



ENLIGHTIUM ACADEMY

Welcome to Enlightium Academy!

God has called us at Enlightium Academy to raise up children who receive the love of God and claim Jesus Christ as their Lord and savior. We rejoice that He uses us to do this work to advance His kingdom. With your participation and the guidance of the Holy Spirit, we will prepare the next generation of students by equipping them for each area of their lives: spiritual, academic, social, and physical.

Enlightium Academy (EA) will become a part of your daily life. Please know that we are committed to assisting you in receiving a Bible-based education. Our hope for your family is that you would celebrate the abundant spiritual impact that EA will have upon your child(ren), the strong pattern of learning that they will develop in basic academic subjects, and, most importantly, the opportunity your child(ren) will have to honor God in every part of life and learning.

This handbook is designed to assist you as you begin your experience with EA. Please keep this handbook in an easily accessible place in your home for your reference. In the meantime, we congratulate you on embarking upon this marvelous journey with your family and encourage you to be active participants in your child(ren)'s education at EA.

Mission Statement

At Enlightium Academy, we commit to being a loving school community while providing a high standard of education for all families. The EA curriculum is built on a biblical worldview, as we seek to inspire Christ-like character in our service to God and the world.

Statement of Faith

- ✠ We believe that the ultimate guide to faith and life is the Bible, which is inspired, infallible, and inerrant.
- ✠ We believe in a triune God who exists as Father, Son, and Holy Spirit, and we believe that all three parts of the trinity are equal, eternal, and essential.
- ✠ We believe that Jesus Christ was fully God and fully man, was born of the virgin Mary, lived a perfect life on our behalf, was crucified as payment for the sins of the world, and was resurrected.
- ✠ We believe that Jesus Christ is alive today and is seated at the Father's right hand, where He intercedes for all believers.
- ✠ We believe the Holy Spirit has come to convict the world of its sin and to teach, guide, and

empower believers for His service.

- ✠ We believe that God created mankind in His own image, but that every person is born a sinner and has sinned against God.
- ✠ We believe that only those who have been born again in Jesus Christ are forgiven of their sin and rescued to dwell eternally with God.
- ✠ We believe that those who receive Christ in faith receive the Holy Spirit, which sanctifies them, and live as obedient children of God; we believe that this gift is available to everyone.
- ✠ We believe that the power of the Holy Spirit makes it possible for every Christian to grow in obedience to the word of God and in spiritual maturity, and we believe that this growth is both a privilege and a responsibility.
- ✠ We believe that the church is a chosen people made up of all believers, with Jesus Christ as its head.
- ✠ We believe that water baptism and communion are to be observed in the church today.
- ✠ We believe in the physical resurrection of Jesus Christ.
- ✠ We believe that Jesus Christ will come again to judge the wicked and reward the righteous, and to establish His reign on earth forever.

Statement on Marriage and Sexuality

- ✠ We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
- ✠ We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- ✠ We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.
- ✠ We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
- ✠ We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Goals

- ✠ Teaching core Christian beliefs and concepts through Biblical training.
- ✠ Maintaining an academic program that is able to meet the needs of a variety of individual students while satisfying state academic requirements and preparing young people to live as servants of Christ by having courses that are built on a biblical educational philosophy and providing a strong foundation in the subjects of reading, language, mathematics, science, and history.
- ✠ Choosing godly teachers who claim Jesus Christ as their Lord and savior and can serve as role models.
- ✠ Raising up students who will become adults who are becoming more like Christ and are able to lead and serve their communities for the sake of His kingdom.

Philosophy of Education

True knowledge comes from God, and Enlightium Academy was founded on this reality. Only Christian education is able to tackle all the dimensions of life as they relate to our God-given purpose. Holistic education does not merely present the facts, but presents them in the larger context of God's plan for mankind. In order to be academically sound and instructionally effective, an educational program must recognize the nature of God, of knowledge, and of mankind.

Accreditation/Membership/Approvals

Enlightium Academy is fully accredited by AdvancED accreditation, is a member of Merit Scholar Society, Junior High and High School Honor Society, and is approved by College Board for Advanced Placement (AP), PSAT, and SAT testing.

I. ADMISSION AND RE-ENROLLMENT

Admission Policy

1. As a result of our purpose and mission as a school, it is crucial that parents recognize and agree with the fact that teachers will speak freely with students about their faith in Jesus Christ and will reach out to students to encourage them in their faith and address their performance from a biblical perspective, when necessary.
2. Students need to have a desire to be enrolled at EA. They also must agree to follow the guidelines and standards that the administration has set forth, which are laid out in this handbook.
3. Parents and students who have unresolved conflicts from their time at their previous school should have a desire for resolution and should develop a Biblical plan to move toward reconciliation before enrolling at EA.
4. If a conflict should arise between a household and the previous school that cannot be resolved between the two parties, parents shall agree to allow the EA Administration to mediate the conflict.
5. Students with handicaps of any kind (mental, academic, emotional, or physical) will be admitted if the administration is of the opinion that EA's program can adequately meet their needs.
6. EA's program does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in its admission, educational policies, and programs administered by the school.
7. Enlightenment Academy reserves the right to deny enrollment to any family or student(s). In the event that enrollment is denied, an explanation may or may not be provided. The enrollment fee and tuition paid for the school year in question will be refunded.

Enrollment Steps	Re-enrollment Procedures
<ol style="list-style-type: none">1. Pay the enrollment fee2. Fill out the online application3. Fax student's current grades and/or unofficial/official transcripts4. Fill out and sign Records Release Form; fax or email form to EA5. Complete Placement Tests	<ol style="list-style-type: none">1. Pay the enrollment fee2. Fill out the online application

Legal Custody

1. Single parents, grandparents, or foster parents must provide written documentation to prove that they have legal custody of the child(ren) to be enrolled, such as a court decree or private settlement agreement.
2. In order to be authorized to make academic choices on behalf of the child(ren), a person must have legal custody of the child(ren).
3. If divorced parents share legal custody of a child (evidenced by written documentation provided to

the school of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child(ren).

4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child(ren)'s natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to EA.
5. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
 - The legal custodian must sign the school enrollment contract.
 - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational & medical decisions for the students they are attempting to enroll.
 - If a foster parent does not have sole legal custody, then signed authorizations from both noncustodial parents and foster parents must be provided for children who are enrolled.
 - If a grandparent is a caregiver, but does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.
 - Enrollment will not be complete until permission to enroll the child(ren) is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child(ren)'s education.
 - Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on free exercise of religious instruction or standards of conduct will negate enrollment.
6. Written directions should be contained in the official custody papers regarding which parent is to:
 - receive school notices
 - have access to the student's records*

*Note: Regardless of custody, both parents have the right to receive certain academic records about the student.

II. PROGRAMS OFFERED—ACADEMIC SUPPORT

Primary School Students (Grades PreK–2)

The Primary school package is a parent-led program designed for students whose parents desire to take the initiative of educating their own child using the a print-based curriculum and staying under the umbrella and guidance of EA. The parent or guardian will receive training and will be held accountable to the assigned personnel. EA will provide record keeping services, grading verification and administrative support.

Unused books purchased for primary school students (grades PreK–2) cannot be returned after 30 days of being ordered.

Bronze (Grades 3–12)

EA provides curriculum, official record keeping, and academic coaching for parents in order to enable them to grade students' work and monitor students' progress.

Silver (Grades 3–12)

In addition to the curriculum and official record keeping, EA provides basic teacher support through the messaging system incorporated in the curriculum. Teachers offer personalized academic assistance within business hours by reviewing all subjective problems, addressing students' questions, and commenting on students' work.

Silver+ (Grades 3–12)

In addition to all the aspects of the Silver and Bronze Programs, EA provides priority teacher support via the internal messaging platform guaranteed within an hour or less during business hours, if a teacher is not available immediately.

Gold (Grades 3–12)

In addition to all the aspects of the Silver +, Silver, and Bronze programs, students enrolled in the Gold program benefit from unlimited priority access to their teachers via the phone and screen share options. Additionally, students are guaranteed a teacher response within an hour during standard business hours, if a teacher is not available immediately.

Diamond (Grades 3–12)

In addition to all aspects of the Bronze, Silver, and Gold, students enrolled in the Diamond program will receive our ultimate support in messaging and phone support. Diamond students will have access to face-to-face video interaction with the teachers in addition to the visual explanations.

III. TEACHER'S ROLE

The online program is primarily designed for independent study, yet at Enlightium Academy we provide teacher's support. We believe that with additional teacher support, students can excel, master their skills, and prepare for the next grade level with confidence.

The Ignitia curriculum is the primary means by which the student is introduced to material. EA teachers provide the supplementary support in connecting the lesson material to answering the assignment questions. The teacher's involvement varies between the various support packages.

Bronze Program

The parent is the teacher in the Bronze Parent Led Program. EA provides a coordinator who grades

students' assignments. However, the coordinator is not responsible for any academic support. The Bronze coordinator can be reached by school e-mail or phone to discuss grading disputes only and is responsible for the following:

- Available during regular business hours for students
- Grade students' assignments and provides feedback as needed in a 24 hour period on weekdays
- Conduct a progress check once a quarter and contacts parents whose student(s) has/ have failing grades

Silver Program

Under this program, students receive basic teacher messaging support, including the following:

- Available during regular business hours for students
- Provide additional written explanation of the lesson's content upon students request within **four business hours** of receiving the request on weekdays
- Grade students' assignments and provide feedback on those assignments once in a 24 hour period on weekdays
- Check and answer students' messages three times a day during weekdays: morning, afternoon, and early evening
- Conduct a progress check every month and reach out to all students
- Inform parents of students' areas of concern and praise
- Send monthly emails with encouragements, tips, and additional resources

Silver+ Program

Under this program, students receive priority teacher messaging support, including the following:

- Available during regular business hours for students
- Provide additional written explanation of the lesson's content upon students request within **one business hour** of receiving the request on weekdays
- Grade students' assignments and provide feedback on those assignments once in a 24 hour period on weekdays
- Conduct a progress check every two weeks and reach out to all students
- Inform parents of students' areas of concern and praise
- Send monthly emails with encouragements, tips, and additional resources

Gold Program

Under this program, students receive priority teacher phone and messaging support, including the following:

- Available during regular business hours to students and parents
- Provide additional written, verbal, or visual explanation of the lesson's content upon student's request within **one business hour** of receiving the request on weekdays during school hours
- Grade students' assignments and provide feedback on those assignments twice in a 24

hour period on weekdays

- Check and answers students' messages at least three times a day during weekdays: morning, afternoon, and early evening
- Conduct a progress check every two weeks and reach out to all students
- Inform parents of students' lack of progress and inform parents of students' areas of concern
- Provide feedback on habits needed to succeed, and follow up on the habits suggested.
- Send bi-weekly emails with encouragements, tips, and additional resources

Diamond Program

Under this program, students receive our ultimate teacher support across all channels of communication, including the following:

- Available during business hours to students and parents
- Provide additional written, verbal, or visual explanation of the lesson's content upon students request as soon as possible of receiving the request on weekdays during school hours
- Grade students' assignments and provide feedback on those assignments as many times as needed in a 24 hour period on weekdays
- Check and answer students' messages at least three times a day during weekdays: morning, afternoon, and early evening
- Conduct a progress check every day and reach out to struggling students and inform parents of students' areas of concern
- Provide feedback on habits needed to succeed, and follow up on the habits suggested
- Send weekly emails of encouragement, tips, and additional resources.

IV. STUDENT'S ROLE

The online program requires independent learning with teachers and parents support/collaboration. Depending on the grade level of a student, parental responsibility is decreased and student's accountability is increased. Students are advised to spend at least 1 hour per subject, per day to stay on track with the curriculum's schedule and to ensure that sufficient understanding of the curriculum is achieved.

All students are required to be in line with the following:

- Read the lessons in the curriculum until presented concepts are clear
- Depending on the support level, to ask parent or teacher to provide additional explanation if concepts in the lesson are difficult to grasp
- Take notes of important information presented in the lesson
- Follow daily schedule in the curriculum
- Review the solutions to assignments after completing each one

V. PARENT'S ROLE

Parents play an important role in helping their children become independent learners. The crucial time in academic development is at the elementary level (3-5 grades), where parental involvement is needed on a daily basis. Parents are required to supervise their children and be sure that they read the lesson, take notes, answer questions, and review teacher's notes. In other words, they play a role of a coach, yet allowing children to work independently. As the students become more independent (6-8 grades), parental roles gradually diminishes and the students' accountability increases. Parents are encouraged to check daily on their student's work completion and be available for a parent-teacher phone conferences. At the high school level, students should be able to work independently with a minimal parental supervision and support.

All parent/guardians are required to be in line with the following:

- Provide the student with a learning environment at home
- Provide the student with a high speed internet connection (cable internet is recommended) and a working computer
- Require the student to spend one hour per subject per day on his/her schoolwork during weekdays
- Be available to help student understand concepts presented in the lesson
- Log-in into parental portal on weekly basis to check on student's progress
- Weekly check personal e-mail listed in the application for important messages from EA
- Notify the Progress Department of planned absences at least two days in advance
- Be aware of local and state homeschooling requirements
- Fill out and sign any program specific agreements; i.e. the EA Bronze Program Parent Agreement Form, emailing it to admissions@enlightiumacademy.com

Parents with Tutoring Login Credentials

- Secure all privileged tutor login credentials, which is provided upon request
- Hold all students in my household to the highest standards of academic integrity
- Take responsibility for any leaked information which may result in academic dishonesty

VI. PROGRAMS OFFERED-ACADEMIC LEVELS

Placement Tests

Enlightium Academy's program offers diagnostic testing in math and language arts that determines each student's academic level. If specific weak areas are evident from the testing, the appropriate curriculum level will be assigned to a student.

Honors

Students who score above average for their grade level group on placement tests, usually above an 85%, and had high academic grades at the previous school will be considered for the honors program, and may enroll in the honors program upon parent's request. Honors courses demand the highest level of participation and effort from students. This program explores curricula at greater depths and degrees of complexity.

As standard and Honor courses are separate courses, there is a 30% withdrawal fee for changing between courses after 30 days. Students can still change between standard courses and Honors courses within 30 days from the start of courses without a fee being applied.

Regular

Students who score between 35% and 84% on placement tests will be placed in the Regular Program. EA's Regular Program is academically intense and designed to prepare students for a post-high school educational career.

Modified

Students who score below 35% and have exhibited poor academic performance at their previous school, might be assigned modified courses in collaboration with parents. Modified courses can be assigned for all 5 core subjects or only for those few that the student struggles with significantly. Modified courses may be shorter in length compared to the regular courses, to allow more time on assignments. Struggling students may also have more review units to prepare them for their current grade level material.

High School Level in Middle School (7-8 grades)

High school academic level credits can be earned during 7th or 8th grade, if a student meets all prerequisites for the high school level courses and is on track to meet all middle school requirements, and per parent's request only. Please note that World Language, Mathematics, State History and other high school subjects may be taken in grades 7 or 8, if they are high school level courses.

**Please check with EA Middle School Counselor for details.*

Early Graduation

EA offers an opportunity for determined high school students to fulfill their graduation requirements in less than four years. Upon the successful completion of all assigned units in each subject of a current grade level, high school students may re-enroll for the next grade level at any time of the year and thus may finish high school earlier, provided that the entire tuition has been paid for the completed courses. Also, counselors may determine an optimal course of action, based on at which point in the school year the curriculum is completed.

VII. CREDITS AND GRADUATION REQUIREMENTS

Graduation Requirements

Each high school student must earn 24-28 credits (depending on what year they enrolled and whether they would like to receive a regular or a college prep diploma) in order to qualify for an EA high school diploma.

University level preparatory students should also meet the following requirements:

- Take at least 4 credits of Math

- Take 4 credits of English
- Take 3 credits of History (including State History)
- Take at least 4 credits of Science (including Biology and Chemistry)
- Take 2 years of the same World Language
- Have at least a 3.0 grade point average (GPA) on a 4.0 scale
- Take a college entrance examination (PSAT and SAT)

Total of 24 credits are required for an honors diploma with a 3.5 GPA or higher.

Enlightium Academy will require the following criteria to be matched or exceeded for a student to receive an academic diploma of graduation: this program is designed to meet the needs of a student who has attended EA high school for four years. Any student who enrolls after the freshman year will be required to fulfill their state graduation requirements plus yearly expectations of EA.

Academic Diploma Requirements		College Preparatory & Honor Diploma Requirements	
Course	Credits	Course	Credits
Bible New Testament, Old Testament, Doctrine & Application, Christian Faith and Living	1 credit per year of enrollment	Bible New Testament, Old Testament, Doctrine & Application, Christian Faith and Living	1 credit per year of enrollment
English I: Elements of Literature: Structure & Language, II: Literary Genres: Effective Writing, III: American Literature: Research & Reports, IV: British Literature & Poetry	4 (4yrs)	English I: Elements of Literature: Structure & Language, II: Literary Genres: Effective Writing, III: American Literature: Research & Reports, IV: British Literature & Poetry, AP English Language and Composition	4 (4yrs)
Mathematics: Algebra I & II, Geometry, Pre-Calculus, Calculus	3 (3yrs)	Mathematics: Algebra I & II, Geometry, Pre-Calculus, Calculus, AP Calculus	4 (4yrs)
Social Studies State History (.5), World Geography (.5), US History, World History, Government & Economics	3 (3yrs)	Social Studies State History (.5), World Geography (.5), US History, World History, Government & Economics, AP United States History, AP World History	4 (4yrs)
Science General Science II, Biology, Chemistry, Physics	3 (3yrs)	Science* General Science II, Biology, Chemistry, Physics, AP Chemistry *At least one laboratory science course required	4 (4yrs)
Career and Technical Education (CTE) College Planner (.5),	1 (1yr)	Career and Technical Education (CTE) College Planner (.5),	1 (1yr)
Fine & Visual Arts Music (.05), Arts (.05), Essentials of Communications (.05), Digital Media (.05)	1 (1yr)	Fine & Visual Arts Music (.05), Arts (.05), Essentials of Communications (.05), Digital Media (.05)	1 (1yr)
Physical Education Physical Education, Physical Fitness	1.5 (1yr 1sem)	Physical Education Physical Education, Physical Fitness	1.5 (1yr 1sem)
High School Health	0.5 (1sem)	High School Health	0.5 (1sem)
World Languages Spanish, French	2 (2yrs)	World Languages Spanish, French	2 (2yrs)
Electives Foundations for Living, Family & Consumer Science, Programming, Business Entrepreneurship, etc.	1 (1yr)	Electives Foundations for Living, Family & Consumer Science, Programming, Business Entrepreneurship, etc.	2 (2yrs)

*A \$50 fee will be charged for ordering and mailing the diploma, including officially signed & sealed transcripts. The first request for official transcripts (up to 3) that EA provides is free of charge; each additional request (of up to 3) official transcript is \$5 and can be purchased through EA's website. If a student is participating in an organized local graduation ceremony, the student needs to notify EA office of the date when the diploma is needed ahead of time. Students may order cap & gown for an additional fee by contacting the EA registrar.

Grading Scale

93%-100% = A	73%-76% = C
90%-92% = A-	70%-72% = C-
87%-89% = B+	67%-69% = D+
83%-86% = B	63%-66% = D
80%-82% = B-	60%-62% = D-
77%-79% = C+	Below 60% = F
	P = Passing
	I = Incomplete

Explanation of Credits

Honors (7-12 grades):	Regular (7-12 grades):
5 units (chapters) are equivalent to .5 credits = 1 semester. 10-13 units are equivalent to 1 credits * H (honors) work will be identified on transcript	4 units are equivalent to .5 credits = 1 semester 8 units are equivalent to 1 credits

VIII. COURSE OPTIONS

Choosing Classes

In grades 3-8, the five basic subjects – Bible, English, Math, Science, and History are assigned to students as a rule. If parents would like to add elective courses to the five core subjects, they must contact the student's counselor either by phone or e-mail to discuss the options.

In grades 9-12, the counselor assigns five basic subjects in accordance to the pattern (which can be found on our website under *Curriculum*). The counselor initiates the contact with parents by e-mail about discussing possible electives to ensure that students are in the right place on their graduation track. The actual discussion can take place in the e-mail conversation or over the phone, depending on parents' preference. If parents do not respond to the counselor's initiation and do not choose electives for their students within two weeks from the date contracts are signed, the counselor will assign appropriate electives needed for graduation.

Credit Recovery

Credit Recovery courses are assigned to students who took a specific high school course but did not

pass it. By taking a credit recovery course, the student is able to earn credit without retaking the entire course. Instead, the student will complete testing on different concepts and relearn only the material (s)he has not mastered.

At the beginning of every unit there is a pre-test. Based on the student's responses to questions on the pre-test, the system will only assign those lessons that cover material from questions that were answered incorrectly.

Since there is a pre-test for every assigned unit, it is difficult to predict how long it will take a student to complete all units, as it strongly depends on how each student does on the pre-test. For this reason, we ask students to work ahead of the assigned schedule* and complete several assignments every day. This is to ensure that the entire course is completed within the given time.

*A standard pace is about 1-2 units per subject per month.

Credit recovery courses cost the same as standard courses. In the event that multiple credit recovery courses are required based on multiple failed classes the previous year, credit recovery course cost may be prorated based on the percent grade of the failed classes.

IX. COURSE WORK

Reassignment and Mastery Learning

Lessons – students may not move on to a next lesson until they earn a score of 75%* or higher on the lesson they are currently attempting. Students are given two attempts to reach the threshold of 75%. If the threshold of 75% is not reached with the second attempt, students will keep the highest grade received.

Projects - a minimum of 70% of all projects assigned in a course need to be completed by the student in order to receive credit for the course.

Quizzes – students may attempt a quiz the second time if the first attempt received a score lower than 72%. Once the threshold of 72% is reached, students will not be given a second attempt. Additional attempts will not be granted per students' requests for any reasons, such as a desire to improve the grade or another chance to study. Students have the option to receive partial points on quizzes below 72% by submitting explanations and/or steps to solving the problem that were marked incorrect. Students will be able to increase their grade up to 72%. Students will not be allowed to make corrections on quizzes above 72%. However, if a teacher sees a need for a student to attempt a quiz second or third time, the teacher may assign an alternate quiz with similar problems. If an alternate quiz is not available within the curriculum, additional attempts may not be granted unless confirmed technical errors have occurred**.

Tests - students are given only one attempt on all tests. If students find their test score below satisfactory, they may request an alternate test, if available, within a day or two after completing the original test. Students will not be granted additional attempts on original or alternate tests for any reason except in the case of a confirmed technical error**. If both tests were attempted, students may keep the higher score.

*Both the percentage thresholds and max number of attempts may be adjusted on a per student basis upon approval from administration.

**Confirmed technical errors must be confirmed by parent(s)/guardian(s) or Ignitia technical support. Also, efforts to resolve the issues with technical support must be evident.

Extra Credit

Enlightium Academy is rewarding students with extra credit for writing book reports on classic literature and for writing reflection essays after going on educational field trips.

[EA's Reading Program](#) allows students to read from an [approved reading list](#) and write book reports for a chance to receive extra credit in their English course. Book reports may be submitted in other courses as well, with teacher approval.

When a student goes on a trip to a museum or historical landmark, he or she may [write an essay](#) with grade level appropriate length, grammar, and formatting. The essays will have length requirements based on the student's grade information and a photograph of the student at the location will be required.

Blank Answers on Assignments

Students are expected to try their best and to answer all questions that are assigned to them. Should a student leave a question blank, teachers will reassign the question to be completed. If it is still left blank the student will receive a zero. If a student repeatedly submits blank answers, teachers retain the right to mark the question as a zero as well as remove an additional 15% from the total score of the lesson. Also, certain classes require projects, and a student may be failed if projects are skipped.

X. ACADEMIC DISHONESTY

Cheating

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions (as addressed below), and unauthorized assistance on tests or quizzes. Posting onto the Internet content from Ignitia, even as means of studying, is considered cheating by EA. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If the teacher has a reasonable suspicion that a student has cheated, the following actions will be taken:

1st offense:

- A teacher might assign an alternate assignment or reset the assignment.
- A teacher will inform the parents via e-mail explaining specifics of incident.

2nd offense:

- If the student was unable to show adequate knowledge of the material based on the grades received, and still shows signs of cheating, a phone conference will be set up with the teacher. No credit for the assignment will be given.
- A teacher will also inform the parents via e-mail.

3rd offense:

- No credit for the assignment and up to 25% off the total grade for the current quarter, dependent on the circumstances and administrative decision.
- The administrator will contact a parent(s) by e-mail and/or phone.

Plagiarism and Self-Plagiarism

Plagiarism occurs when a student uses wording or ideas from a source in an essay, assignment, quiz, or test, without identifying the source by citation. Plagiarism can be avoided by not copying any of the sources word for word in a report, unless the student uses quotations. Otherwise, the content must be significantly rephrased to prove the student's comprehension of the material. In addition, parenthetical citations can be used to denote which parts of the report derive their information from outside sources.

Self-plagiarism occurs when a student uses text to complete a writing assignment that has previously been written by that same student as an answer to another assignment. If a student would like to use any content created for a previous assignment for a current assignment, he or she must first obtain permission from his or her teacher.

As plagiarism and self-plagiarism are considered cheating, the same consequences will be applied for these offenses as for cheating. If you ever have any questions as to whether or not a particular report contains plagiarism or self-plagiarism, please feel free to contact EA academic support.

Plagiarism offenses will be handled in the following manner:

- 1st offense - the teacher explains to the student what plagiarism is, provides a warning, then reassigns the plagiarized assignment(s).
- 2nd offense - the teacher awards a zero on the plagiarized assignment(s) and notifies the parent by phone or e-mail.
- 3rd offense - the teacher awards a zero on the plagiarized assignment(s), notifies the parent by e-mail, and notifies student's counselor. The counselor calls the family to explain the severity of the situation and the potential consequences.
- 4th offense - the teacher awards a zero on the plagiarized assignment(s), notifies parents by e-mail and deducts at his or her discretion 15-20% off of the student's grade for the course's unit.
- 5th offense - an administrator and counselor committee decides if the student's enrollment at EA should be suspended or terminated. The parent will be notified by phone or e-mail of the committee's decision.

Offenses are cumulative across all courses.

XI. DOCUMENTATION

Report Cards

Report cards are e-mailed out to students on a quarterly basis. Final report cards and transcripts are

mailed out at the end of the year. If any of the extra credit forms are submitted, the extra credit will appear on the report cards.

Official Transcripts

The first official transcript that EA provides is free of charge; each additional official transcript is \$5 and can be purchased through EA's website.

Requesting Records

If a student is transferring to a different school at any time during the academic year, the accepting school must send the Enlightium Academy office an official request for records. Records will be released once all existing balance is paid in full and a withdrawal form is received.

XII. DEADLINES, PROGRESS EVALUATION, TRUANCY, AND ACADEMIC PROBATION

Due Dates and Daily Schedule

EA operates within an academic school year consisting of 180 instructional days with a definite first and last day of school. The students are expected to complete all assigned courses within the 180 school days. To achieve this goal, students are provided with a daily schedule within the curriculum that lists the exact assignments to be completed on each school day. Students are free to complete the daily assignments at any time of the day on which those assignments are due. Yet, students are strongly encouraged to fulfill daily and weekly schedule requirements in order to complete assigned work within a given week, quarter, semester, and year and thus avoid summer school, extension fees, and incomplete work.

Due Dates and Transfer Students

Transfer students who enroll later in the academic year and are required to finish a full grade are given a summer extension at no cost, as long as they enroll after the month of September. Those students who enroll in September are still required to finish all assigned courses by the end of the academic year. Students who enroll in the middle of the year or later may be given an extension at no cost if they have more than two or three quarters to complete.

Academic Evaluation

It is our purpose at Enlightium Academy to hold students to a high academic standard. To ensure higher academic performance, we conduct several evaluations of students' progress throughout the year.

Progress Check

Once a week, the EA Progress Department conducts a school wide progress check. This check consists of reviewing the number of assignments completed during the week by students vs. the expected amount of assignments needed to keep up with the assigned schedule. Parents are notified via e-mail if a student's progress is below the expected level. This notification does not assume a

penalty, but rather helps ensure that parents are aware of the student's attendance and activity.

Attendance Policy

Taking into consideration the varying degrees of parental involvement and the age of our students, the following attendance policy outlines both the parental responsibility and the actions of the EA Progress Department. Our policy addresses the issues of incomplete assignments, overall inactivity, and of our required responses to these issues. Enlightium Academy does not encourage inactivity but occasionally provides some exceptions with administrative approval because of extenuating circumstances such as illness or death in the family. A student is considered inactive for any given week if they complete less than 5 assignments during that week.

One Week of Inactivity

Parental Responsibility – to make sure that the student resumes activity as soon as possible. If a student is not able to resume activity, we ask the parent(s) to provide an explanation of inactivity by sending an email to progress@enlightiumacademy.com.

**EA's Responsibility – to send a precautionary message via email informing the parent of the student's inactivity.*

Two Weeks of Inactivity

Parental Responsibility - to make sure that the student resumes activity as soon as possible. If a student is not able to resume activity, the parent(s) are required to provide an explanation of inactivity by sending an email to progress@enlightiumacademy.com.

**EA's Responsibility - to notify the parent via phone and/or email.*

Three Weeks of Inactivity

Parental Responsibility - to make sure that the student resumes activity as soon as possible and to inform EA that activity will be resumed on the next day. Explanation of inactivity is required.

** EA's Responsibility - If a parent has not yet contacted Enlightium Academy, EA will issue a withdrawal warning letter via email stating that if the student will not resume activity within the next week, (s)he will be withdrawn according to the EA policy. To verify the successful delivery of this email, a follow-up phone call will be made by an EA counselor to the phone number(s) provided on the application.*

Four Weeks of Inactivity

Parental Responsibility - to make sure the student resumes activity as soon as possible and to inform EA that activity will be resumed on the next day. Explanation of inactivity is required.

**EA's Responsibility - If a parent has not yet contacted Enlightium Academy, EA will issue a withdrawal notice by email.*

If the student has not resumed activity before the withdrawal notice is issued and a parent has made no contact, the student is considered truant and will be withdrawn from Enlightium Academy.

Low Progress Probation

If a student falls behind schedule two weeks or more on average in all classes without prior notice, (s)he will be placed on low progress probation. Students placed on low progress probation are not yet considered truant, but are at risk of being withdrawn from Enlightium Academy for inadequate attendance if they continue falling behind.

Students will be notified via email and standard mail if they are placed on low progress probation. One week after being placed on low progress probation, a student's schedule is reset to allow him/her to show the ability and willingness to keep up with the schedule. If, after two weeks, adequate effort is not demonstrated, the student will be withdrawn from Enlightium Academy. All reinstatement requests will be evaluated by EA Administration and are subject to a reinstatement fee.

If a student does not show adequate progress but does demonstrate a willingness and effort, he or she will be directed to the appropriate counselor for study tips and suggestions. In such a case, the student will not be withdrawn from Enlightium Academy unless it is deemed by the student's counselor that online education is not compatible with the student's learning style.

Academic Probation

If a student is failing multiple courses, (s)he may be placed on Academic Probation. If a student is placed on Academic Probation, the student's counselor will reach out and notify the family of this and work with the student. The counselor will discuss with both the student and parents options to help the student succeed. Continuing to fail after the counselor evaluation, along with a lack of effort/cooperation, may result in the withdrawal of the student from Enlightium Academy within one month, depending on the severity of the situation.

Students who continue failing but show adequate effort and the desire to succeed will not be immediately withdrawn from Enlightium Academy. They will have an opportunity to talk to their counselor to discuss placement into remedial courses and/or upgrading to a program with more academic support. If failure continues and no adequate solution is found, the student may be dismissed from Enlightium Academy if it is deemed by the student's counselor that online education is not compatible with the student's learning style.

**Please, note that a 30% withdrawal fee will apply to both voluntary and involuntary enrollment termination. Also, a \$50 reinstatement fee will be charged for students who are reinstated with administrative approval after being withdrawn.*

Summer School and Extensions

Students who started on time and did not complete all assigned courses within 180 school days are given an opportunity to apply for a paid summer extension. The deadline is 1 week before the last day of school. Late registration will require an additional \$50 fee. If registering after summer school already started, the late registration fee will be \$100. The summer extension consists of eight additional weeks and costs \$200 per student regardless of the number of units that student still has to complete. The support level offered for the extension is the Silver level. The extension fee may be waived or reduced with counselor approval due to ongoing extenuating circumstances such as prolonged illness.

If a student does not complete all assigned courses by the summer extension deadline, (s)he may formally request a further extension in writing, providing reasons for the extension to be evaluated by administration who will determine the length of the possible extension*, the monthly cost, and the approval of the extension. The written request should be submitted via email to progress@enlightiumacademy.com.

*When extending past summer school students may lose unfinished work, depending on how much was completed and how much is unfinished.

Retention Policy

Retaining students at a given grade level is a procedure practiced when students are performing at a level significantly below grade level expectation. The following criteria is used to determine whether or not a student should be retained in grades 1-8: a student may not fail two or more core subjects, especially English and Math in order to be promoted to the next grade. Any student in grades 1-8 who earns "F's" in both classes cumulatively for the year will be retained. Enlightium Academy administration will notify parents if retention is being considered, recommended or required. High school students will need to repeat a failing grade before taking the next level's course.

XIII. TUITION AND BILLING

Tuition

Tuition is based on the following breakdown, if taking a full course load or more:

- Bronze - \$200 per credit
- Silver - \$300 per credit
- Gold - \$500 per credit
- Diamond - \$1,000 per credit

Offline Electives - \$50 per credit, if above the full time courseload

Diploma Order- \$50 fee

Discounts

Early enrollment discounts are available for families who enroll before the school year begins. Pre-payment discounts are available for families who pay their student's tuition at the time of enrollment or within 30 days of enrolling.

All discounts only apply to full-time students, grades 3–12, and do not apply to offline or premium electives. Part-time enrollments must be paid up-front. High school seniors qualify as full time with at least 4 credits.

When adding additional students, multi-student discounts may be applied retroactively if within one month of enrolling the first child. If the additional students are enrolled after one month, then the multi-student discount will only apply to the additional students.

To qualify for active ministry discounts, the family must be living as missionaries overseas or serve as

lead pastors of a church. Other serving positions within the church or the community may be eligible for the active ministry discount upon consideration by EA administration.

To qualify for active military or veteran discounts, the proper documentation must be submitted.

To qualify for single parent discounts, the parent or guardian of the student must be divorced, widowed or raising the student without the support of the other parent.

Billing Options

All monthly payments must be paid via debit or credit card. The payments must be initiated before the classes are assigned. After the first payment is made, the payment day may be changed to a specific day of the month if requested.

Only upfront payments may be withdrawn via ACH bank withdrawal or PayPal.

The first tuition payment will be made with the card on record three days after the enrollment form is submitted. The amount charged will be based on information provided in the application such as the student's grade and program chosen. If the final tuition differs than what the application states, the difference will be communicated to the family via email and remaining payments adjusted accordingly.

After 14 days of the student starting courses, there will be a \$5 fee for changing the payment date one time or a \$15 fee for changing all remaining payment dates.

An initial declined transaction will be reprocessed daily for 3 additional attempts. Families are given 10 total days from the initial scheduled payment date to make a payment or request an arrangement, to avoid student account deactivation.

The last month of payment is May. The tuition should be paid by the end of May. If an extension is needed, a request and explanation are required, but will not be allowed if any monthly payments were not received.

Past-Due Balance Policy

If any monthly payments are declined, they will automatically be attempted 7 days later, which if declined again, will result in student account deactivation, unless a payment arrangement is made ahead of time, at which point the deactivation would take place if the payment arrangement is not fulfilled.

Once deactivated, the family will have 15 days to pay the balance or make a payment arrangement before being withdrawn.

The account may be sent to collections 30 days after student withdrawal due to delinquent payments

Upgrading and Downgrading Programs

The fee for downgrading a program is as follows: if the tuition for the student was prepaid, the fee will be \$75. If the tuition is being paid in monthly installments, the family can choose between a one-time fee of \$75 or a fee of \$100 split up over the remaining payments.

The fee for upgrading a program for the first time is waived. The fee for upgrading after the first time is the same as the fee for downgrading.

The upgrading and downgrading fee is waived if within the first 14 days after starting classes the parent or guardian notifies EA of their desire to upgrade or downgrade. The upgrade or downgrade will occur after the first payment is made.

Upgrading

The calculation will be based on the number of months the student was enrolled, unless the student is behind in their work. In the case that the student is behind, the calculation will be based on the number of units opened and the remaining units to be completed (an example of a calculation based on units is provided in the Downgrading section below). In general, when the calculation is based on the number of months, the balance will be calculated as if the parent/guardian chose that support level package from the time classes were assigned. Only the remaining months will be counted toward the balance at the newly chosen support level.

For example:

If the cost for a Silver student was \$150 per month for 10 months, and \$250 per month for a Gold student, and a parent switches to Gold half way through the year, then the remaining 5 payments will be \$250 per month, unless the student is behind in their course work. If the switch is completed before the 15th of the month, then that month will need to be paid at the cost of the newly chosen support level as well.

Downgrading

The calculation will always be based on the number of units opened and the remaining units to be completed. If a student is ahead in his or her coursework, the completed units will need to be paid for at the original support level. However, if a student is behind in his or her coursework, the unfinished units will be calculated at the newly chosen support level. Also, if three assignments or less are completed in a unit, that unit will not count as an opened unit

For example:

An 8th grade student completed/opened 6 units at the Silver level, \$300 per credit, which is generally 8 units, but only worked for 4 months. There are 6 remaining months but only 2 units are unopened. The parent/guardian would be paying \$150 per month if they chose to pay monthly starting in August at the Silver level. If they enrolled in the Bronze level from the start, they would be paying \$75 per month, which is \$150 per credit. However, since downgrading is based on units completed the amount would be \$93.75 per month. That is because \$600 was paid in the first 4 months, but the cost of 6 units at the Silver level is \$975. The difference of \$375 was added to the balance of the remaining 2 units calculated at the Bronze level and distributed into 6 monthly payments.

Class Drop Policy

A course may be replaced with another course within 30 days at no charge. Courses may be dropped for a refund only within 30 days of their assignment, and only if the dropped course brings the total assigned coursework below the full-time student threshold, which would trigger the recalculation of tuition at the part-time pricing rates.

Courses replaced with another course after the 30 day period will result in a \$50 course change fee. Courses dropped after the 30 day period, if resulting in a part-time status, will incur a 30% fee on the unfinished work.

14 Days Free Trial

All new families are offered 14 days after the student begins completing the coursework to decide if the EA Online program will be the best fit for their family. If a family decides to withdraw within those 14 days, a withdrawal fee will not be charged and all paid tuition will be refunded. The enrollment fee is non-refundable after 3 days.

XIV. WITHDRAWAL PROCEDURES

Reason for Withdrawal

Parents have the right to withdraw their child(ren) from Enlightium Academy for any reason. Parents may also be asked to withdraw their child(ren) if they are unable to meet financial obligations, if their child(ren) are consistently failing academically, if they have not met the terms of probation, or if families demonstrate a lack of partnership with EA's mission. Families may also be asked to withdraw their child(ren) due to conflict with a teacher, administrator, or other staff member. A family may also be withdrawn due to differences in behavioral and educational philosophy that have not been resolved, even after the procedure for handling conflict as laid out in [Matthew 18:15–17](#) has been followed. EA retains the right to withdraw a student at any time if the communication between the student's family and EA staff is not consistent and positive. The individual and the school must be given the opportunity to work out any problems that may arise in a Biblical manner that results in reconciliation.

Procedures for Withdrawal

Should a student leave Enlightium Academy to attend or enroll in another school, that family should notify the EA school office at the time the decision is made. A parent must submit a [withdrawal form](#). Records will not be released to either parents or the transfer school until all tuition and/or other unpaid charges or fees have been paid in full.

Withdrawal Fee

If a student is withdrawn more than 14 days after the date his or her courses were assigned, a withdrawal fee that equals 30% of the remaining unpaid tuition for that school year will be applied. The withdrawal fee calculation will be based on any units with 3 completed assignments or

less. Transcripts will not be released, nor will any applicable refund be submitted, until the withdrawal fee is paid.

APPENDIX A: POLICY CHANGES

Change	Date	Section	Description
Change in Declined Payment Policy	2/13/17	XIII	An initial declined transaction will be reprocessed daily for 3 additional attempts. Families are given 10 total days from the initial scheduled payment date to make a payment or request an arrangement.
Projects Completed to Earn Credit	2/1/17	IX	A minimum of 70% of all projects assigned in a course need to be completed by the student in order to receive credit for the course.
Billing Policy	12/23/16	XIII	The first tuition payment will be made with the card on record three days after the enrollment form is submitted. After 14 days of the student starting courses, there will be a \$5 fee for changing the payment date one time or a \$15 fee for changing all remaining payment dates.
Plagiarism Offense Details	11/23/16	X	Outlines the steps taken by EA in each instance of plagiarism by a student.
Academic Probation Policy	8/18/16	XII	If a student is failing courses, they may be contacted by a counselor and placed on academic probation. Counselors will work with the student to improve scores, but if effort and improvement are insufficient, the student may be withdrawn.
Handwritten Notes for Extra Credit	8/18/16	IX	Students may no longer submit handwritten notes for extra credit. Students are still encouraged to take handwritten notes to use for assignments, quizzes and test, and students have other extra credit opportunities available to them.
Grading Scale	8/11/16	VII	The grading scale was adjusted so that grades below 60% are considered failing; prior to the change grades below 62% were considered failing.
Inactivity Policy	6/28/16	XII	A student is considered inactive for any given week if they complete less than 5 assignments during that week.
2 Attempts for lessons	10/23/15	IX	Students now have two attempts per lesson, not three.
Summer Extension: Late Registration Fee	10/19/15	XII	A students must be registered for summer school one week or more prior to the end of the school year. A \$50 fee will be added if a student is not registered before the deadline, and a total fee of \$75 will result if a student is registered after summer school has begun.
Added Section: Section XII	9/30/15	XII	Major changes have been added to “Deadlines, Progress Evaluation, Truancy, and Academic Probation.”
Self-Plagiarism	9/30/15	X	A definition for self-plagiarism has been added to the definition for plagiarism.
Graduation Requirements: Number and Types of	9/30/15	VII	There have been some minor changes in the number of credits required per subject. This change will not affect the graduation track of currently enrolled students.

Electives Required			
Blank Answers	9/30/15	IX	When students leave answers blank, teachers will first reassign the question. If it is still left blank, teachers will deduct 1% per question from the final score. Teachers may deduct additional percentages if students consistently submit blank assignments.
Correct Quiz if Score is Below 72%	9/30/15	IX	In order receive partial credit for corrections on a quiz, a student must have received a score of 72% or less on his or her second attempt. He or she may only submit corrections once. Also, the grade cannot be increased above an overall score of 72% after corrections are applied.