



PARENT/STUDENT HANDBOOK

2026-2027





IGNITE YOUR LEARNING
IGNITE YOUR PASSION
IGNITE YOUR FUTURE

WELCOME

WELCOME ILA STUDENTS AND FAMILIES,

WELCOME TO ANOTHER EXCITING YEAR AT IGNITE LEARNING ACADEMY!

WHETHER YOU ARE JUST STARTING YOUR JOURNEY WITH US OR RETURNING FOR ANOTHER YEAR, WE ARE EXCITED TO HAVE YOU AS PART OF OUR BULLDOG COMMUNITY.

THIS HANDBOOK IS YOUR GUIDE FOR THE SCHOOL YEAR AND IS DESIGNED TO SUPPORT YOUR SUCCESS. INSIDE, YOU WILL FIND IMPORTANT INFORMATION ABOUT ACADEMICS, ATTENDANCE, SCHOOL EXPECTATIONS, COMMUNICATION, GRADING POLICIES, EXTRACURRICULAR OPPORTUNITIES, AND MORE.

AT ILA, WE BELIEVE EVERY STUDENT HAS THE POTENTIAL TO GROW, ACHIEVE, AND REACH NEW HEIGHTS. OUR STAFF IS COMMITTED TO PROVIDING A PERSONALIZED LEARNING EXPERIENCE THAT BUILDS ON EACH STUDENT'S STRENGTHS WHILE OFFERING SUPPORT WHERE IT IS NEEDED MOST.

WE ENCOURAGE STUDENTS TO GET INVOLVED BY PARTICIPATING IN LIVE CLASSES AND SCHOOL ACTIVITIES. GETTING INVOLVED HELPS BUILD POSITIVE CONNECTIONS WITH PEERS AND STRENGTHENS THE SENSE OF COMMUNITY THAT MAKES ILA SUCH A SPECIAL PLACE TO LEARN.

WISHING YOU A YEAR OF SUCCESS AS WE LAUNCH INTO LEARNING AND IGNITE YOUR FUTURE!

Mrs. Sheri Behn

“Find your passion, whatever it may be. Become it, and let it become you, and you will find great things happen for you, to you and because of you.

- T. Alan Armstrong”



OVERVIEW

Ignite Learning Academy (ILA) is a fully accredited online independent private school for students in grades K-12 located anywhere in the United States or abroad. Our school was born from our founder, Dr. Kelly Van Sande's, desire to fill the gaps currently existing within the field of education. As a certified school superintendent with extensive experience in both traditional and online learning programs, she knew there was a better way to individualize learning in a way as unique as each student who chooses to enroll.

We know students thrive when there is flexibility for when/where/how they attend school and they have the opportunity to take ownership of their education. ILA teachers know each child by name, know their background, learning preferences, challenges, and goals for the future and will ignite their passion for learning each and every day.

MISSION

Ignite Learning Academy propels student curiosity, engages students in personalized learning, and inspires a passion for learning in a safe and encouraging online environment.

SCHOOL DIRECTORY

NAME/ DEPARTMENT	CONTACT INFORMATION
SHERI BEHN HEAD OF SCHOOL	480.535.0938 SBEHN@IGNITELEARNINGACADEMY.COM
NICHOLE PETERSON VP OF OPERATIONS	480.535.2921 NPETERSON@IGNITELEARNINGACADEMY.COM
ANN HERBENER COUNSELOR	480.808.021 AHARBENER@IGNITELEARNINGACADEMY.COM
GENERAL HELP: ENROLLED STUDENTS	480.660.6474 STUDENTS@IGNITELEARNINGACADEMY.COM
REGISTRAR (RECORDS/ TRANSCRIPTS)	REGISTRAR@IGNITELEARNINGACADEMY.COM
GIFTED & TALENTED	GIFTED@IGNITELEARNINGACADEMY.COM
WITHDRAWALS	WITHDRAWAL@IGNITELEARNINGACADEMY.COM
TECHNICAL SUPPORT	SUPPORT@IGNITELEARNINGACADEMY.COM
FINANCE/TUITION	FINANCE@IGNITELEARNINGACADEMY.COM
COURSE CONTENT & ASSIGNMENT QUESTIONS	EMAIL/CALL YOUR COURSE TEACHER



PARENT/COACH ROLE

At ILA, a responsible adult, be it a parent or other designated individual, will oversee the student's work in the home. This includes ensuring the student is completing the required work in courses, communicating with the teacher (or communicating on behalf of the student, especially in the younger grades), and is on track to finish the assigned courses within the given period of time. Moving forward, this role will be referred to as the "Coach".

CONTENT TEACHER ROLE

Content teachers are Highly Qualified in the area they teach and are appropriately certified in a state located within the US. The content teacher is the first point of contact for questions regarding the curriculum, teacher-graded assignments, assessments, and instructional sessions.

You can reach your assigned teacher(s) through email or by phone. Our teachers and staff return communication within 24 hours, excluding weekends and holidays. If you are stuck, try working in a different course while you wait for assistance from your teacher.



FIRE and FLAME Program Attendance

Live Attendance Requirements

Live sessions are required for students enrolled in Fire 1, Fire 2, Fire 3, and FLAME programs. Fire 1 and Fire 2 students must attend all scheduled live classes. Fire 3 students are required to attend the Academic Success Workshop on Mondays and Fridays. FLAME students must attend all live classes as assigned on their individual schedules.

Excused Absences

Absences may be excused if the student or parent notifies the teacher in advance.

- Illness or medical appointments (doctor/dentist visits)
- Family emergencies (such as a death in the family, unexpected crisis)
- Religious holidays or observances
- Pre-approved travel (with prior notice to the school)
- Technical issues (power outage, internet failure) – must be reported as soon as possible
- Other extenuating circumstances reviewed by the administration

Unexcused Absences

Absences without prior communication or a valid reason will be marked as unexcused. Repeated unexcused absences may affect grades.

Make-Up Work

- Students with excused absences are responsible for watching class recordings and completing any missed assignments.
- Teachers may provide alternative assignments.

FIRE Participation & Camera Policy

Attendance for the FIRE program is mandatory, and students who are enrolled in these classes receive a grade each week for attendance/participation. To attend a FIRE/FLAME class, the student's camera must be on and working, unless a prior arrangement has been made with the teacher, to be counted as present. If a student states that their camera is not working, just like any absence, a parent or guardian **MUST** reach out to their teacher to confirm. If students do not turn on their camera, they will be marked absent for the day. Participation points for these classes may also be affected, depending on the work that is given by the teacher.

Attendance (GE & SPARK)

Typically, students in elementary school will spend approximately 1.5 - 3 hours daily completing their schoolwork.

Students in middle school are likely to spend 2.5-4 hours, and high school students are likely to spend 3-6 hours daily.

Parents and students may choose the time of day and schedule for completing schoolwork.



Extended Absences

The school must be notified in the event of a known, extended absence. If a student absence will extend beyond 10 consecutive days, the family must notify the teacher in writing.



Withdrawing from ILA

If a family desires to withdraw from the school, please email

withdrawal@ignitelearningacademy.com.

The financial policies outlined in the payment & refund policy will be used in the case of withdrawal.



High School Course Withdrawal Policy

Students may request to drop a course up until the 10th week of classes. Drops granted in the first 30 days of the term will not appear on the transcript. After 30 days and until the 10th week, the transcript will reflect a “W” with no credit for the dropped class. A student who drops a course after the 10th week of the semester shall receive an “F” grade on his/her transcript. Dropping a course late in the semester could also impact the student’s graduation date since it would be too late in the semester to add an additional course.

ACADEMICS



Learning Management System (LMS)

The LMS is the platform by which students will access and complete all lessons, submit assignments, and receive teacher feedback. The LMS used at Ignite Learning Academy is “Canvas”.

Within Canvas, you can access each individual course, find your teacher's contact information, submit assignments, and see an overview of your grades. This is where you will login each day.

Objectionable Content Policy

The curriculum at ILA follows nationally recognized standards for K-12 education and is not affiliated with a religion. Yet, there may be instances when a Learning Coach finds course lessons, books, or materials objectionable. If this occurs, please work with your child’s teacher to find alternative lessons or resources that will fulfill the same learning objective.

YouTube Notification Agreement

Ignite Learning Academy courses may include instructional videos hosted on third-party platforms, including YouTube, to enhance learning and provide engaging instructional content for students. Please be aware that YouTube may display advertisements before or during videos. Ignite Learning Academy does not control or endorse the content of these advertisements and is not able to manage or restrict what advertisements may appear.

Families who wish to limit or eliminate advertisements may consider adjusting their YouTube or device settings. Additionally, subscribing to YouTube Premium will allow videos to play without advertisements.

ACADEMIC PROBATION

ILA desires every student to be engaged in their learning and making forward progress in courses throughout each semester. If teachers and/or administrators have concerns with the child's progress (lack of work/lack of engagement), the following steps will be taken:

- | | |
|---------------|--|
| Step 1 | Teacher check-in, call & email |
| Step 2 | Creation & implementation of a shared plan to help student get back on track. |
| Step 3 | Parent/student conference with counselor or principal |
| Step 4 | Re-engagement plan put in place for four weeks with ongoing staff check-ins. |
| Step 5 | Required check-in times with counselor or principal are mandatory for student and guardian |
| Step 6 | Guardian conversation with school administration to discuss placement of the student |

Not all students will complete all steps of this process. The goal is to create a plan for each student to be successful, and when success is demonstrated, the student will be released from Academic Probation.

GRADING POLICIES

Gradebook

Grades will be visible within each course (in the LMS). The gradebooks are maintained by the assigned classroom teacher. Coaches should monitor grades daily and students must read feedback provided by the teacher. The grade of 50% is entered for missing assignments each week. Bigger assignments will still earn a 0% when missing. Students may still submit this work for full credit, with no penalty.

Report Cards & Transcripts

Grades are assigned using the grading system listed below. Student grades are based on course assessment scores, teacher-graded assignments, projects, and other assigned assessments. Report cards and transcripts are available at the conclusion of the fall, spring, and summer (if applicable) terms for all students.

Late Work Policy

Assignments are accepted throughout the term, but all course work must be submitted prior to the last day of the term. Teachers input a grade of 50% for all missing assignments weekly. Once a student submits the assignment, the grade will be updated to reflect the true grade earned, without penalty to the grade. If a course extension is necessary, a fee will be incurred.

Grade Appeal Policy

If a student or parent wants to appeal a grade, the reasons for the grade change must be sent directly to the teacher, in writing. The teacher will respond either by phone call or in writing. If the parent or student would like to appeal further, he/she may contact the Principal. **Please note: administration will not consider grade appeals until after the family has contacted the teacher.**

SPARK GRADING POLICIES

Elementary SPARK

Spark Homeroom

At the Elementary level, SPARK is a pass/fail course, however attendance is mandatory so that students are able to fully benefit from the program. During live class, students have the opportunity to collaborate, discuss, problem-solve, and actively work on their projects.

Beast Academy Math

Students must complete 6 chapters for semester 1, and 6 chapters for semester 2. The daily lessons are listed on their calendar. Students must complete the chapter activities and the final chapter tests. While work is completed in the Beast Academy Platform, grades can be found in Canvas. Grades are based upon the final chapter tests, which are divided into two parts. The first part is required for all students to complete, while the second part is extra credit.

Language Arts, Science, and Social Studies

Students need to complete all work in the course that is assigned to them. Following the calendar that is provided for each course ensures that students will complete all work prior to the end of the grading period.

Assignment Retakes

Students are allowed to have retakes on exams and checkpoints. Please contact their teacher to add a retake if needed.

Secondary SPARK

Spark Homeroom

Attendance at live class sessions is necessary to ensure students can fully engage in course projects and learning activities. Live sessions provide valuable opportunities to collaborate with peers, share ideas, receive feedback, and participate in guided project work. Dedicated work time is also built into each class to help students make meaningful progress on assignments and minimize the amount of work required outside of class. At the secondary level, students receive letter grades. These grades along with their assignments can be found in Canvas.

Content Courses

At the Secondary level, students receive instruction by content certified teachers. Any student taking a Secondary course must be able to meet the academic expectations of that specific course. Please refer to their specific teachers' grading policies.



Course Extensions

If a student is not anticipated to complete a course by the term end date, a course extension may be requested. Course extensions are intended for students who need a short amount of additional time—typically a couple of weeks—to finish remaining coursework. They are not intended for students who have completed only a small portion of the course or are missing the majority of their required assignments.

Course extension requests must be submitted to the principal and approved by administration no later than one month before the course end date to avoid receiving an incomplete or failing grade.

Additional fees apply for course extensions based on the course type and the length of the extension. Extensions typically cost \$100 per course, although some courses may incur a higher fee. The applicable extension fee will be provided when the request is approved.

Repeating a Course

In the event a high school student retakes a course to attempt to earn a higher grade, both final grades will be counted towards the student's grade point average. The student will receive credit towards graduation for only one of the courses.

GRADING SCALES

Grades K-2

E = Exceeds	90%+
S = Satisfactory	75%-89%
N = Needs Improvement	65%-74%
U = Unsatisfactory	Below 65%

Grades 3-8

A (90-100%)
B (80-89%)
C (70-79%)
D (60-69%)
F (0-59%)

High School (9th-12th)

	Regular Course	Honors
A (90-100%)	4.0	5.0
B (80-89%)	3.0	4.0
C (70-79%)	2.0	3.0
D (60-69%)	1.0	2.0
F (0-59%)	0.0	0.0

High school courses indicated as 'honors' use a weighted scale in their overall GPA.

GRADUATION REQUIREMENTS

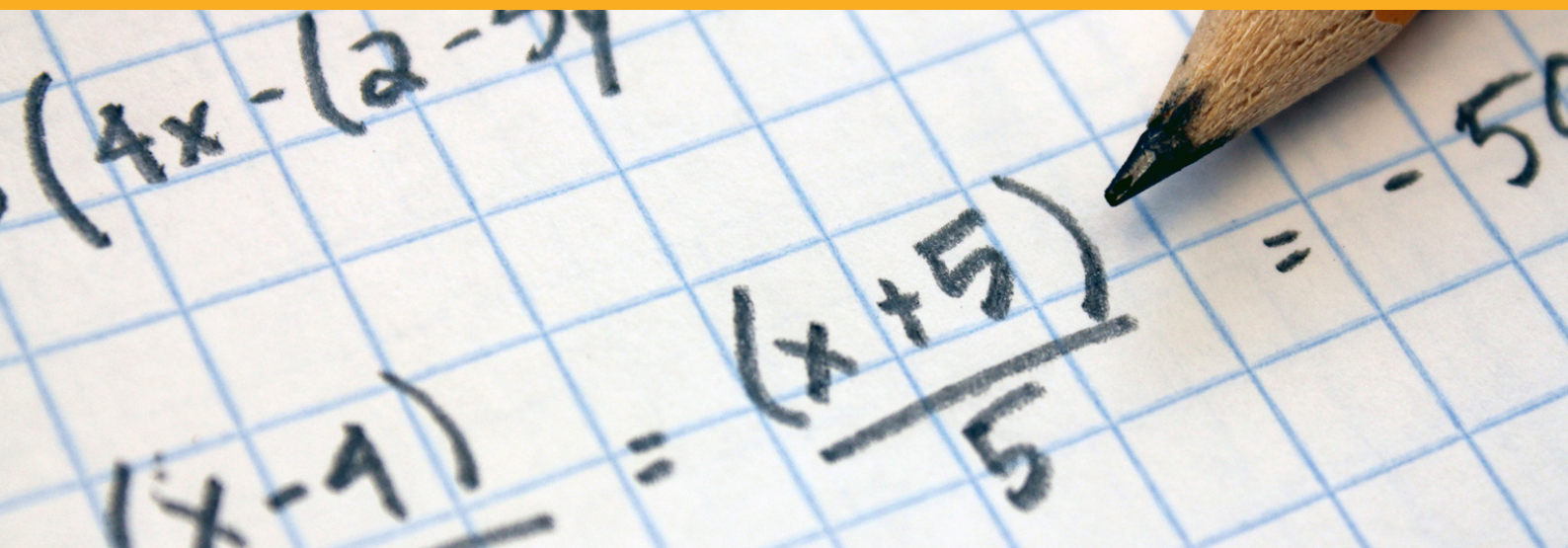


CONTENT	REQUIRED CREDITS
<u>MATH</u> Algebra 1 & 2, Geometry, and Pre-Calc (or higher)	4 CREDITS
<u>ENGLISH</u> High school level	4 CREDITS
<u>LAB SCIENCE</u> Earth Science (1), Biology (1), Physics or Chemistry (1)	3 CREDITS
<u>HISTORY</u> American (1), World (1), Government (.5), and Economics (.5)	3 CREDITS
<u>FOREIGN LANGUAGE</u> Two consecutive years of the same language	2 CREDITS
<u>FINE ARTS OR CAREER READINESS EDUCATION</u>	1 CREDIT
<u>ELECTIVES</u>	7 CREDITS
TOTAL CREDITS REQUIRED FOR GRADUATION	24 CREDITS

UNIVERSAL LEARNER PROGRAM

Why take an ASU Universal Learner Course?

- Earn college & high school credit, simultaneously
- Guaranteed college credit for passing course (unlike AP courses/exams)
- Teacher-led & self-paced options
- Courses developed & taught by ASU faculty
- Available to all students who are ready for college-level work! (no geographic requirement applies)
- SPARK students receive 4 ASU Universal Learner courses/year (value of \$425 each) included in the cost of tuition. School approval is required prior to enrollment.
- Non-SPARK students may enroll in the class, paid for by ILA, as long as the course is needed in the student's graduation plan. If the student/family desires to have the final grade included on the transcript, the family is responsible for paying the fee directly to ASU.



CHEATING & PLAGIARISM POLICY

All work submitted by a student must be the student's original work, or must be properly referenced/cited. Responses may not be copied from any website or publication without providing a citation/reference. Work copied from a source without a citation or reference will be considered plagiarized. When it is determined that a student has cheated or plagiarized on an assignment, the student will receive a grade of zero.

The first instance of plagiarism will allow the student to redo and resubmit the assignment for credit. If it is not the first instance of plagiarism, the assignment's grade of zero will remain final in the gradebook. Subsequent consequences, including the dismissal from ILA without a tuition refund, will be imposed for repeat offenses.

ILA recognizes the use of AI tools can be helpful in some situations. Students may not utilize fully created or drafted AI works and submit them as their own writing, as this is a form of plagiarism. Students are permitted to utilize AI as a resource (examples include outlining, brainstorming, and for grammatical help). To avoid plagiarism, the vast majority of the written work must be created by the student without the use of AI. If AI is used in any capacity, the AI tool must be cited. (Example: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>)

ACADEMIC INTEGRITY

REMOVAL FROM THE SCHOOL

Students may be removed from ILA due to non-compliance, disciplinary action, or lack of attendance/progress. The school will make multiple contact attempts prior to school removal in order to discuss the concerns with the student's Coach and guardian. Please refer to the tuition and refund policy for additional information.

OUTSIDE ELECTIVE CREDIT POLICY

Ignite Learning Academy recognizes that some students participate in rigorous, instructor-led activities outside of school that provide meaningful educational experiences. Eligible outside activities may be used to fulfill elective credit requirements in the areas of Physical Education (PE), Music, or Art, provided they meet the criteria outlined below.

Eligibility Requirements:

To qualify for elective credit, the activity must:

- Be directly supervised by a qualified instructor, coach, or organization.
- Involve structured, ongoing instruction rather than casual participation or recreational involvement.
- Total a minimum of 90 instructional hours during the semester for which credit is being requested.
- Demonstrate consistent participation throughout the semester.
- Include only the hours spent actively participating under the direct supervision of an instructor or coach. Time spent practicing, rehearsing, conditioning, or completing activities independently at home does not count toward the required 90 hours.

Examples of qualifying activities include, but are not limited to:

- Competitive club or elite-level sports
- Dance academies or pre-professional dance programs
- Martial arts programs
- Private or organized music instruction (instrumental or vocal)
- Community or professional theater programs
- Structured visual arts instruction

Activities that are primarily recreational, self-directed, or informal hobbies generally do not qualify for elective credit.

OUTSIDE ELECTIVE CREDIT POLICY

Documentation Requirements

At the conclusion of the semester, families must submit documentation from the instructor, coach, or organization verifying completion of the required hours. Documentation may include a letter on official letterhead or a completed school verification form and must include:

- Student's name
- Name of the activity or program
- Dates of participation
- Total instructor-supervised instructional hours completed (minimum of 90 hours)
- Instructor or organization representative's name, signature, and contact information

Ignite Learning Academy reserves the right to verify submitted documentation and request additional information if needed.

Credit Award

Once all documentation has been reviewed and approved, the student will receive elective credit in the appropriate subject area (Physical Education, Music, or Art). These courses are recorded on the student's transcript as Pass (P) and do not receive a letter grade. Ignite Learning Academy reserves the right to determine whether an activity meets the educational standards and requirements necessary to receive elective credit.

STUDENT CONDUCT AND DISCIPLINE POLICY

Expectations for Student Behavior

- Treat teachers, staff, and classmates with respect.
- Use appropriate language in all school communication.
- Demonstrate academic honesty and integrity.
- Follow all school policies, procedures, and expectations.
- Participate appropriately during live classes using chat, microphone, camera, and other learning tools.
- Attend all required live classes. Please note that not all classes are designated as required.
- Dress appropriately during live classes and maintain an environment that is free from distractions.

Prohibited Behaviors

Level 1: Minor Infractions

- Disrupting class discussions or activities
- Excessive off-topic chatting
- Using inappropriate profile pictures or screen names
- Failure to follow classroom procedures or teacher directions

Level 2: Moderate Infractions

- Repeated disruptive behavior
- Inappropriate language
- Academic dishonesty (first offense)
- Misuse of school technology or digital resources
- Harassment, disrespectful communication, or inappropriate interactions with others.

Level 3: Major Infractions

- Repeated failure to meet expectations for appropriate conduct during live classes
- Bullying or cyberbullying
- Threats, intimidation, or discriminatory harassment
- Significant acts of academic dishonesty, including plagiarism or cheating
- Serious violations of school technology policies

STUDENT CONDUCT AND DISCIPLINE POLICY

Discipline Process

Step 1: Teacher Intervention

- Verbal reminder or warning
- Private conference with the student
- Redirection and behavioral support

Step 2: Parent Communication

- Email or phone call to parent/guardian
- Review of behavioral expectations
- Documentation of the incident

Step 3: Administrative Intervention

- Meeting with the student, parent/guardian, and administrator
- Development of a behavior improvement plan
- Loss of certain privileges or participation opportunities
- Documentation of the incident

Step 4: Probation

- Formal written notice
- Establishment of specific behavioral goals
- Monitoring period with administrative oversight
- Documentation of the progress towards behavioral goals

Step 5: Suspension

- Temporary removal from live classes
- Restricted participation in clubs, virtual and in-person events

Step 6: Dismissal

The school reserves the right to withdraw enrollment when:

- The student's behavior significantly disrupts the learning environment.
- Safety concerns exist for students, staff, or the school community.
- The student and/or family fail to support corrective interventions and behavioral expectations.
- Serious misconduct occurs that is inconsistent with the school's mission, values, or policies.

Steps taken will be based upon the level of the infraction and will not necessarily begin at step one.

ANTI-BULLYING POLICY

At Ignite Learning Academy, we are committed to providing a safe and inclusive learning environment for all students. Bullying, in any form, is not tolerated within our school community. We believe in fostering a culture of respect, empathy, and kindness, and we are dedicated to preventing and addressing any incidents of bullying promptly and effectively.

Definition of Bullying

Bullying is defined as any repeated, deliberate, or hurtful action or behavior that is intended to cause physical, emotional, or psychological harm to an individual or group. This includes, but is not limited to, verbal, physical, relational, or cyberbullying. Bullying can take many forms, and it is our responsibility to address all of them.

Reporting Bullying

If a student believes they have been a victim of or have witnessed bullying, it is important to report the incident promptly. Reports can be made to any staff member, teacher, counselor, or administrator. Students and parents can also report incidents by emailing students@ignitelearningacademy.com.

Investigation and Intervention

Once a report is received, school administration will promptly investigate the incident. We are committed to respecting the privacy and confidentiality of all parties involved. When an incident of bullying is confirmed, appropriate disciplinary actions will be taken based on the severity of the behavior, including but not limited to counseling, education, and, if necessary, consequences as outlined in our disciplinary policy.

ANTI-BULLYING POLICY

Prevention and Education

We believe that preventing bullying is as important as addressing it. Our school promotes a culture of respect through awareness campaigns and classroom discussions. We encourage students to speak out against bullying and to support one another as responsible and caring members of our community.

No Retaliation

No one who reports an incident of bullying or participates in an investigation will face retaliation for their actions. Retaliation is a separate violation of this policy and will be treated seriously.

Parent and Guardian Involvement

We value the partnership between the school and parents/guardians. Parents and guardians are encouraged to report incidents or concerns about bullying and to actively participate in resolving such issues. Open communication is essential for creating a safe school environment.

Review and Updates

This anti-bullying policy will be reviewed and updated as necessary to ensure that it remains effective in addressing bullying issues within our school. We are dedicated to continuous improvement in our efforts to provide a safe and nurturing environment for all students.

By adhering to this anti-bullying policy, we can work together to create a school where every student feels safe, respected, and valued.

IN-PERSON EVENTS SAFETY POLICY

Ignite Learning Academy is committed to providing safe, healthy, and supportive environments for students, staff, and families during all in-person activities. To uphold this commitment, all Ignite Learning Academy-sponsored in-person field trips, events, and gatherings are designated gun-, tobacco-, and vape-free environments.

Prohibited Items and Conduct

The following are strictly prohibited at all Ignite Learning Academy in-person field trips and events:

1. Firearms and Weapons

- Possession of firearms or weapons of any kind, whether concealed or openly carried, is prohibited.
- This prohibition applies regardless of permit status, except where otherwise required by law or authorized in writing by school administration for specific security purposes.

2. Tobacco Products

- The use or possession of tobacco products, including cigarettes, cigars, smokeless tobacco, and similar products, is prohibited.

3. Electronic Smoking Devices / Vaping

- The use or possession of electronic cigarettes, vape pens, vaporizers, or similar devices is prohibited.

Compliance and Enforcement

- Individuals found in violation of this policy may be asked to remove the prohibited item immediately or leave the event or activity.
- Students may be subject to disciplinary action consistent with the student handbook.
- Employees may be subject to corrective action consistent with personnel policies.
- Repeated or serious violations may result in restriction from future participation in school activities.

DELINQUENT TUITION ACCOUNTS AND COURSE ACCESS

To ensure the continued operation of Ignite Learning Academy and the timely payment of tuition obligations, all student tuition accounts are reviewed on the first business day of each month.

If a student's account reflects an overdue balance of more than \$200 on the first of the month, the student's access to all online courses, learning platforms, and instructional materials may be suspended until one of the following occurs:

- The outstanding balance is paid in full and the account is brought current; or
- The parent/guardian has entered into a written payment arrangement that has been reviewed and approved by the Vice President of Operations, and the family remains in compliance with the terms of that agreement.

During any period of suspended access, students may be unable to participate in coursework, submit assignments, attend live classes, or access instructional materials. Ignite Learning Academy is not responsible for missed instruction, assignments, assessments, attendance, grades, or academic progress resulting from a suspension of course access due to a delinquent account. Course extensions will not be granted due to locked courses resulting from tuition delinquencies.

Course access will be restored as soon as the account is brought current or an approved payment arrangement has been established and all required payments under that arrangement remain current.

Ignite Learning Academy reserves the right to pursue additional collection efforts or administrative action for accounts that remain delinquent.

Annual Tuition Prepayment Discount

The annual tuition prepayment discount is available only to families who remain enrolled for the entire academic year. If a student withdraws before completing the school year, the discounted tuition rate is forfeited. Tuition will be recalculated using the school's standard tuition rates for the period the student was enrolled, and any refund due will be based on that recalculated amount rather than the discounted prepaid tuition. Families understand that this may result in a refund that is less than a simple prorated share of the prepaid tuition.

COMMUNITY

FACEBOOK

We encourage Learning Coaches to engage with one another and have created a closed Facebook group to facilitate these conversations. Please note: the Facebook group is not moderated 24/7 by school staff. If there is a concern regarding content within the group, please private message the group's administrator or email students@ignitelearningacademy.com.

View all ILA Facebook Groups:

<https://www.facebook.com/IgniteLearningAcademyK12/groups>

FIELD TRIPS

Virtual field trips can be attended from anywhere with an internet connection. The school will offer varied virtual field trips throughout the year. In-person field trips will occasionally be organized if there are multiple students living in a similar geographic area or as a special learning experience. Participation in field trips is optional.

CLUBS

We strongly encourage students to participate in the many virtual clubs offered. Club offerings include various art club, Minecraft, cooking, Student Government, Yearbook, music, LEGO, and more. Please utilize the Club Newsletter for detailed descriptions of all clubs and the links to attend.



TECHNOLOGY

Acceptable Guidelines: Internet

- When posting in the school community, parents and students must use their real name.
- Impersonating another individual is prohibited.
- Students must not interfere with another student's ability to access curriculum and participate in class.
- Avoid text speak when writing in a course or school area.
- Students may not post publicly something that was shared with them privately.
- Cyber-bullying is strictly prohibited. Individuals engaging in bullying will be disciplined, up to removal from the school.
- Students must not publicly post personal information (address, phone number).

School Email

The use of email is the primary communication platform for teachers, students, coaches, and administration at ILA. All enrolled students are assigned an Ignite Learning Academy email account which provides webmail and access to a full suite of Microsoft Office products.

The majority of information communicated to ILA families will be sent via internal email. Often, the information is time-sensitive and many items require a specific response. Learning Coaches must ensure the email address provided to the school upon enrollment is monitored and active. If a change is needed to update the email address on file, please email students@ignitelearningacademy.com.

Tips for Parents & Coaches

- Parents, please discuss online safety, acceptable use, and cyber-bullying with your children. A great resource for opening dialogue pertaining to this information can be found here: <http://www.missingkids.org/netsmartz/home>
- Monitor your child's computer and internet usage
- Engage in frequent and open communication regarding the information your child observes online.
- Consider installing web filters or monitoring software on computers used by your children.
- Note: Bark for Schools is utilized by ILA for student email accounts.

COMPUTER REQUIREMENTS

Our courses and platforms work well on most modern computers and devices. A complete list of system requirements can be found below.

Supported Devices

- Desktop Computer
- Laptop Computer
- Chromebook (not recommended)

**While tablets are supported in many cases, students will need the use of a desktop or laptop computer in order to complete and submit some assignments.*

Chromebooks & iPads are not recommended due to their limited abilities in live video-based classes.

Computer & Internet Requirements

- Printer: Required for all students!
- 1024x768 minimum computer resolution
- High-speed broadband or cable internet connection
- Windows 10 or newer or Mac OS X 10.15 or newer
- Preferred Internet Browsers: Google Chrome or Firefox
- Speakers, microphone, and webcam (headset recommended)
- Adobe Acrobat Reader (free)

Required Software

- All students receive a free Microsoft Office account which provides access to Word, Excel, PowerPoint and other software needed to complete schoolwork.



PARENT/STUDENT HONOR CONTRACT

Parents: Please carefully review the statements below. This document will be electronically signed during the enrollment process.

Ignite Learning Academy's foundation is set upon a collaborative and positive relationship between the student, parent/coach, and the school.

- I understand I am enrolling my child in a private online school. I will review my state/country's laws regarding reporting requirements. I understand some local governments require me to report my child's enrollment in a private school. I will submit all required documents, if required by law.
- I am required to have access to both a computer and high-speed internet in order for my child to complete schoolwork.
- I, or the Learning Coach I designate, will review my child's progress daily and provide supervision to ensure the student is continually making forward progress through the assigned curriculum.
- I will respond to teacher, staff, and/or administrator emails and calls in a timely manner and will participate in conference calls, if requested.
- I understand the school's staff might require additional proof of mastery if academic concerns arise. This may include, but is not limited to, live class session/webinar attendance, phone conversations, work samples submitted through the mail, or other means as directed by the school.
- I will review my child's work and ensure adherence to the academic integrity policy, understanding both cheating and plagiarism are serious offenses that might lead to dismissal from Ignite Learning Academy.
- I have read and reviewed the student conduct and discipline policy with my child, and we understand the expectations, responsibilities, and consequences outlined within it.
- I have read, and agree to, all of the above statements as well as the content within the Ignite Learning Academy school handbook.

Mission Statement: Ignite Learning Academy propels student curiosity, engages students in personalized learning, and inspires a passion for learning in a safe and encouraging online environment.

**This form is electronically signed during the admissions process.*

Ignite Learning Academy affords the same opportunities to students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the school are offered without regard to race, color, sex, marital status, sexual orientation, religion, national origin, ancestry, or creed. With respect to employment practices, the school does not discriminate on the basis of age, genetic information or conditions related to pregnancy or childbirth.

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex, marital status, sexual orientation, or disability is a form of discrimination prohibited by state and federal law.

Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn and employees can work. All such harassment, by school employees, parents, students, and third parties, is strictly prohibited.