

IGNITE Policies and Information

Updated August 2025

- I. Mission Statement
 - A. At IGNITE it is our desire that all students find a safe, encouraging, and exciting place to learn. We desire to accommodate all types of learners and foster a sense of belonging and community. We are a drop off program with no parent requirement for volunteering or attendance. IGNITE is a complement to your homeschool, NOT a replacement.
- II. Behavior Expectations
 - A. All students are required to maintain exemplary behavior in class. Cell phones are not allowed in class but may be kept on silent in a backpack. IGNITE is not responsible for lost items.
 - 1. Be on time.
 - 2. Come to class prepared with all work completed and materials ready.
 - 3. Check Canvas and email regularly.
 - 4. Respect teachers, others and yourself.
 - 5. Do not exhibit any behavior that will take away from the learning of others.
 - 6. LISTEN when the teacher is speaking. Misbehavior will result in being asked to leave the classroom.
 - 7. **No cell phone use** in class without teacher permission.
 - B. Students will receive a warning first. On the second offense the parent will be contacted and the student will be removed from the classroom. If behavior does not improve the student may be asked to leave classes permanently as it interferes with the learning of other students.
 - C. IGNITE has a zero tolerance for [bullying](#). (Be sure to know what bullying encompasses) Students will receive a warning on the first offense and the parent will be contacted. Resolution will be made and a clear understanding between all parties that further instances of bullying will result in a student being asked to withdraw from all courses. No refund will be issued.
 - D. No weapons of any kind may be on campus. This includes pocket knives.
 - E. Students must show respect for the building and for others. We are guests of Church of the Nazarene and Mt. Olive.
 - F. While we seek to accommodate all students, we cannot accept students who are flight risk or who interfere with the learning of others.
- III. Financial
 - A. **For Existing Families:** The amount due may be split into two payments. August 1, Dec 1 or as stated on your invoice. **For New Families:** Balance in full is required before August 1. We do not charge a registration fee. Deposits for classes are credited to the account balance. We are not able to refund tuition after classes have begun, you will be responsible for any balance remaining on the invoice.

- B. Students are required to obtain their own materials as listed on the class descriptions. Please see the materials document on the website and information on each class syllabus.
- C. Refunds are unable to be issued in the instance a student is withdrawn from IGNITE. Refunds are unable to be issued for field trips and events. Every effort will be made to apply for a credit, except in cases where payment has been made to the venue prior to attending. ** Note that if you receive a scholarship and decide to unenroll from the course or program, you will be billed the amount of your scholarship.

IV. Registration

- A. Registration for 2025-2026 Classes will begin February 1, 2025. You must create a family account at www.ignitehomeschool.org to be able to register. Once classes are full, a waitlist will automatically begin.
- B. A \$50 nonrefundable per class deposit is required. If you need to discuss a payment plan please contact Amanda Dellinger. The student's name may be removed from the roster if deposit is not received. You may transfer this deposit to another class, but you may not get it back if you drop a class.

V. Academic Standards

- A. Students are expected to maintain a passing grade throughout the year. If at any point the student's class average is below 75% the parent and teacher will meet one time to make a plan of action. If the plan is not followed the student will not be allowed to continue classes. No refund will be made. Failing to do and turn in assignments inhibits the learning environment not only for that student, but for all in the class. Group discussions can not happen effectively if assignments are not completed. Please assist the student in maintaining timely work habits. We strive to give the students successful opportunities. Please discuss accommodations for the student with the teacher.
- B. Teachers are available outside of class to answer questions and assist. Some teachers even offer special help in person outside of class time. If your student is struggling, first discuss with the teacher.
- C. If your student has unique learning challenges (ADHD, dyslexia, dysgraphia, etc) please reach out and we can develop a plan to accommodate your child.
- D. LATE WORK: Please remember late work is as follows:
Discretion is left to the teacher on how to apply penalties for late work

VI. Pick up and Drop Off

- A. Students must be signed in using the Google Form every class day.
- B. Students may be dropped off no earlier than 10 minutes prior to the start of class and must be picked up no later than 10 minutes after class ends. If a student is picked up more than 10 minutes after class ends, the parent will incur a charge of \$5 per minute.
- C. Students may not be unsupervised at IGNITE; they must be in class or with a parent. At Church of Nazarene: For the safety of all students, please only use the

entrance in the fenced courtyard. All students are welcome for lunch as long as they have a class before or after, or the parent stays on site.

- D. Church of Nazarene: We do not have a place indoors for parents to wait for students, however there are a number of restaurants and the library is in close proximity where you may wait.

VII. Dress Code

- A. We ask that all students dress modestly with no excess skin showing. This includes crop tops with bare midriffs and no short shorts. Please refrain from wearing questionable, distasteful or obscene clothing with logos, emblems, or graphics.

VIII. Cell phones

- A. Students may not use cellphones in class unless they are being used for a class quiz or game. No distracting toys or electronics are permitted.
 - 1. Cell phones may be taken by the teacher for the duration of the class if a student is not adhering to this policy.