



The Foundation

2021-22

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IGNITE Pathways: The Foundation

Foundation: n. A basis on which something stands or is supported.

These pages are intended to be a guide for you as you own your experience within the IGNITE Pathways. Navigators will regularly refer to materials and information in this document and the resources should be easy to access for you to do the same. Our hope is that you have a challenging, growth oriented, and meaningful experience within the IGNITE Pathways.

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IGNITE Pathways Statement of Vision, Mission, Purpose

The following serve to guide the conversations, experiences, and opportunities at IGNITE Pathways.

Vision

To transform education through business and industry collaboration.

Mission

Creating personalized transformational journeys which forge highly skilled Champions through a first-of-its-kind educational experience. IGNITE Pathways creates educational solutions based on business needs where job skills are learned while interacting directly with community partners.

Principles

The principles of IGNITE Pathways provide an outline and purpose for the values we support and model each day. The seven principles we focus on are defined in *The 7 Habits of Highly Effective People* by Stephen Covey. We strive to demonstrate these habits on a daily basis and commit to holding one another accountable.

- ❖ Habit 1: Be Proactive.
- ❖ Habit 2: Begin with the End in Mind.
- ❖ Habit 3: Put First Things First.
- ❖ Habit 4: Think Win Win.
- ❖ Habit 5: Seek First to Understand, Then to be Understood.
- ❖ Habit 6: Synergize.
- ❖ Habit 7: Sharpen the Saw.

Core Values

- ❖ Inspire: We inspire to do the impossible.
- ❖ Growth: Understanding Champions see obstacles as opportunities.
- ❖ Navigate: Learning is a journey that must allow for failure and subsequent growth.
- ❖ Innovation: Unique skills and mindsets will thrive here...start your own business!
- ❖ Tenacity: Champions are tough and resilient!
- ❖ Excellence: We work with integrity and hold ourselves accountable for exemplary outcomes.

Why IGNITE Pathways?

IGNITE Pathways offers a unique learning experience for Champions from around the region. Champions will receive core credits by incorporating CTE skills and professional ethos development into their coursework.

About IGNITE Pathways

IGNITE Pathways is the first-of-its-kind programming in Iowa. This program provides hands-on experience for Champions to easily transition into post-graduation life. The program is designed for Champions who 'learn by doing' versus the traditional education model.

What is IGNITE Pathways?

IGNITE Pathways offers competency-based courses that allow Champions to earn core credits while focusing on a personalized, challenge-based approach to provide an authentic learning experience. Through the career and technical education coursework, Champions gain technical skills and the universal constructs to make them employable, regardless of the field of study they choose to pursue. Registered apprenticeships are also offered through the program.

What does IGNITE Pathways believe about school and Champion learning?

IGNITE Pathways believes all Champions deserve to have an education that meets them where they are. These parameters include academically, socially, emotionally, and behaviorally. More importantly, IGNITE believes that learner agency should be at the forefront of every Champion. Voice and choice is valued and honored at IGNITE. Champions are given the opportunity to choose their paths, and we are committed to bringing the learning to them.

Goals of IGNITE Pathways

The primary goal of IGNITE Pathways is to create an experience unlike any other in education. Champions will be empowered to carve their own pathways, inspire rapid personal growth while solving some of the world's most difficult problems. Our Champions will gain an understanding of organizations, big and small, and how they operate, problem-solve, innovate and thrive. Champions will accomplish this by participating in apprenticeships during school to receive certifications immediately after graduation.

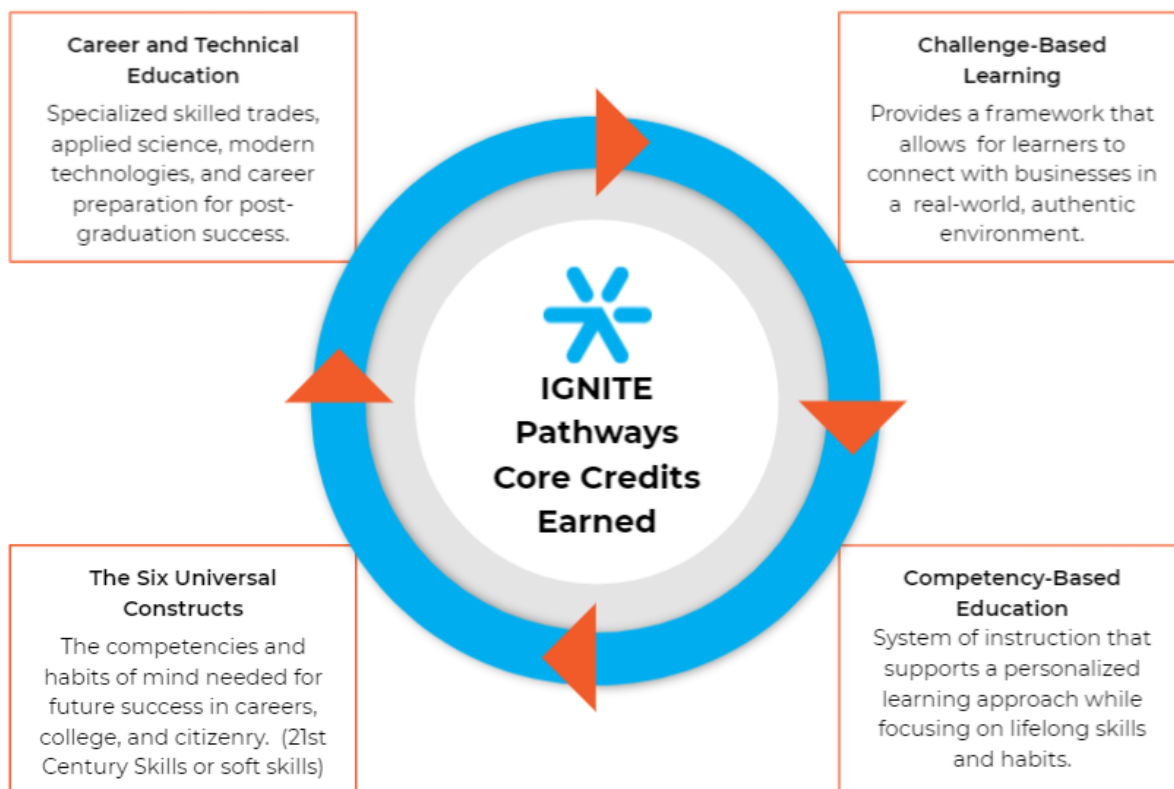
IGNITE Pathways stems from a larger initiative called 'Future Ready Iowa.' Future Ready Iowa is a workforce development initiative that was created after Iowa received a National Governors Association grant. The initiative connects Iowans to training and education opportunities that help secure careers and improve lives. Future Ready Iowa, and programs like IGNITE Pathways, are working toward a major goal: by 2025, 70% of Iowans will have a postsecondary training education or certification.

Culture of Growth

IGNITE Pathways exemplifies challenging Champions to trailblaze their own personal growth. We recognize the culture of IGNITE Pathways is unique and different from what Champions have previously experienced. In order to attain this level of achievement, a growth mindset must be present. A growth mindset, proposed by Stanford professor Carol Dweck in her book *Mindset*, describes people who believe that their success depends on time and effort. People with a growth mindset feel their skills and intelligence can be improved with effort and persistence.

In IGNITE Pathways, understanding that growth can occur in everyone and knowing talent is not a fixed trait is fundamental to the program. Champions within IGNITE Pathways will grow in academic ways like never before seen. Additionally, Champions will grow in their abilities to communicate, take initiative, accept responsibility, understand discipline, and act with accountability.

IGNITE Pathways Core Credits Earned



Challenge-Based Learning (CBL)

IGNITE Pathways will be incorporating the Challenge-Based Learning model as the framework of learning. CBL will guide the structure of the core coursework as well as the CTE standards and implementation of the Universal Constructs. While some Champions will prefer a prescription guide to the challenge’s solution, others will thrive with the opportunity to choose their own challenge followed by aligning performance tasks and standards to the phases of the challenge. CBL is just one example of honoring learner agency and personalized learning opportunities.

What is Challenge Based Learning?

The Challenge Based Learning Framework divides into three interconnected phases: Engage, Investigate, and Act. Each phase includes activities that prepare the Champions to move to the next stage. Supporting the work is an ongoing process of documenting, reflecting and sharing. (DigitalPromise.org)

Challenge Teams

IGNITE Pathways values learner agency and will honor Champions’ voice and choice as much as possible. Knowing this, we understand that some Champions may prefer to complete a challenge on their own. However, in order to develop those professional ethos skills that are so desperately sought after in the workforce, Champions need opportunities to communicate and collaborate with one another. Therefore, Champions will be able to choose challenge teams to collaborate with during the challenge. Some of these challenge teams will consist of members that are all working to solve the same challenge, while other teams may be composed of Champions that represent multiple challenges. Regardless of the combination, challenge teams are an essential part of CBL.

Challenge Partners

Challenge partners are another component to our Challenge-Based Learning model. Once Champions identify a challenge, they will choose or be assigned to a challenge partner.

Challenge partners may be business partners, community members, instructors, and/or neighbors. Challenge partners will serve an important role as they will mentor, guide, and assist Champions throughout the challenge process.



Working with Challenge Partners

Area challenge partners are a critical part of our work at IGNITE Pathways. The role of the challenge partner is to help the Champion(s) acquire the knowledge and skills to complete the challenge as well as build a resume of real experiences. Here are some tips for working and communicating with your challenge partner.

- **Communication should be professional.** An instructor should be included in communication with the challenge partner and can help you create and deliver professional communication. Have an instructor review emails before they are sent to partners. NEVER email or converse over private lines (phone, Snapchat, etc.) without cc'ing and including your instructor. This is for the safety of everyone involved.
- **Communication should be timely.** When responding to messages, please try to get back to your challenge partner within 12-36 hours of the message being received. Expect them to respond within a 24-48 hour time frame.
- **Be respectful of the challenge partner's time and expertise.** Our challenge partners are giving time out of their busy days because they see the value in working with Champions. Oftentimes, they have gone to great lengths to fit meetings into their schedules, and it is an inconvenience when meetings are canceled last minute, we don't show up as scheduled, or we are distracted during meetings. Be on time and prepared. Be ready to give your full, undivided attention at the scheduled start time of any meeting with your challenge partner. Your cell phone should be kept off and out of sight unless you are videoing or taking a photograph of evidence of learning for your portfolio.
- **Missing, canceling, or rescheduling meetings.** People understand that things come up and schedules change, but last minute cancellations reflect poorly on us. Let your challenge partner and IGNITE staff know ASAP if you need to cancel or reschedule a meeting. Communication is key to keeping a relationship strong.
- **Dress appropriately.** While casual attire may be appropriate for most meetings, please be sure to consider who will be attending meetings and dress accordingly. When visiting the challenge partner's business or presenting findings, Champions should dress in business attire, unless otherwise instructed. Instructors will help you determine what is appropriate for a specific meeting or event if you're unsure. Your school's dress code policies apply.
- **Follow through on commitments.** Complete tasks and communication on the set schedule. Do what you agree to do and/or say you're going to do.
- **Be open and honest.** Be transparent with partners about obstacles you encounter and strive to find solutions efficiently. You should have value to report to them at every meeting. Exceed their expectations!
- **When in doubt, ask.** If you are unsure of how to handle a situation or are not clear what the challenge partner is expecting, just ask. Ask a teacher for guidance, or ask the challenge partner for clarification.
- **Share concerns immediately.** Let an IGNITE staff member know if you have any issues or concerns with a challenge partner. Keep in mind that they are learning too. While we don't anticipate you having any issues with challenge partners, we're here to help if you do.
- **Have fun.** Our challenge partners have chosen to be a part of IGNITE Pathways because they want to work with you and get to know you. Take your challenge seriously but also have fun! This is a great opportunity to make some strong connections with industry professionals.

(Credit: Iowa BIG Handbook for Working with Community Partners information, page 20 - 8.21.2019)

Competency-Based Education (CBE)

Competency-Based Education (CBE) refers to systems of instruction, assessment, grading, and academic reporting that are based on Champions demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education.

Principles of Competency-Based Education

1. Champions advance upon demonstrated proficiency.
2. Champions' demonstration of competencies requires transfer of knowledge across content areas and/or beyond the classroom.
3. Champions engage in assessment as a meaningful and positive learning experience.
4. Champions receive rapid, personalized support based on their individual learning needs.
5. Champions' learning is validated regardless of when, where, or how they acquire and/or demonstrate the learning.

Core Competencies and Essential Standards

IGNITE Pathways is incorporating the CBE model into the Challenge-Based Learning framework. The core competencies were developed by incorporating performance tasks related to each identified competency. The Iowa Core standards have been aligned to each competency.

While Champions complete performance tasks in the three phases of CBL: Engage, Investigate, and Act, they will also have opportunities to demonstrate proficiency of essential Iowa Core standards throughout the process. This unparalleled design is allowing Champions to meet high school graduation requirements while also solving a real-world, authentic challenge within their career pathway of choice. Clearly, the Champions are being provided the ultimate educational experience in which the learner agency drives everything, and we meet the Champions where they are.

*Documentation of the core competencies and essential standards alignment are available upon request.

Career and Technical Education (CTE)

IGNITE Pathways is committed to providing career and technical education opportunities to Champions from around the region as IGNITE Pathways opens its doors as one of the only Regional Stem Centers in Southwest Iowa.

What is Career and Technical Education?

Career and technical education is a term applied to schools that specialize in skilled trades, applied science, modern technologies, and career preparation. The purpose of CTE is to expose Champions to high-need, high-tech, high-wage jobs that are available for them post-graduation.

Iowa Western Community College (IWCC)

IGNITE Pathways has partnered with IWCC to provide Champions with the opportunity to take college courses and earn college credits that will lead to industry certification beyond completion. Through this partnership, IWCC supports IGNITE Pathways faculty with professional development as well as other resources and assistance throughout the duration of the courses.

Course Standards and Expectations

Since IGNITE Pathways is partnered with IWCC, the Champions will be exposed to college standards and learning outcomes. The expectations of these courses are rigorous but will maintain the learner-centered focus that IGNITE Pathways commits to providing to all Champions.

Champion Empowerment at IGNITE Pathways

One of the values of IGNITE Pathways is learner empowerment. IGNITE Pathways firmly believes that by empowering Champions, they will be deeply engaged in their learning. Champion empowerment also provides an authentic, real-world learning experience as well as unleashes the most powerful resources in today's society: the young minds of the future.

Relevance to Learning

Relevance to learning is a key component of empowerment. When a learner has a voice and choice in terms of what he/she is passionate about, the learning becomes relevant and more meaningful. Champions will be engaged in the learning process and will be eager to learn more. This is a Win Win for Champions, parents, and navigators.

Personalized, Real-World Experiences

IGNITE Pathways is committed to offering personalized learning experiences for all Champions. Not only will the learner agency drive the learning, but Champions will also be able to move through course content at their own pace. While experiencing the personalized learning model, Champions will be engrossed in real-world experiences to enhance their professional ethos. Additionally, Champions will gain a deeper level of understanding as the knowledge becomes transferable in a relevant context.

Professional Ethos (Universal Constructs)

The Universal Constructs were identified as the competencies and habits of mind needed for future success in careers, college, and citizenry by the Iowa Department of Education. These are often referred to as 21st Century skills.

The Universal Constructs are a component of the Iowa Common Core. IGNITE Pathways understands the importance of preparing our Champions to be college-career ready beyond high school. Our goal is to ensure that Champions are highly competent in these Constructs as they prepare for life beyond graduation. Champions will have numerous opportunities to practice and refine these skills, and they will be regularly assessed by the navigators as well as their challenge partners throughout the duration of coursework.

The Iowa Core Universal Constructs are Collaboration, Complex Communication, Creativity, Critical Thinking, Flexibility & Adaptability, and Productivity & Adaptability. Champions will be consistently developing and practicing these Constructs throughout the CBL process.



Champion Memorandum of Understanding

Freedom and Responsibility at IGNITE Pathways

IGNITE Pathways is designed to prepare you to be life ready after high school graduation. With this transition comes more freedom - how you spend your time, where you spend your time, and what you choose to do with your time. You will find the IGNITE experience allows for a lot more flexibility with your time and where you work than you have typically known. By accepting this freedom, you must also accept the responsibility that comes with it. As you progress through the year, IGNITE Pathways staff will help you grow and develop self-management skills so that you become more efficient, effective, reliable, trustworthy, and self-governing.

Attendance at IGNITE Pathways is not optional. You are expected to be at IGNITE at the beginning of each class until the instructor(s) indicate otherwise. The instructors have the right to require your daily attendance if you are unable to manage your time and schedule.

At IGNITE Pathways, you are participating in an environment that is different from your previous school experiences. We value giving you these freedoms, and we want you to be successful. We have some guiding principles that are expected of all Champions enrolled in IGNITE courses.

Guiding Principles

- 1. Build your network.** While at IGNITE Pathways, it is important that you take advantage of the resources available to you - both on the IGNITE campus as well as when you are off campus.
- 2. Choose challenges wisely.** When choosing challenges, be sure to choose a topic that interests you; this will allow you opportunities to explore and learn more about it.
- 3. Reflect regularly.** Constantly reflect on your challenge work, coursework, IGNITE Pathways, and life experiences. All of these opportunities will make your experience at IGNITE more valuable and help to build a thorough learner portfolio.
- 4. Make connections.** Always be looking for opportunities to connect your work and experiences at IGNITE with your life outside of school, your future plans, and the world.
- 5. Stay open-minded.** Remain open to new possibilities, new opportunities, new ideas, and new challenges.
- 6. Ask for help.** We are all learning together and from each other. This is how we will grow and accomplish more than what we could imagine. Always ask for help; there is no wrong question.
- 7. Stay organized.** Use your organization tools to complete tasks in a timely manner. If you fall behind, be sure to set up a time to get support.
- 8. Communicate regularly.** Remember to communicate between meetings and make sure your tasks and work are completed and well done.

Supports

We know that for many of you taking on these freedoms and responsibilities is a new experience. With new things comes trial-and-error. We don't expect you to be perfect, but we do expect you to constantly learn, grow, and improve. We also don't expect you to do this alone. Each and every adult working at IGNITE is here to help you be successful. When you are struggling with these freedoms and responsibilities, the staff at IGNITE will support and help you. This may be in the form of a verbal reminder, an offer to help, a pointed conversation, an agreed upon plan, or a removal of freedoms until you are better prepared to have the freedom and responsibilities back.

The most important thing you can do is ask for help. Ask questions when you don't understand something or you need more clarification. Don't be afraid to question what and why we are doing something. We are all learning!

IGNITE Time

IGNITE Time is required learning, which is the equivalent of two 90 minute blocks throughout the week in addition to the Champion's scheduled CTE courses. During IGNITE Time, Champions are encouraged to work on learning modules in order to gain the core skills and knowledge needed to show proficiency in standards. Champions will also have an opportunity to meet with core teachers to receive direct instruction and support as needed. Once Champions' have demonstrated proficiency in standards and had their work validated by the core teacher(s), the Champions will apply the learned knowledge to the challenge at hand.

Since the challenges are based on real-world experiences, there will be times that Champions need to leave the IGNITE campus to complete coursework during IGNITE Time. If this is to occur, Champions will need to check in with a staff member prior to leaving the IGNITE campus. While the Champion is off campus completing tasks for the challenge, he/she must document his/her location/task using the Band app.

If a Champion consistently completes the core coursework in Google Classroom and successfully provides evidence of learning in the challenge, the Champion may not need to continue attending the regularly scheduled IGNITE Time. A *Release of IGNITE Time Requirements* waiver would be sent home if a Champion were to complete the IGNITE requirements in a condensed period of time. If this is the case, the Champion would be expected to report to work experience, an apprenticeship, or an internship.

Monday Meetings

Champions will be required to have check-ins with core validating teachers on Mondays. If a Champion's schedule doesn't allow for these Monday meetings, the Champion will need to coordinate a time with the core validating teacher to set up another weekly touch point. During these weekly touch points, Champions can get clarification on content in lessons and modules, have coursework validated for credit, and receive guidance on any other issues related to the core areas.

I have read and understand this Memorandum of Understanding and understand what is expected and required of me. I commit to accepting maximum responsibility for my learning at IGNITE Pathways and enjoy the freedom associated with that responsibility.

Date_____

Champion's printed name_____

Champion's signature_____

Parent's printed name_____

Parent's signature_____

Witnessing IGNITE staff member_____

(Credit Iowa BIG Handbook for Student Memorandum of Understanding information, pages 17-18 - 8.21.2019)



Champion Memorandum of Understanding *Release of IGNITE Time Requirements*

_____ Date

_____ has demonstrated a level of understanding in relation to the core essential standards, Challenge requirements, and CTE objectives in the required coursework for this semester. Since this Champion is able to consistently demonstrate responsibility and time management of meeting these requirements, this Champion has been granted permission to reduce his/her required IGNITE Time to the following schedule.

Date(s) _____

Time(s) _____

Date(s) _____

Time(s) _____

Attendance at IGNITE is now optional for the listed Champion. This learner is not expected to be at IGNITE everyday since the Champion has demonstrated communication, productivity, and accountability on a consistent basis. The IGNITE staff will continue to check-in with the Champion to be sure he/she is maintaining satisfactory results.

I have read and understand this Memorandum of Understanding and understand what is expected and required of me. I commit to accepting maximum responsibility for my learning at IGNITE Pathways even though I am not required to attend IGNITE Time on my previously scheduled times. I will continue to manage the freedom associated with that responsibility. During this release time, I will arrange for a work experience placement, apprenticeship, or internship. My release time begins once an alternative placement has been established and agreed upon by myself, parents, and an IGNITE staff member.

Champion's Signature _____ Date _____

Parent's Signature _____ Date _____

IGNITE staff member _____ Date _____

Transportation Guidelines

IGNITE Pathways is committed to offering real-world experiences that go beyond the walls of a classroom. In addition to the authentic learning experiences, IGNITE believes in personalizing learning for all Champions. Therefore, Champions will be encouraged to make arrangements for learning experiences that take place off the IGNITE campus. Due to the number of Champions and limited transportation resources, Champions will be asked to provide transportation to and from IGNITE Pathways campus. There are some additional opportunities that may require transportation as well.

- ❖ **Learning Labs:** Some courses will require Champions to travel to and from a learning lab. Since we have specialized career pathways, our industry partners have graciously partnered with us to provide hands-on learning experiences for Champions. Therefore, Champions will need to transport themselves to these learning labs as needed.
- ❖ **Job Site Visits:** IGNITE Pathways instructors will strive to find real-world learning opportunities for Champions to experience first hand. These on-the-job site visits may occur during every class period (Building Trades) or at various times throughout the semester. These site visits are selectively chosen and will enhance the learning experience for Champions as they are able to witness first hand some of the on-the-job skills needed to perform tasks.
- ❖ **Field Trips:** Champions at IGNITE Pathways may have the opportunity to attend field trips beyond Harrison County and surrounding areas. If an instructor feels a field trip for the entire class would be a beneficial experience, then arrangements will be made. The instructor will communicate these plans via Band, and it will be each Champion's responsibility to communicate with his/her parent(s) and/or guardian(s).
- ❖ **Work Experience, Apprenticeships, & Internships:** Towards the end of the Champions' coursework at IGNITE Pathways, we will do all that we can to place Champions in a work experience, apprenticeship, and/or internship. If one of these exists, the Champion will be responsible for transportation to and from the job site.
- ❖ **Business and Challenge Partner Meetings:** As Champions embark on their challenges throughout the course of a year, they will be expected to meet with business and challenge partners over the duration of each challenge. Most of these contacts can be achieved by using email or the Band app, but at times, Champions will need to schedule in-person meetings with business and/or challenge partners. At these times, Champions will be expected to transport themselves to and from the meetings.
- ❖ **Team Meetings:** At the beginning of each challenge, Champions will choose a challenge team. The members of the challenge team may vary from team to team. Team meetings will need to be held each week. It would be ideal if the team meetings take place at IGNITE, but if this is not possible due to schedules, Champions would be responsible for transporting themselves to and from these meetings.



Transportation Waiver

Name of Champion: _____ Age: _____ Grade: _____

Name(s) of Champion's parent(s) or guardian(s): _____

- ❖ This form is to be used when a Champion uses transportation to transport him/herself to IGNITE Pathways campus and related activities in his/her own vehicle.
- ❖ This form must be signed by the parent(s) or guardian(s). If the Champion is 18 or older, then the form must also be signed by the Champion. Please check ALL that apply.

I give my permission for my Champion to transport him/herself to and from IGNITE Pathways campus and any learning labs, job site visits, field trips, work experiences, and business and/or challenge partner meetings.

I give permission for my Champion to ride with a classmate to be transported to and from IGNITE Pathways campus and any learning labs, job site visits, field trips, work experiences, and business and/or challenge partner meetings.

The undersigned understands that the Champion may be at greater risk of injury if being transported in a private vehicle and such risk is assumed by the undersigned. I/we agree that IGNITE Pathways and the Woodbine Community School District and/or the high school, or any of its employees, agents, administrators, or volunteers (the "Released Parties") is/are not liable for any sum which I/we might claim as a result of any injury, or property damage arising out of, or cause by any accident or occurrence during the time said Champion is being transported by a non-district vehicle to or from any class, site visit, lab experience. I/we agree to indemnify and hold the Released Parties harmless on account of any injury or damage which occurs during or as a result of the transportation of the Champion when the Champion is transported to and from Champion activities in non-district vehicles.

Permission to use alternative transportation is granted by the school district and may be revoked at any time. It is understood that this is a Waiver of Liability and affects important legal rights.

I/We have read and understand the information in the Alternative Transportation Waiver and understand what is expected and required of the Champion. We will not hold IGNITE Pathways or the Woodbine Community School District liable for any accidents or injuries that may occur.

Signature (Parent/Guardian) Date Phone Number

Champion Signature Date Phone Number

APPROVED by:

Signature (Administrator) Date

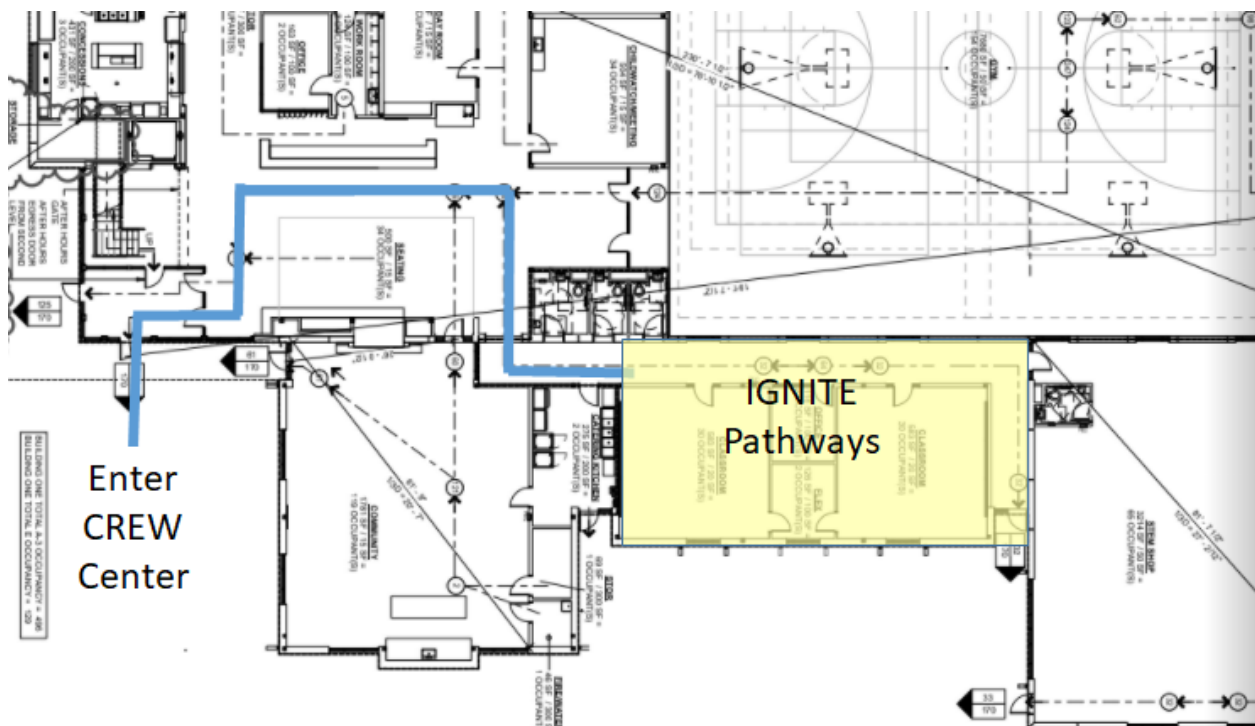
Signature (IGNITE Navigator) Date

IGNITE Pathways Space and Building Expectations

IGNITE Pathways currently shares space with the CREW Center in Woodbine. IGNITE Pathways operates in a professional space and atmosphere. The expectations for Champions and staff in regard to use and care of facilities is below.

- ❖ Champions are to park in the main parking lot to the east of the CREW Center.
- ❖ Champions are to enter the CREW Center through the main doors.
- ❖ Upon entrance, Champions need to walk quietly and respectfully by the front desk (avoid walking through the couches and chairs).
- ❖ Champions need to walk directly to the Learning Lab entrance of IGNITE Pathways.
- ❖ When entering the Learning Lab, Champions should come in quietly and respectfully as others will be learning and working on coursework and challenges.
- ❖ If you arrive at IGNITE before your scheduled class time, you may find a space to sit in the Learning Lab and check email, read a book, or begin working on your challenge work.
- ❖ If you have questions or concerns, please contact an instructor or staff member in a polite, respectful manner.

CREW Center Entrance and IGNITE Pathways



Communication at IGNITE Pathways

Because the completion of Champions' coursework will take place on and off the IGNITE campus, communication is key to success. Champions will find themselves out in the surrounding communities with a customized, personalized schedule, and everyone will rely on transparent communication. Like the world beyond a classroom, clear, consistent communication is critical. IGNITE has several communication sources, each with their own purpose. These tools are aligned to the business sector as many of these are recognized and utilized in industry today.

Social Media

We know that social media platforms are a primary source of communication for Champions. While posting to social media about the exciting things you are doing at IGNITE is welcomed and encouraged, there are some guidelines that we'd like you to follow.

- 1) Vulgar, inappropriate language is prohibited and consequences will be enforced if this occurs. Please choose your words wisely in person and on social media.
- 2) The content you post must be school appropriate. Remember we want to share the positive experiences with others.
- 3) You are not allowed to use copyrighted music and/or material. If you can't find the music on Tik Tok, don't use it.
- 4) Ask permission before posting anything on social media. It is always a good idea to get feedback and a second opinion before posting something. Remember, once content is posted online, it will never go away.
- 5) If in doubt, either ask an IGNITE staff member, or do not post the material.

Communication Protocol

When deciding how to communicate:

- 1) Is the communication to share information, ask or answer a simple question, or provide a simple response to an inquiry or information?
YES: Use Band Application for internal communication; use email for external communication and always -cc an IGNITE staff member
NO: Go to the next question.
- 2) Will the information or response need extensive explanation (more than one paragraph)?
Does your response or message involve sensitive, difficult, or personal information?
Will your response likely require a more extensive conversation?
YES: Have an in-person meeting, a Zoom call, or phone call. This type of communication is most efficient and effective when done in person or via Zoom. A phone call would be the last resort. Using Band, email, or text can make these messages difficult to translate and understand.
BEST: Set up a time to meet with the person(s) in person.
BETTER: Set up a time to do a Zoom call with the person(s).
GOOD: Set up a phone conversation.

**If time sensitive, use Band or email to establish a time to meet in person, Zoom, or call.*

Cell Phone Usage

Cell phones are allowed in classes and on the job sites. However, the expectation is that once your scheduled class time begins, your phone is put away or set aside unless it is an absolute necessity for the task at hand. Remember that you are given more freedom, opportunities, and choice for when and how you learn information. Be mindful that you accept these privileges with appreciation and grace, and follow simple expectations of keeping phones off and set aside so distractions don't interfere with your learning.

Communication Tools

Below is a guide to the communication tools used at IGNITE Pathways. Familiarize yourself with them and develop the discipline of regular and clear communication.

Tool	Purpose	Expectations (You will...)
Email	<ul style="list-style-type: none"> ~Longer form of communication ~Communication with people outside of IGNITE, like your challenge partner <p>*Email remains the dominant communication tool. The downside of email is that the number of emails can overwhelm individuals.</p>	<ul style="list-style-type: none"> ~Learn and follow the protocol for drafting a professional email ~Check your email daily and respond within 12-36 hours to emails related to IGNITE ~ALWAYS include (cc) an IGNITE staff member on any email to a partner or person outside IGNITE
Band Application	<ul style="list-style-type: none"> ~Internal communication tool at IGNITE that operates as an organized email/messaging system. ~Provides many capabilities and is a highly popular app in the professional world. ~Makes internal communication easy and streamlined. ~Naming convention: must be identifiable as yourself (@michelle, @mbarry, @barry, @micbarry) ~Band may also be used for video conferencing. 	<ul style="list-style-type: none"> ~Check Band several times a day. ~Load the app to your phone, computer, and/or mobile device. ~Respond in a timely manner to all messages. ~Remain a member of all your teams and other communication avenues. ~Understand that Band is the <u>main tool of communication</u> at IGNITE. ~Avoid using Band for sensitive, private conversation topics. ~Utilize threaded conversations on team channels to avoid clutter.
Texting	<ul style="list-style-type: none"> ~Texting for IGNITE related work is not essential and is discouraged. ~Some exceptions may apply if this is communicated to IGNITE staff. 	<ul style="list-style-type: none"> ~NOT text with challenge partners; Band should be used instead. ~NEVER text a challenge partner or outside community member without including one of the IGNITE staff.
Phone	<ul style="list-style-type: none"> ~Phones are most effective when you need a quick answer and need to reach someone immediately or to discuss something more complex or sensitive. 	<ul style="list-style-type: none"> ~Provide IGNITE staff with your cell phone number in case of an emergency or for time sensitive communication. ~Develop your phone skills by using it to discuss longer items; if it takes more than 2-3 paragraphs, you should communicate via phone or in person.
Zoom	<ul style="list-style-type: none"> ~Zoom is an electronic video meeting tool. Use this if you need to set up a virtual meeting with a challenge partner. Ask an IGNITE 	<ul style="list-style-type: none"> ~Utilize Zoom to help ease scheduling issues or to include members of the team/group who cannot physically be present. ~Use Zoom for conversations that are too long

	staff member to assist.	for Band or too important for Band/email.
In-Person	~The most personal and effective way to plan, organize, collaborate, and communicate is in-person meetings. ~This should be the preferred method of communication.	~Prioritize in-person communication in all cases possible and logical. ~Consistently attend your scheduled in-person team meetings, seminars, and check-ins.
Check-in	An opportunity to go in-depth with one of the IGNITE staff members. ~Share how you are doing. ~Share success stories and "wins". ~Discuss concerns and needs. ~Review progress on standards. ~Tailor your IGNITE experience. ~Stay connected to staff and the IGNITE program.	~Work with your instructor(s) to schedule agreeable times for further conversations. ~Ask for a check-in to deal with any issues or concerns you have so we can ensure your success and progress. ~Be open and honest in your communication; the check-in's are confidential. An instructor will always ask if he/she can share an experience with others prior to doing so.
Google Classroom	~All of the course content needed to develop proficiency in the essential standards for each core content area will be housed in Google Classroom. ~Standards work is organized by phases of the Challenge Based Learning process. ~Resources can be accessed any time.	~Visit Google Classroom to learn the skills/content needed to complete your challenge. ~It is important that you take the pretests and complete the lessons and practice activities prior to moving on to the challenge work. ~It is recommended that you complete the course content work for one section, and then complete that section of the challenge.
Champion's Portfolio	~You will get a Google Site copy of the Champion's Portfolio for each challenge. ~This Google Site is yours to edit and fill throughout the course of the challenge. Please do not edit or delete course content that already exists. You may, however, change colors and fonts as you see fit. ~Be sure to capture your learning in authentic ways.	~Customize your Champion's Portfolio by adding photos, completing the personalized learning plan, and uploading evidence of learning. ~Capture your authentic learning experience by posting videos, photos, graphs, presentations, and/or documents that you've created. ~Use this portfolio when you have check-in with staff members as well as during conferences. This should reflect your learning at IGNITE Pathways.
Canvas	~If you are taking an IWCC course, you may need to check Canvas to refer to course materials, complete assignments, and check your grade.	~Check Canvas daily. ~Complete assignments in a timely manner. ~Communicate with instructors if you have questions about your course grade.
ROC	~If you are taking an IWCC course, you may need to check Canvas to refer to course materials, complete assignments, and check your grade.	~Check Canvas daily. ~Complete assignments in a timely manner. ~Communicate with instructors if you have questions about your course grade.

(Credit Iowa BIG Handbook for Communication information, pages 63-65 - 8.21.2019)

Participation

Attendance

Instructors will take attendance daily through JMC and Canvas for IWCC courses. Attendance is a vital component in Champion success at IGNITE Pathways. While Champions are expected to be engaged during their scheduled CTE and IGNITE Time periods, Champions may not always need to be present on the IGNITE campus.

Once a Champion has demonstrated an understanding of the challenge process and has established parameters based on his/her action plan, calendar, Google Classroom, and portfolio, he/she may have permission to complete coursework off the IGNITE campus. An IGNITE staff member would be in contact with the Champion's parents prior to any final decision being made.

Call out

At times throughout the year, Champions may need to be called out of school to attend to their work at IGNITE Pathways. The Champion's home campus may have specific procedures to follow to ensure the absence is counted excused and/or to ensure the Champion is dismissed at the appropriate time. Champions will be responsible for making up any learning and/or class activities while they are absent.

Dismissal

Champions will be dismissed from IGNITE courses when class ends. Knowing that learning can extend beyond the walls of a classroom, Champions may leave the IGNITE campus prior to dismissal to complete site visit work or other essential tasks required of the challenge. If this is the case, the Champion will check out with an instructor and use Band Application to document where he/she went and what task was completed.

- ❖ **JMC:** JMC will be used to keep attendance as well as report on proficiency of standards. JMC will also send announcements to parents and Champions if/when needed.
- ❖ **Band App:** Band will be used to monitor where Champions are during IGNITE and CTE course times. Band will be the primary communication tool used at IGNITE Pathways.
- ❖ **IGNITE Time:** IGNITE Time is intended to provide time to complete essential standards coursework and then time to apply the learning to the challenge. If core standards have been met and the challenge is up to speed, Champions may request an MOU to get released from the IGNITE Time requirement. However, if granted the release, Champions will need to line up a work experience placement. Also know that some coursework may need to be completed outside of your scheduled course times.

IGNITE Pathways Behavior Expectations

Champions at IGNITE Pathways are expected to follow the PBIS expectations of being safe, responsible, and respectful at all times. Above-the-line-behaviors are expected; if behaviors fall below the line, additional steps will be taken to address the behaviors.

Above-the-Line Behaviors

With the choice and freedom that comes with the IGNITE experience, there will also be high expectations, not only pertaining to academics but also behaviors. The following above-the-line behaviors are expected both on and off the IGNITE campus. Remember your behaviors not only reflect your character and affect your reputation, but they also reflect on the staff at IGNITE as well the reputation of the IGNITE program.

- ❖ Remain safe, quiet, and respectful in learning labs at the CREW as well as off site on field trips, work experiences, or meetings with challenge/business partners.
- ❖ Speak professionally and respectfully at all times. You never know who is listening.
- ❖ Stay focused on your challenge and your learning experience. Remember why you are at IGNITE and keep your eyes on the prize → your future!
- ❖ Act and dress appropriately when on the IGNITE campus as well as when you are meeting with business or challenge partners. Professional dress will be required during presentations to business and challenge partners. If you have questions, please ask an IGNITE staff member.
- ❖ Clean up after yourself when you leave a space; this includes the Learning Lab, hands-on labs, CREW Center, job sites, and any other place you go throughout the day.

Below-the-line Behaviors

Champions that portray the following behaviors will not find success at IGNITE Pathways and will most likely be asked to leave the program.

1. Avoidance
 - ❖ Champions who come to IGNITE because they want the 'easy' route struggle when they recognize IGNITE is not easy.
 - ❖ Champions who are failing to attend to team tasks, reference the action plan, utilize a calendar, complete performance tasks, and/or capture evidence of learning will have a difficult time earning credit.
 - ❖ Champions who consistently speak disrespectfully and/or make disrespectful, unsafe choices will disrupt the learning of others; this behavior is not allowed.
2. Failure to Prioritize IGNITE Pathways
 - ❖ Champions who are routinely absent, prioritize other things over their time at IGNITE, and spend little or no time at IGNITE outside of their required classes will struggle in this program.
 - ❖ Champions who are missing, skipping, or ignoring team meetings, work sessions, 1-on-1 meetings, and other scheduled meetings will struggle.
3. Failure to Communicate
 - ❖ Champions who fail to regularly and consistently communicate with the challenge team, instructors, and/or challenge partners via Band, email, or verbally.
 - ❖ Instructors need to be notified 24 hours in advance of missing class when possible. If you are ill, have someone else contact an IGNITE staff member.

Please note the unacceptable behaviors may result in being put on an improvement plan, required to attend IGNITE Time daily, involved in a parent meeting, and/or removed from the program.

Standards Based Assessment and Reporting (SBAR)

What is a Standard?

A standard is a statement identifying what Champions should know and be able to do. Standards for each content area subject and grade level are identified through the Iowa Core Standards and the IGNITE Pathways curriculum.

What is Standards-Based Instruction?

In a standards-based classroom, Champions focus is on true mastery of skills and content. Teachers plan and implement lessons based on standards that every Champion must learn.

Guiding Principles

1. Champions will own their learning. Grades will not be used as rewards or punishments rather as evidence of learning.
2. Champions learn at different times and in different ways. We will allow Champions to demonstrate learning in the ways they learn best, not the ways we learned or know best.
3. Champions can and will be encouraged to demonstrate a higher level of understanding and proficiency at any time during the school year on the standards within each course. Retakes and revisions are allowed universally.
4. Behavior is not included in the proficiency indicator and will be reported separately.
5. Extra credit will not be given at any time.
6. Champion voice and choice, aligned with the proficiency rubrics in determining proficiency of standards is a universal option.
7. Proficiency rubrics will guide teachers in providing evidence to support proficiency of essential learning standards using multiple data points.
8. Independent practice will be meaningful, purposeful, of high quality and aligned with essential learning standards. Champions will have multiple opportunities for practice before the essential learning standards are summatively assessed for a proficiency score.
9. Champions will be assessed summatively on each essential learning standard. Teachers will allow Champions opportunities to complete formative assessments regularly. Grades will report only what Champions know and can do after learning's cycle, not the routes they used to get there.
10. Fair isn't always equal and equal isn't always fair. It will be developmentally appropriate for Champions at strategic points in their learning journey.
11. Champions will be graded in three ways. They will be graded on product (standards), progress (growth) and process (21st century universal constructs). Each will go on a report card with only the product showing up on the transcript starting in 9th grade.
12. Champions will be challenged to score a minimum of a 3 on a product in order to show proficiency on the essential standards. Champions scoring less than a 3 will have opportunities to reach proficiency, and Champions scoring a 3 will be able to move to 4 if they choose.

Proficiency Indicators:

Champions have shown the highest level of comprehension of content when they demonstrate a thorough understanding as evidenced by doing something substantive with the content beyond merely echoing it. The highest level of comprehension occurs when the content is broken down into its component parts, explained from alternative perspectives and used purposefully in new situations.

Each indicator shows progress towards each specific learning target for each course:

- 4: Excelling - Champion demonstrates high level and in-depth understanding beyond the cognitive rigor required of grade-level standard.
- 3: Proficient- Champion can apply the skill or concept correctly and independently.
- 2: Approaching- Champion shows some understanding. Reminders, hints, and suggestions are needed to promote understanding.
- 1: Beginning – Champion shows limited understanding and or use of the skill or concept.
- I: Insufficient Evidence - Champion has not provided sufficient evidence to show their level of understanding/skill.
- –: Not Assessed – Standard has not been introduced at this time.

Assessed Criteria

To make grading reflective of learning, three major types of grading criteria will be distinguished in reporting Champion performance: product and progress criteria, which relate to academic achievement and cognitive outcomes, and process criteria, which describe non cognitive behaviors, dispositions, and social-emotional learning skills (Guskey, 1994, 1996). Each will be scored on a 4 point scale. Each criterion will be converted to a traditional grading scale prior to being entered on Champion transcripts when and where developmentally applicable.

Product (Standards) - Product criteria reflect how well Champions have achieved specific academic learning goals, standards, or competencies. These might be determined by Champions' performance on major examinations, projects, reports, or other culminating demonstrations of learning. Product criteria describe Champions' academic achievements, what they have learned and are able to do as a result of their experiences in school.

Progress (Growth) - Progress criteria, sometimes called “growth,” or “development” criteria, show how much Champions have gained or improved in their learning. Although related to product criteria, progress criteria are distinct. It would be possible, for example, for Champions to make outstanding progress, but still not be achieving at grade level or meeting specific academic goals. It also would be possible for highly skilled Champions to show they’ve achieved the product criteria without making notable progress or improvement.

Process (Learning Enablers)- Champions will earn grades in this category through the Universal Constructs aligned with the Iowa Core 21st Century Learning criteria.

Grading Conversions

Grading is captured in three ways, product, progress and process. Grades and grading is a capture of learning, not bartering for acceptance. Grades are not used to reward, affirm or validate Champions rather they are evidentiary captures of learning, growth and universal constructs. When developmentally appropriate, standards based grading scales will be converted to traditional letter grading. Below is the scale which will be used to convert. The below scale was developed by Robert Marzano (2010).

3.75-4.00 = A+	2.84-2.99 = B+	2.34-2.49 = C+	1.76-1.99 = D+
3.26-3.74 = A	2.67-2.83 = B	2.17-2.33 = C	1.26-1.75 = D
3.00-3.24 = A-	2.50-2.66 = B-	2.00-2.16 = C-	1.00-1.25 = D-
Less than 1.0 = I			

The 15 Commitments

The 15 Commitments of Conscious Leadership has developed the 15 commitments it takes to living a life constantly above-the-line.

About the Commitments

Conscious commitment begins the process of positive change and relational and organizational resolution. We define commitment using its Latin origin, *committere*, which means to gather one's energy and move it in a chosen direction. Using this definition, we view commitment as an energetic experience and not a moral issue. Excerpt from *Conscious Leadership* by Jim Dethmer, Diana Chapman, and Kaley Warner Klemp.

1. I commit to taking full responsibility for the circumstances of my life, and my physical, emotional, mental, and spiritual well-being. I commit to support others to take full responsibility for their lives.
2. I commit to growing in self-awareness. I commit to regarding every interaction as an opportunity to learn. I commit to curiosity as a path to rapid learning.
3. I commit to feeling my feelings all the way through to completion. They come, and I locate them in my body then move, breathe, and vocalize them so they release all the way through.
4. I commit to saying what is true for me. I commit to being a person to whom others can express themselves with candor.
5. I commit to ending gossip, talking directly to people with whom I have an issue or concern, and encouraging others to talk directly to people with whom they have an issue or concern.
6. I commit to the masterful practice of integrity, including acknowledging all authentic feelings, expressing the unarguable truth and keeping my agreements.
7. I commit to living in appreciation, fully opening to both receiving and giving appreciation.
8. I commit to expressing my full magnificence, and to supporting and inspiring others to fully express their creativity and live in their zone of genius.
9. I commit to creating a life of play, improvisation, and laughter. I commit to seeing all of life unfold easefully and effortlessly. I commit to maximizing my energy by honoring rest, renewal, and rhythm.
10. I commit to seeing that the opposite of my story is as true or truer than my original story. I recognize that I interpret the world around me and give my stories meaning.
11. I commit to being the sources of my security, control, and approval.
12. I commit to experiencing that I have enough of everything...including time, money, love, energy, space, resources, etc.
13. I commit to seeing all people and circumstances as allies that are perfectly suited to help me learn the most important things for my growth.
14. I commit to creating a win for all solutions (win for me, win for the other person, win for the organization, and win for the whole) for whatever issues, problems, concerns, or opportunities life gives me.
15. I commit to being the resolution or solution that is needed: seeing what is missing in the world as an invitation to become that which is required.

Champion Agreement of Excellence

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the IGNITE Pathways Foundation. I understand the Foundation contains important information about the district and my role, responsibilities, and duties as a Champion. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Navigators or administration with any questions I have about the contents of the Foundation, my home school district's student handbook expectations (which apply if not explicitly addressed in the Foundation), or any questions that I feel were not addressed.

I understand that the Foundation is a general source of information and may not include every possible situation that may arise. I acknowledge that I understand and will comply with expectations and requirements set forth in the Foundation.

Champion's Signature Date

Champion's Name (Printed)

Parent's Signature Date

Parent's Name (Printed)
