



Handbook

REAL. RELEVANT. LEARNING

WELCOME

The Ignite Professional Studies parent/student handbook is a resource for understanding expectations, policies, procedures and experiences in the Ignite career strands offered through the professional studies program.

Students accepted into the Ignite Professional Studies Program demonstrate a desire to work in a professional-based, authentic environment and are willing to comply with business ethics. By accepting this opportunity, students become a member of a unique community of like-minded individuals with the expressed goal of preparing for college and a chosen profession. All Ignite Professional Studies students must be self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education.

Professional skills are embedded in all career strands and modeling behavior in business is an expectation of all students as it promotes a positive image for the Ignite program. Professional skills that are highlighted include:

- Communication and Collaboration
- Time and Project Management
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Integrity and Trust

The guidelines disclosed in this handbook outline specific responsible and ethical behavior inclusive of, but not limited to the adherence to safety standards, attendance and timeliness, team work and communication, respectful relationships with mentors and guest speakers, proper use of technology and hardware and respectful use of and confidentiality of physical and intellectual property.

Contact Information – Administrative Staff

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IGNITE Professional Studies Instructors and Schedule

Morning Classes: 7:45 am – 10:00 am

Afternoon Classes: 11:45 am – 2:00 pm

Instructor, Digital Design & Photography Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7487 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Ms. Wendy Broughton Instructor, Health Sciences Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7493 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Ms. Kimberly Burgess Instructor, Education Innovation Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7483 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Mr. Anthony Byrnes Instructor, Video Production Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7490 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Ms. Jessica Imel Instructor, Global Business Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7485 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Mr. John Mark Russell Instructor, Technology Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7486 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Ms. Audra Weeks Instructor, Culinary Arts Brightwater, A Center for the Study of Food 801 SE Eighth Street, Bentonville, AR 72712	Office Phone: 479.631.8614 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Mr. Chris Weeks Instructor, Construction Management Center for Construction Management 1525 NE Wildcat Way, Bentonville, AR 72712	Office Phone: 479.254.5000 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm
Ms. Shanna Workman Instructor, Health Sciences Center for Advanced Professional Studies 1510 N. Walton Blvd., Bentonville, AR 72712	Office Phone: 479.360.7492 Morning classes: 7:45 am – 10:00 am Afternoon classes: 11:45 am – 2:00 pm

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**All policies and procedures stated in the Bentonville student handbook will be the official guidelines used in Ignite Professional Studies.*

ATTENDANCE

The attendance policy of Ignite models the work environment. Frequent absences hinder a student from obtaining the professional and technical skills necessary to be college and career ready. It is the practice of the program to release a student from the Ignite classes at semester if a student has excessive absences without extenuating circumstances. Students will jeopardize their opportunity for an internship if it is not the practice of the student to attend classes. Internships are a part of your overall grade.

The attendance policy for each high school is followed and attendance is reported from the satellite location to the home high school.

ABSENCES

Students that miss the entire class time in Ignite classes will be absent for one or two classes, depending on which day of the week the absence occurs. Students are enrolled in three separate courses and the number of absences will count based on when the student arrives or leaves. Classes last for 135 minutes; therefore, each class is divided into 45 minute increments.

If a student can anticipate he/she will be absent, the instructor, mentor, and project team members should be contacted so work assignments can be adjusted.

Doctor's notes for absences should be given to the home high school or to front desk at the Ignite CAPS building.

TARDINESS

Excessive tardiness is a reflection of poor work ethic. Arriving early to class is always the best policy. The high school policies on tardiness will be followed. Always communicate with your instructor if you are not in class during the assigned time.

EARLY DISMISSAL OR LATE ARRIVAL

If you need to leave class early or arrive late for an appointment, sign in and out at the front desk at the Ignite CAPS building.

SCHOOL BUSINESS

It is our general policy to not pull students out for more than five days of CORE classes in a semester to attend Ignite events. It is important for students to be in all enrolled classes.

SUSPENSION

Suspension will jeopardize student's opportunity to continue in Ignite classes. It is important students understand the behavior that is expected for Ignite. Ignite is connected with the community and a student is a representative for the program. Students are expected to model

proper work behavior and act professionally. Offenses that cause suspension would not meet appropriate work ethics and may dismiss a student from participating in a community program.

WITHDRAWAL

If a student withdraws from Ignite or Bentonville Schools, it will be the student's responsibility to return books, supplies and equipment that were distributed. Failure to return items is a serious act and will be charged to your school MyPaymentsPlus and possibly reported to authorities.

Students will be responsible for dropping any college courses.

COLLEGE CREDIT

Ignite career strands offer college credit through NWACC. Although it is encouraged for all students to earn the credit, it is not mandatory. As an Early College Experience student, the tuition is low cost and most courses will transfer to other colleges. Tuition for a 3-hour college class is \$90. There may be additional fees if it is an online course. Most strands offer six hours of college credit a year. We have scholarship opportunities available, but there is no guarantee the student will not be responsible for the cost.

As a college student, it is the student's responsibility to adhere to college policy.

- Students can drop within the first week with 100% refund
- Students can drop within the second week with 80% refund
- Students can drop with a W in early November for Fall and early April for Spring

The process for withdrawing from an Early College Experience course involves submitting a drop form from the ECE office with a signature by the student and the Ignite director.

Withdrawing from or failing a college course can have serious consequences on financial aid for college after high school. Understand the differences between the high school and college class responsibilities.

Certifications offered in Ignite may be the responsibility of the student.

DRESS CODE

It is the expectation of every Ignite student to dress professionally. Each career strand may have a different definition of dressing for the profession. For example, the Global Business students will dress differently than the Construction students. However, no matter which strand a student has enrolled, dress should be appropriate for the workplace. Teachers will communicate with students about acceptable dress. Our students are representatives of Ignite in the community, and it is the expectation that students set themselves apart by dressing for success.

TRANSPORTATION

It is the intent at Bentonville schools for every student to have the opportunity to be in the Ignite program. Career strands meet at unique locations which provide students with a professional environment experience. The location is the home base for the class, but the intent of the class is to have opportunities to be in the community networking with professionals, working in internships and participating in local events.

Transportation is provided to and from the home high school to the Ignite location. We do not always provide transportation to events. Parents will be asked to fill out a form for their child indicating if they can drive to events, ride with another student, or have someone ride with him/her.

Students are subject to the same rules of conduct while traveling to and from Ignite to their home high school or Ignite events as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. Once again, we expect professional, businesslike behavior.

EQUIPMENT CHECK-OUT

Ignite students have the privilege of working with professional grade equipment that is very expensive. The teachers have individual policies pertaining to their course and the level of responsibility the student will take when using equipment outside of the class.

Under no circumstances are students allowed to use Ignite equipment for profit. Our equipment is solely for training and completing professional projects for our business partners. Students that have a desire to do outside work for profit need to invest in personal equipment.

DRUG TESTING, BACKGROUND CHECKS AND IMMUNIZATIONS

Some of our career strands, certifications, and/or business partners may require student partners to complete drug testing, background checks and/or immunizations (in addition to those required by schools). It may be the responsibility of the student to pay for the tests or vaccinations. This is another example of authentic expectations for the related career fields and positions. Students may not be able to complete some programs certifications or internships without successful drug screenings, background checks, or vaccinations. Some students may have to be placed in other courses if these requirements are not successfully completed.

SOCIAL MEDIA

The Ignite team enjoys spreading the good news of student experiences. Ignite has a Facebook, Twitter and Instagram account. We will check school records to determine if students are allowed to have their picture posted on-line.

SIGNATURE PAGE

Student

I, _____, acknowledge that I have read and agree to the Ignite Professional Studies Handbook.

(Student Signature)

(Date)

Parent

I, _____, acknowledge that I have read and agree to the Ignite Professional Studies Handbook.

(Parent Signature)

(Date)

Thank you for participating in Ignite Professional Studies. We look forward to a successful year earning college credit, certifications and serving in internships.