



Handbook

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Who we are

The Ignite Institute looks at each scholar as a person with unlimited potential. We mentor and guide scholars in their educational and professional journey by showing them their unique abilities to make a difference in the world. The Ignite Institute strives to provide resources, educational experiences, and 21st Century skills in an effort to prepare them to take advantage of every opportunity that comes their way.

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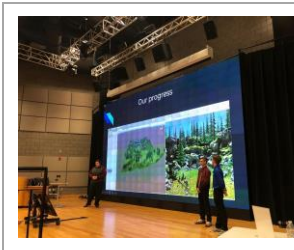
Our Core Focus

Care First, Then Teach



Before all things, it is our job as educators to build strong, lasting, and supportive relationships with our scholars. They should feel liked, loved, and cared for in our school.

Personalized Learning



The Ignite Institute structure allows each scholar to have a mentor that will guide them to success after high school. Mentors and scholars will set goals according to their unique strengths and interests.

Career Exploration



The 'Colleges' at the Ignite Institute are intended to allow scholars to explore careers in the areas of education, computer sciences, healthcare, engineering, and design.



Getting Started

What will the day look like?

Teachers will report to school at 7:30 am and will dismiss at 3:00 pm.

- 7:40-7:30 (Boone County Teachers 7:45) Doors Open, teachers work with individual scholars, greet busses, give high fives at the door, mingle with scholars in the commons.
- 8:00 Classes Begin
- 10:40-11:10 Lunch 1 (Ignite Fellows)
- 10:42-11:12 Lunch 2 (Design & Education)
- 11:14-11:44 Lunch 3 (Computer Science & Engineering)
- 11:44-12:14 Lunch 4 (Biomedical Sciences & Pre-Nursing)
- 1:55 Scholars dismiss for busses
- 2:00-3:00 Team Planning

Due Dates/Meetings

- Team lesson plans will be due each Thursday and will consist of the following week's plans.
- College teams are required to plan together at least twice per week and will document meeting times (at least twice weekly) on lesson plans.
- Teachers will participate in at least 2 monthly Content PLC meetings during team planning time.
- Faculty Meetings will take place from 3:00 pm -4:00 pm on the second and fourth Wednesdays of the month.
- Grades will be checked for eligibility purposes in IC on Monday mornings. Grades must be updated from the prior week by this time.
- Substitute folders should be submitted to Mrs. Kentrup before September 1.
- IT IS CRITICAL THAT 1st PERIOD ATTENDANCE BE POSTED BEFORE 8:30 EACH DAY.

Other Essentials

- Teachers can park in the lot on the side of the building. Scholars will park in the front.
- Teachers are encouraged to eat lunch in the commons, but are not required to do so.
- Syllabi and curriculum maps for all courses must be submitted to Mr. Black before the first day of school with scholars.

Professional Habits

Professional Habits are skills needed to be successful in the workplace. Ignite Institute teachers will provide weekly lessons to teach the Professional Habits.

The Professional Habits we want to focus on are:

1. Public Speaking
2. Research
3. Collaboration
4. Responsibility

Progress in these areas will be reported for each scholar on their report cards, separate from their content grades.

Signing In

Teachers with a Boone County Schools contract will sign in electronically (using touchpoint in the front or back of the building) and on paper. Teachers with a Kenton County contract will sign in on paper only in the front office. The paper sign-in sheet will be located in the front office.

Staff Daily Duties

The following duties should be shared evenly amongst each College team.

Morning Duties (7:45 - 8:00)

Front Doors: *At least 1 teacher from Education and 1 teacher from Computer Science* should be in the front area to greet scholars who drive to school or get dropped off.

Cafeteria: *At least 1 teacher from Design and 1 teacher from Engineering* should be in the cafeteria area to greet and observe scholars.

Side Entrance: *At least 1 teacher from Biomedical Sciences and 1 teacher from Pre-Nursing* should be at the side entrance to greet scholars being dropped off by busses.

School-Day Duties (8:00 - 1:55)

Due to the unique structure at the Ignite Institute, please make sure that all scholars are accounted for and supervised throughout the entire school day.

Restrooms: College teams should check the restrooms near their areas periodically for scholar safety and well-being.

Afternoon Duties (1:55 - 2:00)

College teams should make sure their areas are clear before confirming that we can release the busses. After confirming the bus release, teachers should plan with their teams.

Front Doors: *At least 1 member from administration* should be in the front area to dismiss scholars who drive or get picked up.

Side Entrance: *At least 1 member from administration* should be at the side entrance to dismiss scholars who ride the bus

Scholars should only exit the school from the front and side by the fitness center. Scholars should not leave the building at dismissal time from any other doors.

Interview Process for Potential Ignite Staff and Teachers

The Ignite Institute follows Boone County Schools' hiring process procedures, and emphasizes questions that highlight dispositions.

Curriculum Structure

The curriculum structure for the Ignite Institute will be outlined yearly in the Ignite Institute Curriculum Guide.

Assignment of Scholars

- Cohort Model
 - The Ignite Institute utilizes a cohort model for student placement. Scholars will not be allowed to take courses outside of their cohort unless they are taking a course not offered within the cohort.
- Internships
 - Scholars who are participating in an internship with the Ignite Institute will follow all policies and procedures outlined in the Ignite Institute Internship scholar/parent contract.
- Dual Credit
 - Scholars who are participating in a dual credit course will be subject to the placement guidelines of the college/university that the course is offered through.

Use of School Space

The Ignite Institute is a Boone County Operated Building. We will follow the board policies of Boone County Schools regarding use of school space at the Ignite Institute.

- The Board may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent. ¹. School facilities shall not be used for personal or commercial activities, nor shall use of school facilities be granted when such use interferes with educational purposes. School facilities are not available to groups outside the county.
- The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.

Fees for Use

The renting group or organization shall be charged fees for the use of facilities as established by the Board.

The Superintendent shall prepare a fee schedule to be approved annually by the Board.

Instructional Practices

- Employees hired by Boone County will be evaluated using Boone County evaluation procedures.
- Employees hired by Kenton County will be evaluated using Kenton County evaluation procedures.
- The principals of the Ignite Institute have the right to evaluate employees from either school district.

Discipline and Classroom Management

Acceptable conduct between scholars

The Ignite Institute is a school in which collaboration and demonstration of collaboration is regularly evaluated and instructed. Conduct of scholars while at school should be such that scholars, faculty, and visitors feel welcomed and appreciated. Scholar relations are a vital part of maturing and should be kept on a wholesome level at all times.

Classroom infractions (Level 1)

Definition:

Incidents that should be managed by the classroom teacher and which may not warrant a discipline referral for administrative assistance. These behaviors are of low-level intensity, passive, and non-threatening to the safety of the classroom.

- Disrespectful behavior including use of profanity, and/or an obscene gesture, or back-talking towards another person(s)
- Disrupting and/or interfering with the normal operations in a classroom
- Failure to carry out a reasonable request from a teacher or other school official
- Failure to comply with school based dress codes
- Academic Dishonesty
- Inappropriate use of social media which interrupts a scholar's right to a free, appropriate, public education
- Inappropriate use of technology or internet access
- Inappropriate use of tools and equipment
- Tardy on a regular basis to class
- Any other violations which are expressly listed in the written school rules and related procedures that fall within this category

Intervention Strategy Options:

Classroom teachers, administrators, or school personnel who intervene shall document such intervention. For scholars in need of repeated classroom interventions, school personnel who intervene shall engage in the school-level intervention team documentation and may follow with any of the following actions:

1. After-school detention managed by the teacher
2. Behavior Intervention Plan
3. Check-in-/Check-out system
4. Contact/Conference with parent/guardian
5. In-class time out
6. In-school lunch detention
7. Loss of privilege
8. Referral to school counselor
9. Referral to school-level intervention team
10. Seat change
11. Verbal or written warning
12. Other as determined by the school-level intervention team

**Classroom & administrator-assisted discipline
(Level 2)**

Definition:

Incidents that should be managed by the classroom teacher with possible assistance from an administrator because of the disruptive effect the infraction has on instructional time. These discipline violations must be documented in the appropriate system and reported to an administrator. In addition, where necessary, these violations will be reported to the local authorities.

- Repeated Academic Dishonesty
- Assault by striking, shoving, kicking or otherwise subjecting another person to offensive physical contact resulting in physical or emotional damage
- Bus Violation
- Computer hacking
- Skipping internship or college campus classes
- Failure to follow the procedure for prescribed and over-the-counter medications
- Fighting
- Gambling
- Improper use of technology, not per teacher directive
- Interfering with school personnel in impeding their ability to carry out their responsibilities
- Interrupting school bus operation, compromising the safety of others
- Not attending an assigned class without a valid excuse
- Possessing and/or using a lighter, matches, or tobacco products at school, to include e-cigarettes
- Possession and/or displaying of obscene materials
- Sexual contact, sexual harassment
- Speeding, reckless driving, or improper use of a motor vehicle on school property
- Threatening to assault another person, to inflict significant physical or emotional damage
- Threatening, extortion, bullying, blackmail or coercing another scholar
- Vandalism (defacing or disfiguring school and personal property), trespassing, unlawful entry, criminal mischief, burglary or larceny Intervention Strategy Options School-wide

Interventions:

Classroom teachers, administrators, or school personnel who intervene shall document such intervention.

Concerning scholars who engage in repeated Tier 2 Infractions, school personnel who intervene shall engage in school-level and/or district-level intervention team documentation, following the three-tiered approach to interventions:

1. Any of the above Tier 1 interventions with added interventions
2. Assignment to Behavior Instruction Program

3. Behavior Intervention Plan or Behavior Contract
4. In-kind restitution
5. In-school Suspension, school-level alternative program, or alternative instructional options
6. Loss of privilege or participation in extracurricular activities
7. Out of school suspension
8. Removal from internship
9. Other as determined by the school-level and/or district-level intervention team

Serious Infractions (Level 3)

The following incidents are serious infractions that call for hearings with home district personnel that will likely lead to the removal from the Ignite Institute. These incidents significantly interfere with the safety and learning of others, including threats and harm to others or legal violations. These behaviors warrant more immediate administrative intervention and potentially have legal consequences.

- Repeated actions that have resulted in previous suspensions that are violent, disruptive, or represent serious safety concerns.
- Arson, the intentional setting of fire
- Assault, by striking, shoving, kicking or otherwise subjecting another person(s) to physical contact resulting in significant physical injury or physical threat of life or violence to another person(s) requiring medical attention. This Includes sexual assault and or sexual harassment.
- Possession, use, or transfer of dangerous weapons: explosives, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper spray, or martial arts weapons (including using or threatening to use any blunt or sharp pointed instrument which may be capable of inflicting bodily injury).
- Possessing, exchanging, selling, distributing drugs or are found to be under the influence of alcohol, drugs or any substance purported to be illegal, Possession of related drug paraphernalia also falls in this category.
- Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities.
- Behavior or activity that jeopardizes the safe operation of the school bus or interfering with the welfare of other bus occupants.
- Encouraging or inciting discord or civil disturbance including bomb threats or false fire alarm activation.
- The exchange of sexually inappropriate or indecent material.
- Gross and indecent behavior not covered in the above violations.

Dress Code

The Ignite Institute will be visited by hundreds of organizations looking to employ, promote, and recruit scholars. In understanding the scholar dress code, it is important to keep in mind this program has a unique status in the community, and we sincerely hope that education is just scratching the surface of the opportunities that scholars at Ignite will receive. It is our wish that Ignite scholars dress in a way that reflects their potential as people and employees.

The Ignite Institute has established the following dress code:

General:

- No clothing, tattoos, or body art that endorses, depicts, portrays (in language, graphics, content, or intent): violence, alcohol, tobacco, double meanings, sexual innuendoes, lewd behavior, gang activity, racism or suggests discrimination (confederate flags, Nazi swastikas, etc.) in any form, may be visible to other people.
- No lingerie, personal hygiene, undergarments, or transparent clothing may be worn visibly.
- No accessories/articles such as chains, etc. that have the potential to cause bodily harm are permitted during the school day.
- No hats are permitted to be worn

Tops:

- No tank tops, off-the-shoulder tops, halter tops, or other garments with spaghetti straps/other similar straps.
- Blouses/shirts may not expose midriff and/or cleavage.

Bottoms:

- Pajama pants/costume clothing are not permitted during the school day.
- Pants must be worn at the waist and may not have holes that expose undergarments.
- Skirts and dresses must be knee length or longer. Any slit must not be above the knee.

Masks:

- Masks may not be decorated with any art that endorses, depicts, portrays (in language, graphics, content, or intent): violence, alcohol, tobacco, double meanings, sexual innuendoes, lewd behavior, gang activity, racism or suggests discrimination (confederate flags, Nazi swastikas, etc.) in any form

Each individual College or club has the right to create dress code expectations that will be subject to discipline if the code is not followed. For example, the Pre-Nursing College may have an expectation for hygiene and special clothes, while the Engineering College may have other clothing expectations. In addition, during the school day, scholars will be leaving and coming from work sites or home schools. If a scholar is to spend time off Ignite's campus, then that scholar must adhere to that site's dress code.

School authorities may prohibit any extreme type of scholar dress or apparel which they deem inappropriate.

Scholars deemed to be inappropriately dressed will be permitted to have their parent/guardian bring an acceptable change of clothing. Missed class time due to a dress code issue will be considered unexcused and scholars will be required to make up this time in detention.

Bullying and Harassment

Definition According to KRS 158.148, bullying means any unwanted verbal, physical, or social behavior among scholars that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school sponsored transportation, at a school sponsored event, or began with a school interaction; or
2. That disrupts the educational process.

Bullying and/or Cyber-Bullying

- Placing a person in reasonable fear of harm to his or her emotional or physical well-being, or
- Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target, or
- Interfering with a scholar having a safe school environment that is necessary for successful educational performance, opportunities, or benefits, or
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

What distinguishes bullying from other behaviors? Bullying refers to:

- Intentional actions that harm, intimidate or humiliate another person physically, emotionally and/or socially.

Repeated behaviors over time

- Actions which occur within the context of an imbalance of power between the bully and the victim.

Because we believe every scholar deserves a safe learning environment, the Ignite Institute is committed to dealing with bullying behaviors in our schools. To help the scholar who is the target of bullying behaviors:

- We strive to identify the scholar who is using bullying behaviors, administer consequences for bullying behavior, and help our scholars learn new ways of relating to others.
- We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.
- We report incidents to law enforcement as required by state statutes.

Academic Honesty Policy

It is important to understand that scholars at the Ignite Institute have to comply with the academic policy of the Ignite Institute. In addition, many of the dual-credit classes that scholars are taking for college credit have separate academic honesty policies that must likewise be followed. Examples of academic dishonesty include:

1. Cheating: Giving or receiving information on any school assignment (homework, test, or quiz) that is not authorized by the instructor. Scholars may not consult written information such as books or notes, may not look at the work of another scholar, may not allow another scholar to look at their work, nor consult with any other scholar without specific permission to do so from the teacher.
2. Plagiarism: Presenting material that in part is not entirely one's own work without proper acknowledgement of the source is considered plagiarism. Plagiarism must be distinguished from cooperation and collaboration. It should be noted that scholars are often permitted and encouraged to work on assignments collaboratively, and to present their work either collectively or separately. This must be clearly understood by all when scholars are cooperating and collaborating on such assignments.
3. Fabrication: Falsifying, altering or inventing any information, data, or acknowledgement that is included on a school assignment or official school record (This includes midterm and quarterly grade reports and transcripts).
4. Obtaining an unfair advantage: Gaining access in any way to test or assessment materials; stealing, destroying, or defacing school materials with the purpose of depriving others or interfering with the educational process; unauthorized collaboration on academic assignments; intentionally interfering or obstructing another scholar's academic work; any activity intended to create or obtain an unfair academic advantage.
5. Aiding and abetting academic dishonesty: Providing material, information, or other assistance to a person with a reasonable knowledge that such assistance could be used in an incidence of academic dishonesty; providing false information in connection with any inquiry regarding academic dishonesty.

6. Unauthorized access: Gaining access to any academic records or computer record keeping system in order to view, alter, destroy, or release such records; interfering with the use or availability of computer systems or information.

Scholars committing Academic Dishonesty will be disciplined.

Portions of this policy have been modeled after policies from Queens University, Northwestern University, and the University of South Florida.

Cell Phone/Personal Device Policy

- Scholars: Scholars will adhere to the individual policies of the Ignite Institute's teachers. This may be different for each teacher.
- Teachers: Teachers will refrain from using their cell phone/personal device for personal use during the school day except in emergency circumstances. Teachers will not use their phones/personal devices to play games during their work day.
- Other Staff: Staff members will refrain from using their cell phone/personal device for personal use during the school day except in emergency circumstances. Staff members will not use their phones/personal devices to play games during their work day.

Social Media Policy

The Ignite Institute social media policy is designed to promote best practice and reduce education distractions. The Ignite Institute recognizes and promotes the use of social media for promotion, exchanges of free thought, and community engagement. Applying best practice to your social media use will help protect your privacy and professional standing, as well as, keep you within the realms of legal behavior. Scholars are responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time — protect your privacy and that of others.

- When posting online, please remember that you are a scholar of the Ignite Institute and represent yourself and your school community. Online behavior should reflect the same standards of honesty, respect, and consideration that you use every day. Posts, blogs, wikis, and podcasts are an extension of your reputation.
- Do not post photos or videos of fellow scholars without their permission. Do not use photos or videos taken at school without permission. When posting online, be sure not to post confidential information of yourself or others.
- Cyber-bullying is not to be tolerated at the Ignite Institute. Any incidence of cyber-bullying should be reported to the school administration immediately. All cyber-bullying incidents are to be taken seriously in accordance with Kentucky Law and will be

reported to the appropriate agency. Complaints will be filed with the School Resource Officer. Participation in cyber-bullying can include sharing and liking disparaging comments about another scholar.

Scholars are personally responsible for all comments/information and hosted content published online from their accounts. Scholars should be aware comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum. Scholars should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional.

Athletic Eligibility

Scholars at the Ignite Institute will adhere to the eligibility requirements of the Home High School they are enrolled in.

Use of Technology-Boone AUP

We believe everyone deserves a safe, supportive, and orderly learning environment.

The Ignite Institute recognizes that access to technology in school gives scholars greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping scholars develop 21st century skills. We provide access to technologies for scholars, staff, and parents for educational purposes. While the District will make every effort to prevent inappropriate use, it is impossible to filter all inappropriate content. Scholars, staff, and parents are expected to adhere to the procedures and guidelines outlined in this Acceptable Technology Use document and the Boone County Board of Education Acceptable Use Policy (08.2323) when using district/school provided technology or personally-owned technology on district property.

Roles and Responsibilities of Scholars

Technology and network access is intended solely to support educational goals and instruction. Scholars are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.

Roles and Responsibilities of Staff

The use of technology requires all users to be safe and responsible digital citizens. The schools and districts utilize the following strategies to help keep users safe:

- Schools provide Internet safety and digital citizenship instruction each year.
- Teachers and staff actively monitor technology use in the classroom.

- Internet access will be filtered as required by state and federal regulations and school policies. Internet activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

Roles and Responsibilities of Parents/Guardians

- Partner with the District to teach scholars to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.

Examples of Acceptable Use Include (but are not limited to):

- Use the provided school network account in an ethical, responsible, and legal manner for school related tasks that are consistent with the educational objectives of the Boone County Schools.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate scholar work and instructional media in provided storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

Examples of Unacceptable Use Include (but are not limited to):

- Access, send, and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes - (file storage, printing, bandwidth).
- Use or share another person's username or password, or share your username and password with others.
- Compromise the network and its settings in any way - (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violate copyright laws or commit plagiarism including the copying of software, music, or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in Cyber-bullying , harassment, or disrespectful conduct toward others.
- Record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.

- Teachers friending and/or following scholars on social media used for personal purposes.
- Obtain network/Internet/program access using another user's personal login credentials.

Personally Owned Devices

Scholars meeting building requirements and having a signed Acceptable Use Form (this document) may be allowed to connect their personally-owned devices to the district provided Internet. Internet access via the district network will be filtered, monitored, and will require scholars to log in using their district credentials. Parents/Guardians are responsible for what scholars may access through any non-district wi-fi or cellular connections. The District is not responsible for service, support, damage to, or loss of personal devices. Scholars are expected to use devices for educational purposes and only with consent of school staff.

Online Activity

Internet-based resources that can enhance educational activities are growing in number each day. The District may provide access to sites or tools that support communication and collaboration with others in addition to general productivity. Scholars are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Use of any websites outside of the district's control is subject to their terms of use and may require specific permission in addition to the Acceptable Use Form (this document). Violations of the Acceptable Use Policy Upon enrollment, all scholars will have access to a user account, where they will be given network access, an email account, and network storage space. Scholars who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.

Online Activity Outside of School Hours

Scholars working from home outside the school hours while using a school issue laptop are held accountable to the Boone County AUP. Scholars outside the school hours or during any Non-Traditional School Days while logged into any associated web browser or platform with their school account are likewise held to the standards of the Boone County AUP.

Device Recommendations

Below are the Ignite device recommendations. A Chromebook is the minimum device needed for Ignite scholars. Scholars in the Engineering, Computer Science, and Design Colleges may want to consider more versatile devices to operate the various software products. For scholars in the Design College with a high interest in animation, the PC Laptop is the better choice. The

technology specs listed are the minimum recommended for the program. You may get stronger versions of each device. Specifications not listed are left to your choice.

ALL DEVICES MUST BE ABLE TO ACCESS 5GHz Wi-Fi

Chromebook	
Specification	Minimum
Processor	Intel Celeron N3450, AMD A4-9120C, Intel Core i5 8350U
RAM	4 RAM
Network	Wireless
Hard disk space	32GB + this is for any additional applications
Engineering Laptop & Computer Science Laptop	
Processor	Intel or AMD two+ core processor 2.0 Ghz
RAM	8GB
Hard Drive	250-500 GB
Video Card	512MB dedicated RAM, Microsoft® Direct3D 10® capable graphics card or higher supporting 1280 x 1024 screen resolution*
Optical Drive	NA
Operating System	Windows 7, Windows 8, or Windows 10, 64 bit operating system or Apple device with OSX 10.9 +. Bootcamp required with one of the above Windows operating systems.
Network	Wireless
Design College Laptop – MACBOOK Pro – Option 1	
Display	13 inch
Processor	Intel® Intel 6 th Gen or newer CPU
Operating system	macOS v10.12 or later
RAM	8GB
GPU	2GB of GPU VRAM
Wireless	Wi-Fi
Hard disk space	256GB SSD
Design College Laptop – Other PC option 2	
Display	13 inch

Processor	Intel® Intel 6 th Gen or newer CPU – or AMD equivalent
Operating System	Microsoft Windows 10
RAM	8 GB
GPU	2GB GPU VRAM
Wireless	Wi-Fi
Hard Disk Space	256 GB

At the Ignite Institute scholars are expected to bring their own device every day. Scholars will complete assignments and interact with the schools multiple platforms through their device. While a basic Chromebook from our device recommendation list will suffice for scholars during the school day and at home, scholars specifically in the colleges of Computer Science, Design, or Engineering should consider a more diverse machine from the recommendation list. However, scholars needing such a machine because of the software operations used in those programs will have access to more powerful machines during the school day. Bringing your own device to school every day is a school requirement. Handheld devices are likewise acceptable to bring to Ignite, but they are not a replacement for a chromebook or laptop. Participants at Ignite must agree to the following device guidelines:

Scholar BYOT (Bring Your Own Technology) Responsibilities and Guidelines:

- Ignite scholars must adhere to the District Code of Conduct, Board Policies, Acceptable Use Policy and Procedures, and school SBDM policies and procedures.
- Ignite scholars assume all risk of theft or damage of devices while on school property. Scholars should exercise responsible behavior in the use and protection of any devices.
- Scholars are expected to connect devices to the Boone County Schools wireless network (device must be able to access 5GHz Wi-Fi) and not connect to personal 3G/4G data plans. All devices connected to the Boone County Schools wireless network will be filtered using the district Internet filtering system as required by law. Users will not bypass or attempt to bypass this filtering.
- Scholars will bring devices charged and properly prepared for use at school.
- Scholars will comply with teachers' requests to use/shut down/close/discontinue operation of devices.
- Scholar devices should be in silent mode while on school property, unless otherwise allowed by a teacher. Devices should be in silent mode on the school bus.
- Devices may not be used to cheat on schoolwork or for non-instructional purposes.

- Scholar devices will connect to the Internet. Scholar devices will not access printers or local network storage on the Boone County network (U drives).
- Scholar devices must include anti-virus software as necessary.
- Scholar devices may not be used to record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher.
- The Ignite Institute is not responsible for lost or stolen headphones/airpods.

Class Sizes

The Ignite Institute will make every effort to maintain class sizes of 25 scholars per cohort.

College Visits

The Ignite Institute allows scholars to visit colleges without having an attendance consequence. Scholars who wish to visit a college must submit an Ignite Institute Educational Enhancement Opportunity Form, no less than 48 hours before the absence. There is a maximum of 10 college visits allowed per school year.

Grading

The Ignite Institute teachers will provide lessons in both the state required content as well as professional habits. Scholars will be graded on their mastery of both areas and will use the weights below to calculate their overall grade in every course.

Content	70%
<u>Professional Habits</u>	<u>30%</u>
Total	100%

The Ignite Institute will use a 10-point grading scale. The final grade in each course will be transferred to the home high schools where credits will be awarded consistent with the home district's grading policies. Boone County scholars receiving a grade of "D" or below will not receive credit for the course.

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Dual credit grades, which are reported in letter grades, will be given the highest numerical grade that corresponds to the letter awarded for each course. Dual credit courses are weighted according to the policies of the home high schools.

Remediation

Scholars at the Ignite Institute are able to remediate failing grades at or above 50% through Edgenuity over the summer. Scholars wishing to do so will have courses created for them in Edgenuity in the courses they did not pass. These courses will be available beginning on May 18th and will need to be completed with a passing grade no later than June 26th. Failure to do so may result in the inability to return to Ignite.

Scholars will also be responsible for fees associated with these courses. Scholars wishing to remediate their classes should notify the Ignite Institute of their intentions before May 18th to be eligible.

Scholars Returning to Ignite

Scholars are eligible to return to Ignite the following school year if the scholars meets or exceeds the following criteria.

- Complete the application to return by the designated due date
- Pass all classes in accordance with Ignite and their home high school's grading policies
- Have no more than 12 tardies and 12 unexcused absences
- Do not participate in any serious and/or repeated behavior incidents
- Orally present their YLP at the designated time in both the Winter and Spring session

Ignite Professional Habits

Professional Habits are skills needed to be successful in the workplace. Ignite Institute teachers will provide one deliberate lesson per week, per college about one of the Habits. These lessons are typically 5-15 minutes long, but can be whatever length is necessary to make them effective.

Year Long Projects (YLP)

Scholars at the Ignite Institute will work with a partner(s) to conduct yearly research projects. Components of the year long projects will be included in students' professional habits score. Scholars are committed to working with the year long project partner(s) they are assigned and will not be able to change partners or discontinue working with their original partner unless Ignite administration decides otherwise. Scholars are required to attend presentation nights to

receive a grade for their final projects unless prior approval is granted from Ignite administration.

Wellness Policy

On Tuesdays and Thursdays, staff are encouraged to make use of the fitness facility or complete a mile walk. Staff participating on these days may wear the appropriate clothing with Ignite logo. If staff is not participating in these activities then they will be expected to adhere to the standard staff dress code.

Tobacco-Free Policy

In accordance with House Bill 11 passed in 2019 the Ignite Institute and its entire campus is tobacco free. This includes the parking lots surrounding the school. Scholars shall not be permitted to use or possess any tobacco products on school property, inside Board-owned, leased or operated vehicles, on the way to and from school, or during school-sponsored trips and activities. This includes alternative nicotine products and vapor products. Any scholar in possession of these devices will forfeit the device to school administration and discipline will be issued in accordance to the code of conduct. Visitors are likewise not permitted to possess or use tobacco products on school grounds. Failure to adhere to this policy represents a disruption of the regular school day, and it also can have serious health consequences.

Snow Day Policy

If Boone County Schools are called off, no scholars come to Ignite.

If Kenton County or Walton Verona school district is closed for snow, but Boone County is not, the non-Boone County scholars will not report to Ignite. Boone County scholars will still report.

Teachers will follow the procedures of their home district.

Shadowing Policy

In an effort to maintain the integrity of instruction at the Ignite Institute and to minimize distractions, we do not permit interested scholars to “shadow” Ignite scholars. Interested scholars are able to sign up for tours during the school day to experience what our structure looks like.

Dual Credit Policy

The Ignite Institute feels that replacing traditional high school courses with dual credit courses is a significant benefit to the scholar.

The following rules apply to all scholars taking dual-credit courses at the Ignite Institute:

- Scholars must pay tuition for courses they are enrolled in at the current KY Dual Credit Rate. This also applies to scholars who do not earn a passing grade in their course.
- Scholars are responsible for associated fees.
- Grades **will** be on their college/university transcript and will affect both high school and college GPA.
- Scholars are subject to the drop dates and policies of the college/university partner. Scholars not abiding by these dates will have to endure the consequences set forth by the college/university partner. It is the scholar's responsibility to have written verification of a dropped course.
- In the event a scholar drops a dual credit course that reduces the scholar's current course schedule to less than six classes that scholar must be enrolled in another high school course of the schools choosing.
- Scholars are expected to adhere to the standards of the college for the course they are taking.
- Disputes regarding grades, professor conduct, academic dishonesty, curriculum, content and assignments are between the professor, the college, and the student. This includes classes in which Ignite faculty are employed as a high school teacher and teaching college classes within the school day at Ignite.
- Grade information is made available only to the scholar.
- Only final grades are recorded in Infinite Campus.
- If a scholar takes the first course of a two-course sequence and passes , the scholar will be enrolled in the second course of the sequence. Extenuating circumstances must be approved by the administration of Ignite. Students receiving grades lower than a C will be reviewed by the administrative team before being allowed to take the next course in the sequence.
 - Ex. Spanish 101 & Spanish 102

Virtual Learning Courses

The Ignite Institute does not offer the following courses in a face-to-face class format. If scholars who attend the Ignite Institute don't already have the following high school credits, the scholar must take these courses online to complete their requirements for graduation.

- Health
- Physical Education
- Fine Arts (Scholars in the Design College will take this class in a face-to-face format as it is part of their curriculum structure)

Virtual Learning (Edgenuity)

- All Edgenuity courses taken during the school year must be completed two weeks before the end of the school year.
 - Courses not completed by this time will not have their progress saved and the course will need to be taken again in its entirety.

Attendance

The home high schools are the ultimate record keepers of scholar attendance. Scholars attending the Ignite Institute will adhere to the attendance policies of their home high school.

Club

Clubs at the Ignite Institute are encouraged and promote a well rounded educational experience for scholars. Any club at the Ignite Institute must be:

- Approved by Ignite administration
- Sponsored voluntarily by an Ignite employee
- Curriculum based if offered during the school day

Graduation Requirements for Ignite

School districts that agree to send scholars to Ignite must submit Ignite's graduation requirements to their high school's SBDM council for approval. These requirements must be found satisfactory for earning a high school diploma by the home school's councils.

2020-2021

Ignite Institute Acceptance Criteria

Summary

1. Grade Level...Disqualification if criteria is not met
2. Attendance...20 Points
3. Behavior...20 Points
4. Essay...30 Points
5. Recommendation...30 points

Total point structure: 100 points

Grade Level (Must meet criteria)

Scholars who are considered for a position at the Ignite Institute are required to be “on grade level” for math and English.

Requirements:

- 8th grade math class must prepare scholars to enter Algebra 1 or above their freshman year
- 8th grade English class must prepare scholars to enter English 1 or above their freshman year
- Cumulative grades in math and English must be at a 70% or above (or equivalent on a proficiency scale) at the time the application is processed

Scholars not meeting these requirements will not be considered for a position at the Ignite Institute.

Attendance (20 points)

Attendance is critical for scholar success at the Ignite Institute. Scholars will receive points based on their past attendance events.

Point Structure:

- 98-100%...20
- 96-97.99%...16
- 94-95.99%...12
- 92-93.99%...8
- 90-91.99%...4
- Below 89.99%...0

Behavior (20 points)

Scholars with behavior incidents are able to attend the Ignite Institute as long as there are no more than 6 behavioral incidents and/or they have no expellable offenses from January 1st of the previous school year to the time the application is processed.

Point Structure:

- Zero Incidents...20
- 1 Incident...16
- 2 Incidents...12
- 3 Incidents...8
- 4 Incidents...4
- 5-6 Incidents...Zero Points
- 7 or more Incidents...Disqualified
- Any expellable offense...Disqualified

Essay (30 Points)

Written or Video

The essay portion of the Ignite Institute application is where scholars express their interests in attending Ignite as well as their career and personal interests.

“This essay is meant to provide an opportunity for you to tell us why you want to attend Ignite, why you are interested in the career field you are applying for, and what you have done so far to explore this career. Also, please let us know why Ignite is a good fit for you personally.”

Point Structure (10 Points Each):

- Gives description of why they want to attend Ignite
 - Lists one reason they want to attend Ignite...2
 - Lists more than one reason they want to attend Ignite...5
 - Elaborates on the reason(s) they want to attend (more than one sentence or phrase)...7
 - Scholar shows a genuine interest in being at Ignite through their description citing personal reasons that Ignite would benefit them as a scholar and person...10
- Mentions an interest in the career path of the college in which they are applying
 - States the college they have chosen...2
 - States the college with one descriptor as to why...5
 - States the college with two accurate descriptors as to why...7
 - States the college with more than two descriptors as to why...10
- Lists something they have done on their own to explore the field
 - Scholar lists one thing they have done on their own to explore the career field...2
 - Scholar lists two things they have done on their own to explore the career field...4
 - Scholar lists three things they have done on their own to explore the career field...6
 - Scholar lists four things they have done on their own to explore the career field...8
 - Scholar lists 5 things or more they have done on their own to explore the career field...10

Recommendation (30 Points)

Each scholar applying to the Ignite Institute is asked to provide the email address of one person (preferably someone in the educational field) who knows them well. We will be asking the recommender to comment on the scholar's potential regarding Ignite and their willingness to learn.

Point Structure:

The recommendation consists of 10 questions that will be given 3 points each.

(1=Not True, 2=Somewhat True, 3=Very True)

1. This scholar learns best with hands on based practices.
2. This scholar puts forth great effort when they explore something that is of interest to them.
3. This scholar shows signs of empathy.
4. This scholar has expressed an interest in attending the Ignite Institute.
5. This scholar would benefit from learning in a non-traditional environment.
6. This scholar puts forth at least some effort when trying new things.
7. This scholar would find school more relevant if they were exploring career fields.
8. This scholar can be trusted to act appropriately in front of members of the community.
9. This scholar would excel in a high school structure where they have the same team of teachers each year.
10. This scholar has overcome obstacles or has the potential to do so.

