



VISITORS

PARENTS

Ignite Achievement Academy prides itself on having an “Open Door” policy. We encourage visitors in our building, as the whole school community is a vital part of our scholars’ educational experience. Walk-in visitors may opt to have lunch with their scholar in the Parent Resources Room daily during the designated grade-level lunch times. Classroom visits must be scheduled in advance with the classroom teacher and are limited to 20 minutes per week unless approved by administration or parent is fulfilling Parent Volunteer hours. During standardized and benchmark testing, parents will not be permitted to visit in classrooms or hallways.

In order to ensure the safety of our scholars, any scholar not enrolled at IAA will not be allowed to wait at Ignite Achievement Academy unattended. Please make arrangements for your child to wait for pick up at their designated school. All minor children that are not enrolled at Ignite must always be accompanied and supervised by an adult.

Parents/guardians and other approved adults are strongly encouraged to visit. Upon arrival, all visitors must report to the main office and sign in using the designated Entry and Exit System. An IAA staff member will accompany/guide visitors to their destination. All visitors must have a badge that is visible at all times while on the IAA premises.

Visitors are welcome in the classroom, however they may not talk to the teacher in depth while observing the class. In the event a conference needs to be held, please reach out to your scholar’s teacher or administration to set a scheduled time for the conference.

ALL VISITORS

All persons visiting Ignite Achievement Academy and will access to any area outside of the main office are required to report to the main office upon arrival and sign in. All visitors must have a visitors badge or respective company credentials that are visible at all times while on the IAA premises. Any visitor that will be working directly with students are subject to a background screening conducted by IAA. Certain persons or agencies may be granted exclusion from this policy due to the nature of their visit (i.e. 3rd party vendors providing wrap around services where their respective organization has already performed a background screening, guest/substitute teachers, CPS/DCS caseworkers, Marion County CASA advocates, law enforcement officers, or visiting nurses or health department employees performing services).