oxygen supply and lean muscle, and minimized toxic exposure) and developing healthy habits within each essential
- Faith – have a growing relationship with Christ; understanding how your story fits within the larger story; loving God and loving others
- Community and Citizenship – ability to engage constructively with society and to participate in the processes that sustain it; global awareness
- Productivity – the ability to plan and execute effectively; ability to be flexible, adaptable, have initiative, and take responsibility; leadership skills

GRADE REPORTING

Most schools use a single grade to represent and summarize not only the product, but also the learning process and progress as well. Our goal is for learners to receive and effectively respond to feedback; self-assess and self-correct; attribute success to effort more than ability (growth-mindset); and develop effective help-seeking skills. Ignite Academy will use a variety of tools to assess each child's progress and performance including individual conferring, standardized assessments, authentic displays of work for real audiences, portfolios, oral reflections, checklists and rubrics. Each quarter, parents will receive a report card with teacher comments and an evaluation of progress in each subject area using a 1-4 scale:

- 1: Area for practice/incomplete understanding
- 2: Approaching expectations
- 3: Meeting expectations
- 4: Performing beyond current expectations

In addition, goals will be set and feedback will be shared and discussed with children and parents at three feedback sessions spaced throughout the school year.

FEEDBACK SESSIONS (PARENT – TEACHER CONFERENCES)

As stated above, parents and children will be required to attend three feedback sessions each year. Parents will be notified of the dates in advance. Conferences may occur after school hours, so families are required to plan accordingly. When necessary, parents may be asked to attend additional conferences if needed (ex. discipline meeting or discussion of accommodations).

HOMEWORK

At Ignite Academy, families are encouraged to use after school hours to build healthy relationships, encourage creativity, pursue individual passions, and build literacy. As a result, we limit the amount of homework to what is most essential. All learners benefit from the repetition of skills, so parents are asked to support the child's development of reading and math fluency on a weekly basis. From kindergarten through second grade, parents will assist with nightly reading, sight word practice, and math fluency (fact practice). Beginning in third grade, learners will be assigned nightly reading, math fact practice, and weekly Drops in the Bucket problems. On occasion, parents will be asked to assist with school projects, such as book reports, or provide additional resources and input to support the learning at school.

LEARNER TESTING AND GUIDANCE

Beginning in kindergarten, learners will take the MAP three times per year to provide data that will guide instruction. MAP assessments are computer adaptive achievement tests in Mathematics and Reading. MAP is a norm-referenced measure of student growth over time. MAP assessments, joined with other data points, provide detailed, actionable data about where each child is on his or her unique learning path. MAP assessments are nationally normed, track learner progress throughout a year and across school years, and are linked to software tools, which can assist teachers and administrators in planning instruction.

TEXTBOOKS AND WORKBOOKS

Textbooks, when used, are issued to each learner at the beginning of the school year and are to be used with care. Periodic checks will be made to see that textbooks are in good condition. A book damaged by a learner will be replaced at the learner's expense and charged to the financial account of that learner. Consumable workbooks are used by all learners.

LEARNER RECORDS

The school maintains a permanent record file on all Ignite Academy learners. The file generally contains information relating to the learner's enrollment, health, academic progress, achievement, and ability. These records are considered confidential. Only administrative staff and the child's teacher have access to these records. Parents or legal guardians have the right to view these records upon request to the administrator. The records are a permanent part of the school's legal documents and remain the property of the school.

Release of records: For transferring learners, Ignite Academy will release a learner's grade transcripts, test scores, disciplinary record, attendance record, and immunization record upon receiving written request from another school system when such request contains the signature of a school official. No

other records will be released to any other party. If there is an outstanding balance due on a learner's account, no records (report cards, transcripts, etc.) will be released until the account is settled in full.

PLAGIARISM

Plagiarism is offering the words or ideas of another person as one's own. Major violations, which can bring failure in an assignment or course, suspension or expulsion from school, include, but are not limited to the following:

- Use of another learner's work
- Use of a parent's work
- Purchase of a "canned" research paper
- Copying whole passages into a paper without proper documentation
- Copying key, well-worded phrases into a paper or essay without proper documentation
- Putting specific ideas of others into your own words without proper documentation
- Copying a paragraph and changing certain words in order to make it look like your own work

These instances reflect a deliberate attempt on the part of the learner to deceive and will result in discipline from school administration.

ATTENDANCE POLICIES

SCHOOL DAY

Ignite Academy's school day will begin promptly at 8:45 a.m. and end at 3:15 p.m. Parents may drop off learners from 8:30 – 8:40 a.m. and learners need to be picked up by 3:30 p.m. unless approval is given by the school for an exception. If a learner is not picked up by 3:30 pm, the child will be sent to after school care and charged for the after school care service.

ATTENDANCE

Classroom attendance is essential for every learner's academic progress. Learning time that is lost due to absences and tardiness can never be experienced in the same way again. A lost moment in time can never be replaced or repeated. Being present and on time for school is a vital part of training our children to be good stewards of their time for the Lord.

ABSENCES

A learner may have no more than thirty absences per year in order to receive academic credit. If a learner has over thirty absences, a failing grade will be entered on the report card regardless of the learner's actual average. A learner must be at school for three hours to be considered present. Parents are encouraged to use wise discretion regarding their child's absences.

When a learner has been absent for any reason, a parent must contact the school via email or text.

Procedures for a planned absence: Parents are to email the school at least two school days before the requested absence with all the details about the planned absence. Parents are also responsible for contacting the teacher(s) at least two school days prior to the absence to request any work the learner(s) will miss during the absence. Due dates for assignments missed will follow the standard make up policy for absences.

Make-up work policy due to an absence: Learners who receive an excused absence from class may make up their work. The work must be made up in the same number of days that the learner was absent once they return (Example: if the learner was absent for two days and received an excused absence, they must have all work made up by the second day after their return). In unusual circumstances, the administration may allow extra time for the learner to complete the work. Learners who receive an unexcused absence will be allowed to make up any work missed during the absence, but will not receive any additional time to make up their work as with an excused absence and will thus incur a reduction in grade for any late work.

TARDINESS

Promptness is expected and is a measure of your school citizenship. Learners need to learn promptness. We encourage parents to help develop this character trait through the prompt delivery of learners each morning.

Since being at school on time is so important, there will be a \$5 fee added to the child's account every time they are tardy after the 5th unexcused tardy of the semester. A student is considered tardy if they do not arrive to school by 8:40 am.

EARLY CHECKOUT

Parents are asked to use good judgment in checking their child out of school. A reduction in class time can impose academic hardships on your child. All learners who must check out early must have an approved adult sign them out.

LEARNER LIFE

HONORABLE CONDUCT

All learners at Ignite Academy are expected to practice and manifest a positive attitude that shows Christian love and consideration for others. Therefore, respect for one another and school property is required of all learners.

1. While walking in the school, learners should always walk on the right; keep hands and feet to themselves; use quiet, soft voices; and never run.
2. Learner behavioral policies and rules apply at all times on school property as well as off school property at school sponsored activities including the transportation times.
3. Learners should respect all school and personal property. Damaged property or textbooks will be replaced or repaired at the expense of learner.
4. Learners should keep the school clean and dispose of trash in proper containers.
5. Learners may not sell goods at the school without administrative approval.
6. Learners are to be courteous to adults. All adults must be addressed as Mr., Mrs., or Ms.
7. Learners are not to bring cell phones (including cell phone watches), radios, audio recorders, cards, dice, knives, guns, fireworks, morally offensive materials, comic books or magazines, electronic games, lasers, CD's or CD players, beepers, Mace, Mp3 players, etc. on campus or to any school function on or off campus.
8. Learners should not bring gum or any form of candy anywhere on school campus or school transportation.
9. Learners are to use polite manners and show consideration to each other.

10. Learners should use appropriate language. Their speech and conversations should focus on what is true, kind, and pure. We ask learners to avoid talk about movies, shows, music, news, and books that may not be developmentally appropriate for themselves or other learners.
11. Learners are to obey cafeteria and playground rules.
12. Learners must follow all classroom rules.

DISCIPLINE

The philosophy of discipline at Ignite Academy is based on the scriptural teaching and is designed to be positive training in the right direction. Proverbs 22:6 states, "Train up a child in the way he should go; and when he is old, he will not depart from it." Christian love is at the heart of all discipline. Part of this training process includes social-emotional learning and teaching children how to self-regulate, to respond to emotions appropriately. All Ignite staff members and parents are responsible for modeling positive behavior, setting clear expectations, providing children with practice of new habits, creating clear boundaries, helping the child recognize his/emotions, and implementing appropriate consequences. Calmness and consistency are recognized as key factors in the administering of discipline. The learners at Ignite Academy are expected to be respectful and understanding in the receiving of discipline. While at school, discipline will be handled first by the teachers. The administration has full confidence in its teaching faculty; and it will give assistance when needed. Parents and teachers must cooperate fully with one another. It is detrimental to the child if either the parent or the teacher does or says anything to tear down the respect and confidence of the other.

Disciplinary measures may include counseling, a warning, a parent conference, referral to the administration, detention, suspension, and expulsion. Continued and deliberate disobedience may merit the employment of the measures mentioned above.

DRESS CODE

Ignite Academy has mandatory, uniformed clothing for learners in all grades. A variety is available to give flexibility to the learners. Ignite Academy reserves the right to require learners to comply with the dress code. If learners fail to meet these set standards (i.e. non-uniform clothing, etc.) the school will require them to call home for different clothes. The decision of the administration is final, and time spent out of class will be considered unexcused. If a learner wears an article of clothing after being told that the article is not permitted, it will result in disciplinary actions.

The intent of the dress code is to give general overall guidelines to learners and parents. Sometimes new situations or circumstances will occur that are not covered specifically by the dress code. The administration always has the final word in all dress code matters. Administration reserves the right to make modifications to the school apparel code in response to new situations or circumstances that may arise. Teachers have the right to ask any learner to make adjustments to his/her present dress in order to conform to Ignite's standards. The dress code is in effect while learners are on campus or at a school sponsored event, unless stated otherwise by school administration.

All pants, shorts, dresses, jumpers, skirts, and shorts must be purchased from the uniform section of the store.

Monday – Thursday

- Pants, shorts, dresses, jumpers, and skirts:
 - Khaki or navy
 - Must be no shorter than the learner's fingertips when his or her arms are extended straight down and no more than 5 inches above the knee.

- Under skirts and dresses: girls should wear black, white, or navy shorts, leggings, or tights.
- Shirts:
 - Solid red, white, or navy blue colored polo that is short-sleeved or long-sleeved.
 - Should not contain any prints, images, or logos.
 - Undershirts are NOT allowed under the school uniform shirts
- Sweatshirts and Sweaters:
 - Solid navy blue, white, or red sweaters or crewneck sweatshirts may be worn over top of a child's polo shirt.
 - Should not contain any prints, images, or logos.
 - Should not contain a hood
- Jackets
 - Are only allowed to be worn outside. Jackets are not allowed to be worn inside the classroom space.
 - Jackets do not need to match the school uniform.
 - Any print or images on a jacket need to be school appropriate.
- Shoes/Socks:
 - Learners must have closed-toe shoes with socks.
 - Sneakers are recommended for outside play and recess time.
 - If a learner cannot tie his/her own shoes, then shoes must be free of laces.
 - Socks must be solid white, black, red, khaki, or navy
- Hair and jewelry
 - Children are very active outside during the day so parents are encouraged to tie back longer hair
 - Headbands and scrunchies may be worn as long as they are not distracting or resemble costume wear (ex. headbands with ears, large flowers, etc.)
 - Please limit jewelry during the school day. Costume jewelry is not permitted.

Friday

- Learners may wear a school t-shirt (will be provided) with black athletic shorts or jean shorts. They may also choose to wear the standard dress code.
- During colder months, learners may wear solid white or black long-sleeved shirts under their school t-shirt (no design/pattern allowed on undershirts). They may also wear loose fitting, black athletic pants (not leggings) and/or long jeans. .
- Shoes, socks, hair, and jewelry policies follow the same as outlined above

Dress Down Days

- Once a month, learners will have a designated "dress down day". Learners have the following three options on these days:
 - Wear clothing that matches the "theme" of the dress down day
 - Wear clothing of choice
 - Wear the standard Ignite Academy uniform
- Dress down day outfits must follow the following criteria:
 - Closed-toe shoes with tights or socks
 - Shirts must have sleeves, appropriate images/sayings, and be at least one inch below the waist of learner's pants.
 - Dresses, shorts, and skirts must be no shorter than the learner's fingertips when his or her arms are straight down and no higher than 5 inches above the knee.
 - Tights/leggings/yoga-style spandex pants may be worn under dresses or long tunics only. They may not be worn as pants with a regular shirt.

- Learners may not wear clothing that is ripped or torn.
- Clothing cannot distract from the learning environment

****Keep in mind that your child will grow during the year and may need a larger size later on. Also, be sure to purchase warmer clothing for the winter months.***

SEARCH POLICY

On certain occasions the administration may deem it necessary to search a book bag or other personal property of a learner if they suspect inappropriate objects are in the learner's property.

LUNCH

Learners must bring a packed lunch to school. The purpose of lunch is to provide learners with food that will meet their nutritional needs and help them to reach their full potential. Since the goal of lunch is to provide quality nutrition for each learner, we encourage parents to pack food items that promote health. Food high in sugar, such as candy and soda, are highly discouraged and alternative healthy food items will be offered to the child in place of these items.

Lunchroom visitors: Family members and pastors/youth pastors are permitted to visit Ignite Academy for the purpose of having lunch with a learner but must notify the office of their visit in advance. All visitors must check in at the office to receive a visitor's pass.

Lunchroom rules: All learners are to eat their lunch in the lunchroom, except on special occasions as determined by the administration. While in the lunchroom all learners must follow these procedures:

- All food is to be eaten at the tables
- During the first ten minutes, learners are asked to eat their "growing/healing foods" first while they receive instruction during their Cook's Corner time (brief nutrition lesson)
- Learners are to remain seated except with permission of the adult on duty (no switching tables)
- Talking is to be kept to normal conversational tone
- Learners are responsible to clean up any dropped or spilled food immediately
- Keep floors around your table free from trash
- No one is permitted to leave the lunchroom unless escorted by an adult
- After the meal is finished empty all waste into the appropriate container
- The adult on duty will dismiss tables once the area is clean of all trash and spilled food

RESTROOMS

Learners will not be allowed to leave class and go the restroom on their own unless given permission by an adult. In most cases, learners will need to be accompanied by an adult to the appropriate restrooms in the school facility. School staff will not help learners use the restroom, as learners need to be able to use the restroom on their own.

HOLIDAYS AND BIRTHDAYS

Ignite Academy chooses to celebrate the following holidays/seasons: Fall (with a focus on harvest time rather than Halloween), Christmas (with a focus on Christ's birth rather than Santa), Valentine's Day (with a focus on love and kindness), and Easter (with a focus on Christ's resurrection rather than bunnies/Easter eggs).

Ignite Academy believes that it is important to celebrate learners' birthdays and to have times of celebration within the school setting. However, we want to make sure that birthdays and celebrations are done in a way that align with the goal of helping learners to be healthy. There are specific guidelines for birthdays and classroom celebrations that must be followed by school staff and families. These guidelines include:

- Providing enough for each child in the homeroom classroom.
- Contact your homeroom teacher in advance to schedule an appropriate time for the birthday treat.
*Ask teacher about possible class food allergies as well
- Avoid messy foods that can stain.
- Avoid foods that contain artificial dyes, preservatives, and added sugar (and gluten when possible)
- Great, healthy "treats" ideas include:
 - Fruit popsicles (goodpop and DeeBee's are great brands without added sugar)
 - Cakes made with coconut flour, almond flour, etc. (Simple Mills is suggested)
 - Cookies made with stevia, xylitol, honey, or coconut sugar (Catalina Crunch, Simple Mills, and Sweet Loren's are healthier options)

FIELD TRIPS

Throughout the year, the academy will schedule class field trips. One of the purposes associated with these trips is to expand the learners' interest and opportunities, be they academic, social, spiritual, or physical. All trips are scheduled as an integral part of the overall curriculum. All learners are expected to attend. In the event a learner is unable to participate in a scheduled field trip for an entire class, the learner must remain at home or the parents must make other arrangements. The academy has no contingencies for learners not attending field trips. These will be considered unexcused absences (unless otherwise noted).

Behavioral expectations for all trips: Learners going on school trips are subject to the school policies and regulations outlined in the handbook. Because of the nature of the trips, it may be necessary for the sponsor, chaperone, teacher, or administrator to take immediate action depending on the offense or the attitude of the learner involved. Action taken may include but is not limited to the following:

- Verbal reprimand
- Restriction while on the remainder of the trip
- Any other action deemed necessary to maintain control of the group or individual

Learners are also subject to administrative discipline upon returning to school.

Use of personal devices by learners:

No radios, MP3 players, cell phones (including cell phone watches), etc. of any kind are permitted on regularly scheduled class field trips.

Procedures to be taken prior to trips:

- Parents will be made aware of the nature of the trip. Responsibilities of the learner and parents and the policies regarding trips will be reviewed through written and/or verbal communication.
- Sufficient chaperones will be solicited to supervise the groups. If the school is unable to secure enough qualified chaperones, the trip will be cancelled.
- Final approval for the trip will be granted by the administration to ensure that all procedures have been followed.

Parent drivers/chaperones: Occasionally, field trips will require the use of parent drivers. The Academy requests that in such cases parents refrain from using in-vehicle DVD players to "entertain" the children during the trip. Our families have wide variations in personal standards and we want to be careful not to

be an offense to anyone regarding entertainment content. The same guidelines should be used in regard to music being played.

ADMINISTRATIVE/GENERAL POLICIES

SCHOOL OFFICE

School office hours: 8:00 a.m. – 4:00 p.m. on school days

School phone number: 727-900-6164

School email: info@igniteacademy.education

School address: 1555 Windmill Pointe Rd, Palm Harbor, FL 34685

DROP-OFF/PICK-UP PROCEDURES

- Drop-off: Parents may start dropping their learners off at 8:30 a.m. Parents will drop off their learners in the drop off circle in the church parking lot. The flow of traffic in the drop off circle needs to follow the flow of the arrows in the circle. If a parent needs to talk to a staff member, the parent needs to park their car in the general church parking lot and stay out of the car circle. Drop-off ends at 8:40 to ensure the school day can start promptly at 8:45 am.
- Pick-up: The school day ends at 3:15 p.m. Parents may start lining up in the car circle starting at 3:00 p.m. As with drop-off, the flow of traffic needs to follow the same flow and if a parent needs to talk to a staff member, they need to park in the general parking lot and stay out of the car circle.
 - Only parents and preauthorized individuals are allowed to use the car circle for pick-up. If an adult other than a parent is picking up a child, the office must have prior written consent and will ask to see a valid ID to verify the driver upon their first time picking up learner.

SCHOOL SUPPLIES

A \$250 supply fee will be collected from every enrolled family to purchase the learner's books, classroom supplies, art materials, and Friday T-shirt. (Parents are responsible for providing school uniform, daily snacks, backpack, lunchbox, stainless steel water bottle, and house slippers to be used in the classroom)

CRISIS MANAGEMENT PLAN

Ignite Academy maintains a Crisis Management Plan that covers all possible emergencies and how they are to be handled. Some of the topics include fire, tornado, hurricane, etc. The plan is available in the Academy office for your review.

EMERGENCY PREPAREDNESS

Ignite Academy strives to be prepared for all types of emergency situations. Ignite holds regular drills throughout the school year to make sure both staff and learners are familiar with emergency procedures. In the event of severe weather conditions during school hours, learners will be taken to designated safety areas. All staff members are actively engaged in seeing to the safety of all learners in these conditions. Therefore, we ask parents to refrain from calling the school office during such conditions. If the need for evacuation occurs, parents will be notified when and where to pick up their learners.

Emergency school closing: Ignite Academy will typically follow the lead of the Pinellas County public schools regarding emergency school closings.

AFTER SCHOOL CARE

Ignite Academy offers after care Monday – Friday. Ignite Academy will provide parents a signup sheet for aftercare each month. On this sheet, parents will sign up for the coming month of after care. Parents may request additional after school care days during the month, but these days are not guaranteed and are based on having enough staff to provide care.

INTERNET USE POLICY

Ignite Academy has developed this Internet use policy in order to protect the integrity of the school, to uphold the responsibility given to us by our parents, and to provide adequate accountability to our learners so as to encourage them toward spiritual growth and moral character.

The following guidelines have been established for the use of the Internet for all persons while on campus:

- Ignite Academy reserves the right to inspect any equipment or monitor any communication that is sent from or received on school campus.
- Ignite Academy staff and administration will regularly monitor the sites being accessed by individual learners and check individual computers for inappropriate software.
- Any material that is contrary to Biblical values and the policies of Ignite may not be created, stored, viewed, or transferred.
- Users may not engage in computing practices that interrupt or interfere with other users, services, or equipment.
- Learners may not access email, chat rooms, online communities (i.e. Twitter, Facebook, Instagram, etc.).
- Users may not tamper with Ignite Academy computers by adding (including downloading) or deleting software, changing defaults, etc.
- Users must observe copyright and plagiarism laws when accessing research material.
- Any violation of these policies will result in disciplinary action as determined by the administration. Immediate confiscation of personal computers (i.e. laptops) and/or peripheral devices (i.e. PSP's, MP3 players, memory sticks, digital cameras, or phones with removable memory cards) may occur without any prior warning. Confiscated items will be stored in the school office until the end of the day and must be picked up by one of the learner's parents or legal guardians.
- Any part of this policy may be changed at any time at the discretion of the administration. Any such changes during a semester will be communicated to the learners and parents.

Learner webpages and blogs: The Internet has changed the way people communicate and gather information. Unfortunately, with the benefits, also come the dangers associated with communicating and giving information to people we cannot positively identify. The prevalence of Internet predators should be a concern to every learner, parent, and teacher. Ignite Academy is concerned about the safety of our learners while on the Internet, as well as their testimonies and the testimony of the Academy. We encourage parents to monitor their learners' social networking sites and all other websites to maintain appropriate privacy controls to prevent access by potential predators. Whether at school or home, any pictures, information, or writing posted on a personal website or social networking site such as Facebook, Twitter, Instagram, etc. that is not in harmony with Ignite Academy will result in disciplinary action or dismissal.

PARENT INVOLVEMENT

Parent involvement is essential for learners to thrive. We expect our parents to:

- Follow and support the school's discipline expectations at home
- Help their child develop healthy habits

- Provide their child with healthy snacks and lunches
- Make sure their child gets a good night's sleep and is on time to school
- Instill a healthy growth mindset: praising hard work and the process rather than perfection in outcomes
- Make sure their child is getting exercise and outside play
- Communication
 - If there are ever issues, bring them directly to the person. Do not discuss problems with other parents.
 - Communicate with teacher and staff about progress and concerns they have at home
 - Provide feedback to school in a way that is beneficial and meaningful
- Engagement with the community
 - Attend mandatory community parent meetings throughout year
 - Participate in field trips, volunteering opportunities, take-home projects, and other opportunities throughout the school year
 - Praying for your child and his/her teacher

PARENTS/VISITORS ON CAMPUS

Parents wishing to observe their child's classroom, meet with their child's teacher, or meet with a school administrator must make an appointment with the administrator. Parents who wish to eat lunch with his/her child are free to do so as long as they follow the guidelines outlined in the Learner Life – Lunch section.

Learners who do not attend Ignite Academy are not allowed on campus other than attendance at events that are open to the public. Parents of non-Ignite Academy learners who are contemplating enrolling their child here may request permission for their child to visit for the day. Learners must attend classes on their grade level.

Visitors to the school campus are required to report to the school office for assistance. All visitors must register and receive a visitor's pass that must be prominently displayed while on campus.

LEARNER HEALTH

Health and Immunization records: An up-to-date Florida Certificate of Immunization or a waiver is required for all learners.

Illness: For the welfare of your child and the rest of the learners and staff at Ignite Academy, we ask parents to use sound judgment in sending their child to school if he/she is not feeling well. If a child is sent to school and the school administrators determine that it is in the best interest for all that the child go home, they will call the parents and ask them to come and pick up their child.

Prescription and Non-prescription medications: If a learner is to receive any medication during the school day, the parent must have on file in the school office, Authorization for Administration of Medication form. This form is available in the school office and must be renewed each school year. The medication must be kept in the school office and will be dispensed by a school official according to instructions listed on form. All medication must be properly labeled and in the original pharmacy container. If your learner requires medication during the school day and an authorization form has not been received, it will be necessary for you as a parent or legal guardian to come to the school to administer the medication. All diligence should be taken to have medication dispensed during non-school hours. At no time should learners have medications in their possession to be self-administered.

Emergency medical procedures: In case of serious injury or illness on the school grounds, the following procedures will be followed:

1. All attempts will be made to notify the parent/legal guardian or designee immediately.
2. In the case of serious illness or injury, emergency personnel will be called to transport the learner to the nearest emergency room for treatment.
3. If a learner requires special medical attention for a known condition, parents are responsible to notify the administration in writing at the beginning of the year.

First aid/CPR procedures:

1. First aid/CPR treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents and emergency personnel will be notified. Information regarding family physician should be on file in the learner's folder.
3. A school official will remain with the child until a parent or guardian assumes responsibility.
4. No medications will be administered except on order from a physician.

Communicable diseases: Ignite Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean any illness that arises as a result of specific infectious agents, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or other school official who reasonably suspects that a learner or employee has a communicable disease shall immediately notify the school office.

Any learner or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of recovery.

Note: Any confessions of communicable disease cannot be held in confidence.

SUSPECTED CHILD ABUSE

Any type of physical, sexual, or emotional mistreatment or neglect is considered child abuse. All administrators, teachers, and staff are required by Florida statute to report cases of suspected child abuse. If child abuse is suspected the Department of Children and Families should be notified **immediately at 1-800-962-2873**.

Parent and Learner Handbook Signature Page (2021 - 2022)



Learner and Parent(s)/Guardian(s):

The Ignite Academy Parent and Learner Handbook serves as a guide for learners and parents to reference for school procedures and expectations. The handbook includes school safety information, various procedures to be followed, and helpful information about our school.

We ask that you review the handbook and sign this page as evidence that you were informed of this handbook and are aware of Ignite Academy's policies and procedures. Please return this paper to your child's teacher by 8/27/21.

By signing below, I acknowledge that I have read and understand the content that is provided in the Parent and Learner Handbook regarding Ignite Academy's policies and procedures.

Signature of Parent/Guardian

Date

Print Name of Learner(s)

Signature of Learner 1 (3rd grade and up)

Grade Level of Learner 1

Signature of Learner 2 (3rd grade and up)

Grade Level of Learner 2

Signature of Learner 3 (3rd grade and up)

Grade Level of Learner 3