

Ignite Christian Academy

Student & Family Handbook

School Year: 2026–2027

Version 1.0 (Issued December 2025)

This handbook applies to all Ignite Christian Academy (ICA) students and families for the 2026–2027 academic year. Policies may be updated during the year; the most current version will be shared via email and posted in the ICA shared drive.

Key Contacts

- **Administrator/CEO: Dr. Shelli Allen**
Email: Dr.Shelli@ignite-learning.us
Phone: **1-888-981-9172**
Website: ignite-learning.us
- **General Email:** info@ignite-learning.us

Mission, Vision, and Core Values

Mission. Ignite Christian Academy provides a nontraditional, virtual K–12 education that cultivates academic excellence and Christlike character, partnering with families to develop lifelong learners and servant leaders.

Vision. Students will be spiritually grounded, academically prepared, and community-minded, ready to impact their world for Christ.

Core Values. Faithfulness • Integrity • Growth • Nurture • Innovation • Teamwork • Excellence

Religious Environment

ICA is a private Christian school with instruction and community life rooted in the Apostolic doctrines and practices of our faith tradition. Biblical worldview integration and daily devotions are part of the ICA experience.

About Ignite Christian Academy

- **School Type:** Private, virtual K–12; year-round calendar.
- **Format:** Live and asynchronous learning using Google Meet and Google Classroom. Select curriculum and resources are delivered via **Acellus** (core), with teacher-led courses expanding as ICA grows (including Canva for HS projects).
- **States Served:** Arkansas, Louisiana, Michigan, Missouri, Tennessee, and Texas (students in additional states may enroll if local requirements are met).
- **Clubs & Enrichment:** Coding Club, Bible Quizzing, Summer Reading, Student Council, service/volunteer opportunities for high school civics credit, and social/therapy support opportunities.

Accreditation Statement

Ignite Christian Academy is **not yet accredited** and is actively pursuing accreditation. Acellus (Gold) is an accredited curriculum. Course credit transfer and recognition of diplomas are ultimately at the **discretion of receiving schools, districts, employers, and colleges**. Families should consult their local requirements and intended receiving institutions.

Schoolwide Expectations

Active Participation & Presence

- Students are expected to **attend, participate, and engage** during scheduled class sessions, devotions, and **Morning Meeting (M&M)** times.
- If a student cannot actively participate due to a specific reason (e.g., illness, connectivity), the teacher may require a **brief 1:1 check-in** to support acclimation and ensure the student is receiving needed help.

M&M Behavior & Community Norms

- Arrive on time; camera on unless otherwise approved.

- Be fully present (no gaming/messaging/social media).
- Use respectful language, listen actively, and contribute during discussions, prayer, and activities.
- Follow teacher directions; keep chat relevant to learning.
- Notify the teacher/administrator **before** an absence when possible.

Virtual Classroom Etiquette

- Choose a quiet, well-lit space; use an appropriate virtual background.
- Keep your **name displayed**
- Mute when not speaking; raise hand (physical or digital).
- Dress modestly and appropriately for school; no offensive images or text.

Attendance & Instructional Time

- ICA operates on a **year-round calendar**; a detailed calendar is posted on the website and in Google Classroom.
- **Time Zone.** All times are scheduled in **Central Time (CT)**. Families in other time zones should adjust accordingly.
- **Reporting Absences.** Parent/guardian should email the teacher and Dr.Shelli@ignite-learning.us or call **1-888-981-9172**.
- **Make-Up Work.** Students are responsible for checking Google Classroom/Acellus and communicating with teachers for missed work.
- **Tardiness.** Repeated tardiness may require a family conference and a support plan.

Curriculum, Grading, and Assessment

- **Core Curriculum:** Acellus (Gold) and teacher-curated resources.
- **Learning Platforms:** Google Classroom, Google Meet, Acellus, and approved third-party tools (see Technology & AUP).
- **Grading Scale (General 3–12):**
A = 90–100 | B = 80–89 | C = 70–79 | D = 60–69 | F = 59 and below.
- **K–2 Reporting:** Standards-based feedback and progress indicators.
- **Academic Integrity:** Plagiarism, cheating, and misuse of AI tools are prohibited. Students must submit original work and properly cite sources.
- **Assessments:** May include projects, performance tasks, quizzes/tests, oral presentations, and participation in live sessions.

Student Support & Services

- **Tiered Support.** Teachers provide tiered interventions and check-ins for students needing additional help.
- **Special Education & Related Services.** ICA collaborates with families to identify needs and coordinate reasonable supports within the school's capabilities. ICA may connect families with **therapy services** and community resources; outside services are family-arranged unless otherwise specified.
- **Social & Therapy Opportunities.** ICA provides virtual social opportunities and therapy resource connections for students and families.
- **Service Learning.** High school students can log **service hours** for civics credit per state/local guidelines; ICA will provide verification letters upon request.

Student Conduct & Discipline

- **Biblical Character & Conduct.** Students are expected to reflect Christlike behavior online and offline.

- **Bullying/Harassment (including cyberbullying):** Not tolerated. Report concerns immediately to a teacher or the administrator.
- **Technology Misuse:** See AUP; violations may result in loss of privileges, assignment revisions, or additional supervision.
- **Progressive Response:** Restorative conversation → parent contact → support plan → administrative action (up to suspension from live sessions and/or withdrawal for persistent violations).

Communication

- **Primary Channels:** Google Classroom (assignments/announcements), school email, and Google Chat (teacher-directed).
- **Response Time:** Teachers generally respond within **one school day**; urgent concerns should be directed to the administrator by phone.
- **Recordings:** Live classes are typically recorded for instructional quality, review, and student access. See “Privacy & Recording” below.

Privacy, Safety & Recording

- **Class Recordings.** ICA’s Google Meet sessions may be recorded and stored in a secure ICA drive. Recordings are for educational purposes and internal use only.
- **Student Recording.** Students and families **may not record** or distribute ICA classes without express permission.
- **Data Privacy.** ICA limits access to student records to authorized personnel. Parents may request to review applicable records by contacting the administrator.
- **Safety Reporting.** Concerns about student safety or harmful online behavior should be reported immediately to a teacher/administrator.

Technology & Acceptable Use Policy (AUP)

Required Devices & Connectivity. A reliable internet connection and a device capable of running Google Meet and Google Classroom are required.

Accounts. Students receive an ICA email/login. Sharing credentials is prohibited.

Digital Citizenship. Treat others with respect; use devices and platforms for learning only during school time.

Approved Educational Websites/Apps (non-exhaustive):

- **Acellus, Google Workspace for Education** (Classroom, Drive, Docs, Slides, Calendar, Meet), **Khan Academy, YouTube (curated content), Boom Learning (Boom Cards), Kahoot!, BookPagez**, and other teacher-approved tools.

Parental Consent for Outside Sites. ICA uses select third-party platforms to enhance instruction. Parents are asked to ensure students can access teacher-approved links on their devices. If a parent has concerns about a particular site included as additional resources, please contact the teacher or **Dr.Shelli@ignite-learning.us** for alternatives.

Restricted Internet & Alternatives. For families with strict device filters, teachers can provide alternatives (e.g., **Fast Play** pins, downloadable materials, or equivalent activities).

AUP Rules (Summary).

- Use school accounts for schoolwork only.
- Do not share personal information in chats or public forums.
- No bypassing filters, hacking, or damaging digital property.
- Cite sources and submit original work; AI tools only with teacher permission.
- Follow copyright, fair use, and license rules.

AUP Consequences. Warnings, parent contact, restricted access, assignment redo, and/or administrative action.

External Learning Resources Consent (Summary)

By enrolling at ICA, families acknowledge that teachers may supplement the core curriculum with vetted links (e.g., YouTube clips, Khan Academy lessons, Boom Learning decks, BookPagez resources, Kahoot! quizzes). Parents should enable access to these sites for learning. If any site conflicts with family preferences, notify the teacher for an alternate resource without penalty to the student.

Tuition & Fees (Overview)

- **Standard Tuition:** \$300/month per student for **10 months** (subject to change upon notice).
- Pay for the Year (10 months) \$2,500.00
- **Summer Option:** Additional \$150/month, if enrolled.
- **Billing & Payment.** Tuition is invoiced monthly. Late payments may incur fees or result in temporary loss of access until resolved.
- **Financial Policies.** Full details (refunds, withdrawals, and fee changes) are provided in the annual enrollment agreement.

Staff Tuition Benefit. Children of ICA staff may receive tuition benefits per current policy.

Health, Wellness & Accessibility

- **Breaks & Movement.** Students should take healthy screen breaks. Teachers embed movement activities in lessons where appropriate.
- **Accessibility.** Families should share accessibility needs so reasonable adjustments can be considered within ICA's capabilities.

Nondiscrimination Statement

Ignite Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. It

does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, consistent with the school's status as a private religious institution.

Calendar Snapshot (2026–2027)

A full calendar with breaks, teacher in-service days, and special events will be posted in Google Classroom and on the school website. All posted times default to **Central Time (CT)**.

Student Enrichment & Support (At-A-Glance)

- **Clubs:** Coding, Bible Quizzing, Student Council; additional clubs launched based on interest.
- **Summer Reading:** Schoolwide program with reading logs and celebrations.
- **Volunteer Program:** Opportunities to gain service hours for civics credit (HS).
- **Therapy & Social Support:** Connections to community resources and virtual opportunities.

Grievances & Conflict Resolution

- Start with the **teacher** to clarify concerns.
- If unresolved, contact **Dr. Shelli Allen** for a conference and next steps.
- ICA seeks a restorative, solutions-focused process aligned with our Christian mission.

Handbook Acknowledgment & Consents (Signature Page)

By signing, the family acknowledges receipt and understanding of the ICA Student & Family Handbook and agrees to support the policies herein.

Student Name: _____

Grade (2026–2027): _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Date: ____ / ____ / 20 ____

Consents (check each that applies):

- **Technology & AUP Consent** — We have read and agree to ICA's acceptable use rules.
- **External Learning Resources Consent** — We consent to ICA's use of vetted platforms (Acellus, Google Workspace, YouTube, Khan Academy, Boom Learning, Kahoot!, BookPagez, etc.) and will request alternatives as needed.
- **Class Recording Notice** — We understand that live sessions may be recorded for educational purposes. We will contact the administrator if an alternative arrangement is required.
- **Media/Photography Release (Optional)** — We grant permission for ICA to use student images, first name/grade, and student work samples for school communications and promotions. (If you do **not** consent, please leave unchecked and notify the administrator.)

Parent/Guardian Signature: _____

Student Signature (if grade 6+): _____

Appendices

Appendix A — Detailed AUP

1. Use only school-approved accounts and apps.
2. Keep passwords secure; do not share logins.
3. Communicate kindly; no harassment or discriminatory language.
4. No unauthorized recording, screenshots of peers, or posting class content externally.

5. Cite all sources; use AI with teacher permission and disclosure.
6. No bypassing filters or accessing unapproved sites.
7. Report suspicious messages or links to a teacher/administrator immediately.
8. Do not download or install software without permission.
9. Maintain device security (updates, antivirus).
10. Respect intellectual property and licensing rules.

Appendix B — Media & Photography Release (Full Text)

I authorize ICA to capture, edit, reproduce, and publish photographs, video, and audio of my student for school newsletters, website, social channels, print materials, and presentations. I understand that images may be used without compensation and that ICA will not publish personal contact information. Consent may be revoked in writing at any time, though revocation does not apply to materials already produced.

Appendix D — Device & Access Plan (Optional)

Families with limited/filtered internet may complete this plan with the teacher to identify alternate pathways (Fast Play pins, downloadable printables, phone conferences, etc.).

Appendix E — M&M Participation Tracker

Simple weekly tracker for punctuality, camera/mic readiness, participation, and goals.

Questions?

Please reach out to **Dr.Shelli@ignite-learning.us** or call **1-888-981-9172**.
We're honored to partner with your family this year!