



ENLIGHTIUM
ACADEMY

Family Handbook 2023-2024

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I. ABOUT US

Welcome to Enlightium Academy!

We rejoice that God uses the Enlightenment team to do his work in advancing his kingdom through Christian education. With your engagement as parents, godly instruction by [Enlightium teachers](#) and [staff](#), and active participation by our students, we can equip the next generation with spiritual formation and academic excellence.

This Family Handbook is designed to assist you in your academic journey with Enlightenment. The Family Handbook is your primary source of information as you start or continue your student's education at Enlightenment. Additional information is available at [Enlightium's Knowledge Base](#) and [Parent Orientation](#).

Our hope for your family is that you would celebrate the abundant spiritual impact that Enlightenment will have upon your student(s), the strong foundation of learning that they will develop in core academic subjects, and the opportunities they will be given to honor Jesus Christ, our Savior, in every part of their life and education.

Mission:

Enlightium's mission is to support every unique student on their journey to embrace their God-given talents, develop a lifelong thirst for knowledge, display a Christ-like spirit, and care for their community with kindness, respect, and love. We accomplish this by [promoting Christ-like character](#), providing our students with a high standard of education, being a loving and supportive community for our students and their families, and equipping students with the skills to pursue their individual, God-given passions and interests. Our educators are dedicated to the school's motto: "Driven to make a difference in hearts and minds."

Vision:

Enlightium's vision is to nurture students to honor God, care for others, believe in themselves, and achieve their highest potential in life.

Whom We Serve:

Enlightium serves a diverse population of students, including those previously attending public and private schools as well as homeschool families. A significant number of Enlightenment students are athletes or entertainers and thus need a flexible education. We also serve students abroad, such as missionary or military families, who benefit from being able to educate their children while traveling, as well as other families living outside of the United States.

Enlightium admits students of any race, color, theological or philosophical faith background, sex, ethnicity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Enlightenment. We do not discriminate on the basis of race, color, theological or philosophical faith background, sex, ethnicity, or national origin in the administration of our educational policies, admissions policies, scholarship, athletic, and other school-administered programs.

We have an open enrollment policy as long as parents and students agree to learn from a Christian standpoint in accordance with our statement of faith. This fulfills Enlightenment's mission: bringing glory to God, serving Jesus Christ, and sharing the gospel with students through a Bible-based curriculum and the impact of Christian teachers.

Accreditation, Approvals, and Memberships:

Enlightium Academy is a private Christian K-12 school that is approved by the Washington State Board of Education and is accredited by Cognia* and the Association of Christian Schools International (ACSI). Our [accreditation](#) and approval status ensures that our students' transcripts, credits, and courses are recognized by public and private schools, colleges, and universities worldwide.

*Cognia accreditation represents the unified policies and procedures for accreditation and certification from its Accreditation Divisions: North Central Association Commission on Accreditation and School Improvement (NCA CASI); Northwest Accreditation Commission (NWAC); Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

Philosophy of Christian Education:

At Enlightium, we teach from a biblical worldview and provide an academic program that satisfies our private school approval and accreditation requirements. Enlightium's students receive a strong academic foundation in English, mathematics, science, and history. We provide Christian teachers who serve as role models for students in the pursuit of developing a Christian mindset within our Expected Student Outcomes. Learn about [Enlightium's Philosophy of Education](#) and [Position on the Role of General Revelation and Special Revelation in Christian Education](#).

We believe in educating the whole child and ensure our programs reflect our intention to nurture and guide students' development spiritually, academically, physically, socially, and emotionally. This approach is reflected in our expected student outcomes, which frame our holistic view of education, and is founded upon our biblical view of persons holistically created in the image of God and renewed after the image of Christ. A major part of our whole child approach is offering student chapels each month. During these times of worship and biblical instruction, students are offered the hope of Christ and the truth of His Word in a way that accounts for each student's spiritual life and its transformative impact on the mind, body, emotions, and thereto personal relationships.

Curriculum:

Students in the Homeschool Program (grades PreK-8) use [book-based Christian curricula from AOP and BJU Press](#), while students in Online Program (grades 3-12) use the digital Christian curriculum, "Ignitia". Finally, students in the Sapphire Live program (grades 3-12) use a collection of the [best curriculum options on the market](#). Each curriculum* includes Bible, English, math, science, social studies, and electives courses. Click [here](#) to learn about the curriculum.

*Enlightium is objective-driven in our approach to instruction and curricula. We have adopted the [Texas Essential Knowledge and Skills](#) standards and therefore *do not align* our curricula to the [Common Core State Standards](#). We maintain our instructional practices consistent with a biblical worldview and therefore *do not adopt* contemporary educational reforms, including those reforms derived from the social philosophy of Critical Theory (e.g., Critical Race Theory).

Expected Student Outcomes (ESOs):

Enlightium has developed and maintains a comprehensive set of expected student outcomes that clearly state objectives that we have set out to achieve in each student and pertain to their spiritual, academic, physical, social, and emotional development. These outcomes act as a guide to drive our decision-making in assessing curriculum, academic programs, and educational policy. Each ESO is instructed, assessed, and measured on an ongoing basis.

Spiritual: Upon graduation, students will be equipped with a biblical worldview that impacts mind, heart, and body in ongoing Christian maturity and ministry in the world. Students will understand the importance and practice of prayer, the study of Scripture, intellectual growth, physical health, and participation in a local church. Students will comprehend, apply, and seek to maximize their unique gifting and vocational endeavors for life-long, Gospel-centered contributions to society and culture ([1 Thess. 5:23-24](#)).

Academic: Upon graduation, students will develop an academic proficiency from a biblical worldview that enables and empowers them to flourish academically in accordance with the knowledge and wisdom of Christ. Students will obtain a mastery of core subjects, critical thinking skills, a learner's disposition, an appreciation for the arts and classical literature, written communication skills, technological skills and safe practices, and the practical tools for assessing and evaluating their future college and/or career path ([Col. 1:9-10](#)).

Physical: Upon graduation, students will acquire the knowledge and practical skills necessary for honoring one's body as an integral aspect of the image of God. Students will grasp the value and discipline of exercise, nutrition, hygiene, and healthy sleep/rest patterns ([1 Cor. 6:19-20](#)).

Social: Upon graduation, students will be equipped and empowered to demonstrate the attitude and servant heart of Jesus Christ toward fellow humanity. Students will embody a biblical worldview and Christian values that correlate with loving motivations and acts. Accordingly, students will appropriately interrelate, serve, and respect all people from all backgrounds, whether in direct or indirect communicative contexts ([Jn. 13:12-17](#)).

Emotional: Upon graduation, students will acquire a well-rounded understanding and practice of emotional care that issues from a biblical worldview rooted in God's benevolence and the Holy Spirit's empowerment. Students will cultivate emotional health by assessing, evaluating, and responding faithfully and fruitfully to their emotions for a holistic and healthy life in Christ ([Ps. 139:23-24](#)).

Statement of Faith:

Enlightium's team models the following beliefs when interacting with students implicitly or explicitly:

1. We believe that the ultimate guide to faith and life is the Bible, which is inspired, infallible, and inerrant ([2 Tim. 3:16-17](#); [2 Pet. 1:21](#)).
2. We believe in one triune God who exists as Father, Son, and Holy Spirit, and we believe that all three persons of the Trinity are equal, eternal, and essential ([Deut. 6:4](#); [Is. 42:8](#); [Matt. 28:19](#)).
3. We believe that Jesus Christ is 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 ([Jn. 1:1,14](#); [Matt. 1:23](#); [1 Cor. 15:3-4,20](#)).
4. We believe that Jesus Christ is alive today and is seated at the Father's right hand, where He intercedes for all believers ([Rom. 8:34](#); [1 Jn. 2:1](#)).
5. We believe the Holy Spirit has come to convict the world of its sin and to teach, guide, and empower believers for His service ([Jn. 16:8-13](#); [Jn. 14:26](#); [1 Cor. 2:4,12](#); [Eph. 3:16](#)).
6. We believe that God created mankind in His own image, but that every person is born a sinner and has sinned against God ([Gen. 1:26-27](#); [Rom. 3:9-20](#); [Eph. 2:1-3](#)).
7. 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 ([Jn. 3:1-8](#); [Rom. 3:23-26](#); [Eph. 1:7-9](#); [Eph. 2:4-8](#); [1 Pet. 1:23](#)).
8. We believe that those who receive Christ in faith are born of the Holy Spirit, who sanctifies them, and live as obedient children of God; we believe that this gift is available to everyone ([Jn. 3:3-5](#); [Eph. 1:13-14](#); [Gal. 3:2, 14](#); [2 Thess. 2:13](#); [Acts 2:38-39](#)).
9. 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 ([Ezk. 36:25-27](#); [Titus 3:5-7](#); [1 Thess. 4:7-8](#); [Gal. 5:22-25](#)).
10. We believe that God created humanity as male and female image bearers, each gender ordained by God's will and objectively expressed of the whole person, spiritually and physically, from conception according to God's unchangeable plan for each unique human life, and each gender given distinct qualitative endowments uniting them in wise and fruitful rule over the earth, with equal dignity and value ([Gen. 1:26-28](#); [Ps. 139:13](#); [Jer. 1:5](#); [Mk. 10:5-9](#); [Matt. 19:4-6](#)).
11. We believe that the term "marriage" means a covenant sanctioned by God which joins one man and one woman in a single, exclusive, and sacred union, as delineated in Scripture ([Gen. 1:27-28](#); [Gen. 2:18](#); [Gen. 2:21-25](#); [Matt. 19:4-6](#); [Mk. 10:5-9](#)).
12. We believe in the sanctity, dignity, and irrevocable value of each human life from the moment of its conception, and the innate and sacred responsibility of humanity to guard and nourish each

human life as a fellow unique human being created in the image of the living God ([Gen. 1:26-28](#), [Ps. 139:13](#), [Jer. 1:5](#), [Gen. 5:1-3](#), [1 Tim. 2:15](#), [Deut. 4:40](#), [30:6](#), [19-20](#), [Eph. 6:1-4](#)).

13. We believe that the church is a chosen people made up of all believers, with Jesus Christ as its head, and that water baptism and communion are to be observed in the church today ([1 Pet. 2:9-10](#); [Gal. 3:28](#); [Col. 1:18](#); [Matt. 28:19](#); [1 Cor. 11:23-26](#)).
14. We believe in the physical resurrection of Jesus Christ ([1 Cor. 15:20-23](#); [Jn. 20:24-29](#); [Acts 1:11](#)).
15. We believe that Jesus Christ will come again to judge the wicked, reward the righteous in Christ, and establish His reign on earth forever ([1 Cor. 4:5](#); [Heb. 9:27-28](#); [Rev. 20:11-15](#); [Rev. 21:1-8](#)).

II. ADMISSION AND RE-ENROLLMENT

Admission Policy:

The Christian faith and Gospel message are central to Enlightium Academy's values, mission, and vision. Our faculty and staff act as ministers in their respective roles. It is of paramount importance, therefore, for parents and students to understand that staff and faculty are encouraged to discuss their faith and address academic issues from a biblical standpoint. Parents and students must also agree to follow the guidelines and standards that are laid out in this handbook, along with the [terms and agreements](#) at the time of enrollment or re-enrollment.

Enlightium's curricula utilize a personalized approach to education. Our team works alongside our students by joining them where they are in their educational journey. Our counselors review incoming student report cards for grades PreK-8 and transcripts for grades 9-12 and evaluate the Enlightium [entrance assessment](#) scores to help develop an academic plan specific to each student.

We can meet the unique needs of most students using our tiered approach to [academic intervention](#). If your student requires a formal 504 or intervention plan, please contact the [Intervention Team](#) after enrolling. It is recommended that students facing special medical or academic challenges be enrolled in the [Gold](#), [Diamond](#), or [Sapphire Live](#) tuition packages to receive the needed teacher support to ensure learning and adequate progress.

Students determined to be "At-Risk" (e.g., withdrawn from the previous school due to academic progress or attendance issues) may be accepted at Enlightium under conditional enrollment circumstances. These conditions may include but are not limited to specific parental oversight, student participation in the Intervention Program, and minimum attendance (i.e., sufficient weekly progress). It may be determined upfront or during the year that the student needs to be enrolled in the [Gold](#), [Diamond](#), or [Sapphire Live](#) tuition packages to receive the needed teacher support for success. Parents may be asked to sign and agree to the enrollment conditions suggested by the Principal's Office.

Enlightium reserves the right to deny enrollment/re-enrollment to a student if Enlightium is unable to meet the student's unique needs or has reason to believe that the parent/guardian and/or student will not be able to work well within the parameters set forth in this Family Handbook.

Legal Custody, Educational Decisions, and Access to Student Information:

In order to be authorized to make academic choices on behalf of a student, an adult must have legal custody of the student or provide documentation of rights. Guardians may be asked to provide legal documentation granting them the right to make educational decisions on behalf of the student.

If divorced parents share legal custody of a student and provided both parents' information on the enrollment form, it is assumed both parents agree on all decisions relating to matters of education. Unless legal documentation is provided specifically excluding a parent's right to academic records, general information may be provided to an inquiring parent listed on the account. If a parent is not listed on the account, we will not release information until the relationship and rights have been verified.

In case of guardianship, unless granted guardianship rights by the court or able to provide legal documentation such as a [Minor Power of Attorney](#), grandparents/caregivers will need approval from the student's parents/legal guardians regarding educational decisions. Any such authority granted to the grandparents must be communicated in writing to Enlightium and are subject to additional verification. The primary or secondary parent/guardian listed on the enrollment form may have rights to the student's information and request to make changes to the account.

Legal custody of a student by at least one of the parents/guardians must be established by fulfilling the following requirements before enrollment is completed: Legal guardians that are not the student's

biological parent (e.g., foster parents, grandparents) must provide the school with legal papers* that show they have authority to make educational decisions for the student.

*Written directions regarding which parent is to receive school notices (typically the primary parent on the enrollment form) should be contained in the official custody papers. Note that, regardless of custody, both parents have the right to receive certain academic records about the student unless Enlightium receives a court order stating otherwise.

Admissions Timeline:

Submit the enrollment form. At this time, the student may withdraw from the previous school if they have not already done so.

Complete the Entrance Assessment, if applicable. Entrance Assessment results indicate strong and weak academic skills based on the student's prior education. Entrance assessments are assigned within two business days of receiving the enrollment form. Please keep your student accountable for finishing the tests within two or three days of assignment.

Records request, if applicable. Enlightium's admissions team will request records from your student's previous school within two business days of enrollment; this timeframe may be longer during summer break, as most schools are closed from mid-June to mid-August. You can provide report cards/transcripts during or immediately after filling out the enrollment form, which will speed up the admissions process substantially as most schools would release them within two weeks. Your application will be on hold for evaluation and class assignment [until necessary documents are received](#).

Evaluation and course assignment. As soon as the entrance assessment is complete and Enlightium has received sufficient records, your student's counselor will evaluate records and entrance assessment results. They will then collaborate with parents for K-8 grades and students for 9-12 grades on a course plan. The counselor will reach out to families in the order in which the enrollment form and records are received, as well as in the order of the desired start date indicated on the form. Courses will be assigned after the student's course plan has been confirmed and/or by the student's start date.

Orientation courses. Students in grades 3-12 will need to complete the [Student Orientation](#) course after completing the entrance assessment; the Student Orientation is available to students about a week before the official start of the school year. Parents of students in all grade levels will need to complete the [Parent Orientation](#) and are encouraged to explore [Enlightium's Knowledge Base](#), including [checking their state's requirements](#) pertaining to homeschooling.

A returning family needs only to submit the re-enrollment form, complete the [Parent Orientation \(grades K-12\)](#) and [Returning Student Orientation \(grades 3-12\)](#), confirm the student's course schedule with their counselor (grades 9-12), review this Family Handbook, and [check their state's requirements](#) pertaining to homeschooling.

III. PROGRAMS AND ADDITIONAL OPTIONS

Prior to enrolling, families can choose the program that will work best for their students. See "IV. ACADEMIC SUPPORT AND PACKAGES" below for details.:

Standard Courses:

Grades PreK-5: For book-based learning, the AOP curriculum is the standard courses assigned to students. Additionally, the AOP curriculum is the default curriculum assigned.

Grades 3-12: For online learning on the Ignitia platform, students in the Bronze, Silver, Silver+, Gold, and Diamond support packages are assigned standard courses by default.

Students in the Sapphire Live support package have a unique curriculum available to them that does not offer Honors courses.

Honor Courses:

Grades PreK-8: For book-based learning, the BJU curriculum is a challenging curriculum available to students. The BJU curriculum can be selected in the enrollment/re-enrollment form.

Grades 3-12: For online learning on the Ignitia platform, parents with students in the Silver, Silver+, Gold, and Diamond support packages can request in the enrollment/re-enrollment form for their students to take Honor courses.

Students in the Bronze support package do not have the option to take Honors courses, while students in the Sapphire Live support package have a unique curriculum available to them that does not offer Honors courses.

Students in grades 3–8 who score above average for their grade level on entrance assessments and in documentation provided from the previous school may be considered for Enlightium's honors courses, if taking courses on the Ignitia platform. Parents with students in the Silver, Silver+, Gold, and Diamond support packages can also request in the enrollment/re-enrollment form for their student to take honor courses. The counselor will review records and entrance test results, and may either grant or deny this request as Honors courses demand more time and effort from students.

Students in grades 9-12 who are interested in more rigorous courses should contact their counselor about available Honors courses. Select honors courses are approved by the NCAA. Honors courses have a Weighted-GPA value of +0.5 to the student's final GPA and are identified on transcripts as "H."

Since honors courses in grades 3-12 differ from standard courses, after 14 days from course assignment, a \$100 course transfer fee will be applied if changing from a standard course to an honors course, or visa-versa.

Part-Time Enrollment:

A student is considered part-time if they are taking between 0.5 and 3.5 credits at Enlightium Academy. Part-time students are not eligible to graduate or receive a diploma from Enlightium Academy, and Enlightium Academy will not be the primary record holder for part-time students. See [Tuition for Part-Time Students](#) for tuition details.

High School Coursework while in Middle School (Grades 7-8):

A state history course may be required depending on your state's requirements prior to entering 9th grade. At Enlightium Academy, state history may be assigned in either 7th or 8th grade per the counselors' discretion. Students living outside of the United States are exempt from this requirement.

Students in grades 7-8 can request on the enrollment/re-enrollment form to be assigned [high school](#)

[courses to earn high school credit](#). To be eligible, the student must have good grades and progress in their current courses.

If a student takes one or more high school level courses in grades 7-8, those courses will be included on their report card as well as a high school transcript. When a high school transcript is issued in grades 9-12, all high school level course(s) taken will be on the transcript regardless of the year they were taken. If the student in grades 7-8 transfers to another school, a high school transcript will be provided to the receiving school upon request.

[Advanced Placement and Dual Enrollment Courses \(Grades 9-12\):](#)

Advanced Placement (AP) and Dual Enrollment (DE) opportunities are available for students in select high school grades. Please review Enlightium's website and knowledge base for more information pertaining to [Advanced Placement](#) and [Dual Enrollment](#) requirements. Advanced Placement is identified on transcripts as "AP," and Dual Enrollment as "DE." Each is assigned a weighted value of +1.0 to the student's final GPA.

Additionally, Enlightium has partnered with William Carey University to provide college credits for full-time Enlightium Academy students for an add-on fee of \$100/course. Click [here](#) to learn more.

[NCAA-Approved Courses \(Grades 9-12\):](#)

Enlightium offers NCAA-approved courses to students in grades 9-12. The final approval for meeting NCAA course requirements is based on NCAA regulations, including the time period over which the coursework was completed and the level of interaction with the teacher. Learn more about [NCAA-approved courses](#).

[Academic Intervention \(Grades 3-12\):](#)

The Intervention Program utilizes a multi-tier approach to identify "At-Risk" students in the Online Program and the Sapphire Live Program; the Intervention Program assists parents/guardians of students in the Homeschool Program. The Intervention Program provides appropriate academic interventions according to the student's chosen tuition package to improve student success and increase retention. The program is designed to serve students with academic, behavioral, and/or other challenges or those who exhibit a pattern of low progress and/or poor grades during the school year. A teacher or counselor may recommend a student for consideration to the [Intervention Team](#) at any point in the school year.

The Intervention Team is directed by the principal and includes expert mentors, coaches, and specialists. The team evaluates student medical diagnostic and academic documentation to ascertain the type and severity of impairment based on Enlightium's capacity to modify the curriculum and/or accommodate the student's unique needs. However, as a private school, Enlightium Academy does **not** assess, update, or use an [Individualized Education Plan \(IEP\)](#) or an unofficial [Resident District Individualized Service Plan \(RD-ISP\)](#).

Families that desire to pursue an active 504 or Intervention plan may do so by contacting the Intervention Team. The Intervention Team* supports teachers in addressing student needs within online learning while also maintaining a wide array of strategies and resources for student success, including [webinars](#), [live group sessions](#), mentorship for accountability, [IXL curriculum resources](#), and comprehensive academic intervention.

*Students enrolled in the parent-led Homeschool Program, if needed, should receive intervention support from their parents.

[English Language Learners \(ELL\) Program \(Grades 8-12\):](#)

The English Language Learners (ELL) Program offers students whose first language is not English the opportunity to receive support in learning English through modified courses, targeted English language practice and lessons, and instruction by an ELL-certified instructor. This program includes

lessons designed to build students' language skills and allow them the chance to seek help on writing assignments from other courses. Students will also receive resources to build study strategies, learn writing skills, and acquire appropriate vocabulary. Learn more about the [ELL Program](#).

[World Languages Program \(Grades PreK-12\):](#)

Learning a foreign language has many social and cognitive benefits. Students who spend time learning another language often see improvement in core subjects and problem-solving. Learning another language can be challenging, but as a result, it will increase your student's chances of developing the skills necessary for a successful career and life. Check Enlightium's [standard World Language courses](#) and [premium World Language courses](#).

Enlightium offers the [Seal of Biliteracy](#) to Enlightium seniors who have attained an advanced level of proficiency in speaking, reading, and writing in a language other than English throughout high school. The Seal of Biliteracy is placed on the high school transcript and certificate indicating that the student has earned the seal. Evaluation of proficiency in a world language should be requested by the student and/or parent. The Biliteracy team will evaluate the student's work at the end of their senior year and approve or deny the request.

[Mission Program \(Grades 9-12\):](#)

The Mission Program provides students with an opportunity to develop their unique passions for lifelong ministry. The structure of the Mission Program is built around the mind, heart, and hands. Students study the person and work of Christ, interact with their peers, and apply themselves in the local church or ministry settings. Whether students are considering future vocational ministry or cultivating a firm biblical foundation that nourishes Gospel living, this program will serve their needs. Each student in the Mission Program is encouraged to develop their unique personhood, gifts, and talents as they become wholehearted followers of Christ. Learn more about the [Mission Program](#).

[International Program \(Grades 3-12\):](#)

The International Program is designed for students who live outside of the United States and who would like to learn about American culture, practice the English language, continue their U.S. education while living abroad, and get ready for college in the U.S. Through this program we assist a diverse set of students including missionary children, military families, immigrants, and international students living abroad. Enlightium Academy's online program provides students with access to courses 24/7 for [most days of the school year](#) which makes it ideal for students from all around the world. Families living outside of the United States time zones are recommended to select the [Silver package](#), which provides students with teacher support within 24 hours during school hours. Learn more on the [International Student page](#).

[Naviance Education, Career, and Life Readiness Curriculum Requirements \(Grades 8-12\):](#)

Enlightium's counseling department uses a grade-specific high school and beyond curriculum via the [Naviance platform](#). These lessons provide a blueprint to prepare middle and high school students for success after graduation and provide the tools to pursue their long-term goals.

Students in grade 8 will have the opportunity to explore who they are and how their talents, aptitudes, and interests could lead to their ideal careers. It provides lessons on using their strengths, goal setting for success, teamwork, stress management, time management, and more.

Students in grades 9-12 will have the opportunity to continue enhancing their skills in goal setting, time management, stress management, and career planning. Students will explore their beyond-high-school educational options, networking, budgeting, and financial options, including scholarship searches, internships, and the college admissions process.

[Additional Support:](#)

The transition to online learning can be a difficult one, and the experience varies from student to

student. Enlightium's team of educators seeks to make our school accessible to every student, no matter their circumstances or previous educational experience. Through our multiple support programs, we personalize the learning experience for each student.

Readiness Evaluation options are available for students in Kindergarten through 8th grade who are new to Enlightium and are: (1) previously homeschooled and whose parents are unable to provide a grade report or sufficient proof of school work, and/or (2) two or more years behind their peers and have no health or academic documentation. The student's counselor will evaluate a student's unique situation and may recommend (at the family's cost and initiative) additional evaluations that would provide data on academic development. In some cases, Enlightium administration may approve a student to take one or more of Enlightium's subject-based test-out exams. A student must pass the exam(s) with a 'C' or above. The test-out fee per exam is \$75.

The Accelerated Path is available to advanced students in grades Kindergarten through 8th grade. Students may complete assigned coursework at a faster pace per the approval of their unique skills by their counselor. Fees are applicable for courses above the regular course requirements.

Credit Recovery (CRx) courses are assigned to Enlightium students in grades 3–12 who took a course but did not pass it. The counselor communicates to the parents if the student can take a credit recovery option or needs to retake a failed course. By taking a credit recovery course, the student is able to earn credit without retaking the entire course. The student will complete testing on concepts and relearn the material that has not been mastered.

*A credit recovery option is not available for NCAA, Honors, and Advanced Placement (AP) courses.

Early Start. Enlightium's early start term is designed for those who want to work ahead in their courses. Students may take up to one credit during the early start term depending on the start date.

Summer School Extension. Designed for students who started late or have fallen behind in their academics. This program allows existing Enlightium students to catch up on their unfinished courses over the summer.

IV. ACADEMIC SUPPORT AND PACKAGES

The Enlightium Academy team helps students succeed academically by cultivating each student's biblical view of self, Christ-like character, knowledge-forming processes, social skills, enthusiasm for learning, and engagement in the learning process. This is achieved through the various academic, social, and spiritual supports that provide appropriate scaffolding for student success.

Homeschool Students - Alpha Omega Publications and BJU Press Curriculum (Grades PreK–8):

Enlightium's homeschool program is textbook-based and parent-led. With this program, parents take the role of a teacher and work with [Enlightium's Homeschool Coordinator](#) to ensure that each student progresses through the curriculum at an adequate pace.

Both homeschool curricula include the following school-wide support:

- Admissions support in retrieving and processing records.
- Counseling support via email, phone, and/or Zoom sessions, evaluating school progress, and scheduling courses.
- An initial check-up call within the first two weeks of enrollment* from the [Enlightium 101 team](#).
- Parent and student orientations.
- Optional electives using the online Ignitia platform with Bronze-level teacher grading.
- Issue report cards (3-12) quarterly, transcripts (8-9) annually, and academic awards for qualified students each semester.
- Parental support via [webinars](#)
- [Parent-teacher conferences](#) in the fall and spring.
- [Student activities](#) for social and emotional support.
- The [Iowa Complete](#) standardized assessment for students in grades 3-8.
- The [IXL Spring assessment](#) non-standardized assessment for students in grades 3-8.
- Guidance for [High school assessments](#) for grades 8-9.
- [Monthly communication](#) from Enlightenment Academy.

Ordering Homeschool Books:

Parents are required to order the textbooks for their homeschool students. This cost is separate from Enlightenment's tuition. If a homeschool parent withdraws their student within 30 days of enrollment and would like to return the textbooks to the publisher, parents must adhere to the textbook publisher's return policy.

Before ordering the textbooks:

1. You must enroll your homeschool student at Enlightenment Academy.
2. The Homeschool Coordinator will send you an email with a few follow-up questions that need to be answered before you order the books.
3. The coordinator will send you an email with directions on how to proceed with ordering textbooks.
4. Your family places the order using the directions provided and informs the coordinator that textbooks have been ordered.
5. Download and sign into the [Enlightium Parents app](#) in order to stay updated of school events and offerings.

The Homeschool Program includes:

- Coaching from the Homeschool Coordinator, such as tips and best practices on how to work with children at home.
- A need to submit grades with the corresponding work samples on a regular basis through [Ignitia](#) for review by the coordinator.
- Record-keeping and Enlightenment-issued progress reports each quarter.
- Opportunity for [parent-teacher conferences](#).

- [Social opportunities](#) and spiritual offerings.

Online Student Offerings (Grades 3-12):

Families either choose a standard support package ([Bronze](#), [Silver](#), [Silver+](#)) or a premium support package ([Gold](#), [Diamond](#), [Sapphire Live](#)). Each package provides varying degrees of support from Enlightium teachers.

All packages include the following school-wide support:

- Admissions support in retrieving and processing records.
- Counseling support via email, phone, and/or Zoom sessions, evaluating school progress, and scheduling courses (excluding the [Bronze](#) package).
- An initial check-up call within the first two weeks of enrollment* from the [Enlightium 101 team](#).
- Online curriculum for standard courses 3-12.
- Parent and student orientations.
- Supplemental instructional resources in [LiveBinder](#).
- Teacher support (response times and modes of communication differ based on the package - see below).
- [Intervention Program](#) or [English-Language Learners](#) courses based on student needs (excluding the [Bronze](#) Package).
- Issue report cards (3-12) quarterly, transcripts (9-12) annually, and [academic awards for qualified students](#) each semester.
- Parent and student support via [webinars](#) (excluding the [Bronze](#) Package).
- [Parent-teacher conferences](#) in the fall and spring.
- [Student activities](#) for social opportunities.
- The [Iowa Complete](#) standardized assessment for students in grades 3-8.
- The [IXL Spring assessment](#) non-standardized assessment for students in grades 3-8.
- Guidance for [High school assessments](#) for grades 8-12.
- [Monthly communication](#) from Enlightenment Academy.

Bronze Package (Grades 3-10):

The Bronze Package is designed for students in grades 3-10 whose parents want to assume the role of the teacher while being under the umbrella of an [accredited institution](#). Enlightenment's team provides an online curriculum, course planning, grading, report cards for elementary and middle school students, and transcripts for high school students.

Parents are responsible for their student's learning and supervision at home. The Bronze Package does not include support from Enlightenment teachers and some academic offerings (lecturing, tutoring, instruction via message, etc.).

Enlightenment teachers do not provide teaching support but do grade submitted students' schoolwork. All curriculum-related questions must be addressed by parents. If parents cannot devote the necessary time and energy to teach their student and will need academic support daily, we ask them to consider enrolling their student in the [Silver](#) or other packages.

The Bronze Package provides:

- Staff support such as technical support.
- Counselor support **within 72 hours** during office hours.
- Grading of assignments within three business days of submission.
- Monthly encouragements and/or additional academic resources sent via Ignitia.

Parents that choose the Bronze Package are required to acknowledge and agree to the [Bronze Program Agreement](#). Failure to sign or comply with these terms may result in an account being placed on hold until an arrangement is made to meet the requirements or switch to another package. If Bronze

students fall behind and/or their grades drop below 70% in one or more courses, they will have two weeks to show significant improvement; otherwise, they will be required to upgrade to a teacher-led support level (such as the [Silver](#) teacher-support package) or withdraw. Additionally, returning students with grades below 73% in any course or incomplete schoolwork are not allowed to enroll in the Bronze program.

Bronze students are not eligible to participate in the following programs or course types: Honors, Advanced Placement, and Dual Enrollment. These programs demand increased teacher support and require enrollment in at least the [Silver](#) package.

[Silver Package \(Grades 3-12\)*:](#)

The Silver Package is Enlightium's **basic teacher-led support** that provides the essentials for online schooling. This package is geared towards *independent learners* who require less academic support. Parental involvement is key to student success in this package.

The Silver Package includes:

- Access to [Honors courses](#).
- Teacher support via messaging **within 24 hours** during teachers' office hours.
- Grading on assignments and detailed feedback on essays and projects within three business days of submission.
- Assistance with technical issues or policy questions within 72 hours during office hours.
- Monthly encouragements and/or additional academic resources sent via Ignitia.
- Support from the [Intervention Team](#) (as needed).

[Add-On products](#) can be accessed at an additional cost, such as access to a local Enrichment Center, an early start to the school year, or a summer school extension.

*The Silver Package is also the recommended option for [international students](#) residing outside of the U.S.

[Silver+ Package \(Grades 3-12\):](#)

The Silver+ Package offers the same teacher support as the Silver package, with the addition of *priority teacher messaging*. Parents are recommended to check on their student's progress a few times a week, based on the skills and needs of the student.

The Silver+ Package includes:

- Everything included in the Silver package.
- Teacher support via messaging **within two hours** during teachers' office hours.

[Add-On products](#) are available at an additional cost.

[Gold Package \(Grades 3-12\):](#)

The Gold package works well for students who are mostly independent but would like supplementary, *real-time support* as needed. Parents are recommended to check on their student's progress a few times a week, based on skills and needs of the student.

The Gold Package includes:

- Everything included in the Silver+ package.
- Tutoring with certified teachers via messages or phone **within two hours** during office hours.
- Up to two hours per month of tutoring via Zoom.

[Add-On products](#) are available for a reduced fee compared to the standard tuition packages.

[Diamond Package \(Grades 3-12\):](#)

Diamond is our top priority package for asynchronous learning. This package is designed for those who desire the flexibility of online learning but prefer expedited support. This package includes screen-sharing sessions, live office hour support, and replies from teachers within **one hour** during the

school day. Tutoring requests from Diamond students are prioritized. Students may also work outside of the standard school year with an early start and/or a summer school extension with no additional fees.

This package is designed for parents and students who are motivated to excel. Diamond support is ideal for students with strict schedules (e.g., athletes), those working at an accelerated pace, and those eager to pursue college and career goals.

The Diamond Package includes:

- Everything included in the Gold package.
- Priority teacher support through all of the available channels (i.e., messaging, phone, video, and screen share) **within one hour** during the school day.
- Grading students' assignments and providing detailed feedback on essays and projects within 24 hours of submission during school hours.
- Tutoring via whiteboard software or face-to-face as needed.

[Add-Ons](#) are included at no additional charge (some limitations apply).

Real-Time Instruction: The Sapphire Live Package (Grades 3-12):

Sapphire Live is our premier package for *synchronous* learning. This package is designed for a learning experience similar to a traditional brick-and-mortar school but optimized and moved completely online. The package includes daily small group instruction for core classes (math, English, science, history, and Bible) and some electives; electives use the online Ignitia platform with Diamond-level teacher support and grading.

Students have the opportunity to build close relationships with their teachers and peers as they receive instruction and guidance every day. Students in the Sapphire package work in groups to complete projects facilitated by their teachers. Students are expected to attend classes according to the daily schedule and to begin and end the school year according to the [standard start and end dates](#).

In addition to daily instruction and class discussions, teachers provide daily office hours (i.e. Study Hall) during which students can meet with them for tutoring and academic support. Teachers also provide built-in enrichment and remediation via IXL and many other resources to support students in building foundational skills and to challenge and accelerate their learning.

Because of our evangelistic approach, students in the Sapphire package will likely engage with students from different theological or philosophical backgrounds. Like all Enlightium families, students in the Sapphire package are committed to respecting our educational standards and culture. In the context of Sapphire Live, this means students and their families will honor our [statement of faith](#), [philosophy of Christian Education](#), [standards of conduct](#), [dress code](#), and [parental requirements](#) as outlined in this Enlightium Family Handbook.

Some [Add-Ons](#) are included at no additional charge. Some add-ons may be unavailable due to scheduling limitations.

Enrichment Centers:

Students enrolled at Enlightium have the benefit of working through their courses online from the comfort of their homes on a schedule that works for them. However, for parents who want their students to incorporate in-person instruction and learn alongside other Enlightium students, we offer [Enrichment Centers in select locations](#).

Enrichment Centers are a hybrid model where students complete the majority of their school work at home, then meet weekly on Fridays with Enlightium faculty and/or staff for additional support. Students benefit socially as they work in groups on assignments and projects, attend weekly Bible studies, and

more. Click [here](#) to learn more about Enrichment Centers.

Alliance Students:

Enlightium partners with private schools, churches, and community groups to provide an academic program to students in a brick-and-mortar or hybrid setting. Students benefit from a traditional classroom setting and increased opportunity for social interaction as well as Enlightium's rigorous academic instruction from a biblical worldview. Learn more about Enlightium's [Alliance Program](#).

V. ENLIGHTIUM ACADEMY'S ROLE

Enlightium employs a team of experts in their field to ensure that each student is receiving an excellent educational experience that utilizes best practices.

Counselors:

Enlightium counselors act as advocates for students' well-being. They adhere to the [ACSI](#) and [ASCA professional standards for counselors](#) while guiding students through developmentally appropriate activities and services directly to students and/or parents.

Enlightium counselors:

- Provide strategies, advice, support, and guidance to students.
- Assess report cards for grades K-8 or transcripts for grades 9-12 to recommend a sequence of classes to meet graduation requirements.
- Facilitate course selection and adjustments and the progression of the beyond-high school plan.

You can find contact information for your student's [counselor here](#).

Teachers:

Enlightium's teachers seek to guide online or Sapphire Live students to develop the skills and motivation necessary to learn independently and provide the needed scaffolding for learning, according to each student's unique learning needs and support package. Teachers apply a personalized approach to learning for each of their students which is supported and enhanced by teachers' skillful integration of critical thinking skills and metacognitive practices.

Teacher support varies with support packages. During times when a high volume of work is being submitted or following school events, response times may be delayed. These times include:

- [The final week of the quarter/semester](#)
- [Standardized Testing](#)
- [Staff and faculty training](#)

Enlightium's team communicates via the [Enlightium Parents app](#), [Google Calendar](#), [direct messages to students in Ignitia](#), messages from Sapphire Live teachers, and/or [email](#) concerning expected delays.

Support Staff:

Enlightium's support staff is committed to providing the best experience to every family. Each member seeks to provide exceptional customer service in a prompt and friendly manner.

The support staff includes:

- [Admissions Department](#)
- [Billing Department](#)
- [Counseling Department](#)
- [Customer Support Team](#)
- [Intervention Team](#)

VI. STUDENT'S ROLE

Education requires independent learning from students with teachers' and parents' support. In online settings, students in grades 3-12 manage their own [daily schedules](#) to stay on track and are free to move through courses at their own pace as long as they are meeting weekly deadlines.

In general terms, students become more self-directed as they progress from primary grades toward high school graduation. Responsibility (i.e., time management, initiative, etc.) shifts incrementally from the parent to the student as the student becomes more independent. Successful students spend the time needed to master the material, which is about 30–45 minutes per lesson at about one lesson per course every school day. With the exception of [Ignitia down days](#), students can access Ignitia 24/7 during the school year and can work at any time of the day. However, we recommend that all students study in the morning to optimize their learning experience.

Student Requirements:

Students must:

- Complete the [Student Orientation Course](#) in its entirety during the first two weeks of enrollment (grades 3-12).
- Read and study lessons until the presented concepts are clear.
- Take written notes and review them before taking a quiz or test.
- Review teacher-curated multimedia resources in [LiveBinder](#) to clarify difficult concepts.
- Ask a teacher or parent* for help when a new concept is still unclear.
- Keep up with the schedule in the curriculum on at least a weekly basis.
- Review assignments after grading. This is the most effective way for students to grow their understanding of the material.
- Respectfully inform teachers* via messaging of any errors within Ignitia or incorrect grades.
- Abide by the [plagiarism](#) and [blank submission](#) policies.

*Homeschool Program and Bronze students should always ask their parents, as their parents act as teachers under the parent-led package.

Standards of Conduct:

Standards of conduct are ultimately aimed at the heart. The Bible teaches that the heart is the source of a person's words and deeds ([Luke 6:45](#), [Mark 7:21](#)). Importantly, good conduct is about pleasing God, blessing others, and growing in the character of Christ ([2 Pet. 1: 3–4](#)). Reflecting our school character traits, there are seven standards of behavior for Enlightium students:

- Faithfulness
 - Faithfulness embodies how students live confidently and honorably in all spheres of life (Zech. 8:8; Phil. 4:8–9)
- Honesty
 - Honesty embodies how students cultivate fellowship with God and neighbor, experiencing holistic friendships and civil welfare (Ps. 139:23–24; 1 Pet. 1:22–23)
- Humility
 - Humility embodies how students mature in the likeness of Christ, maximizing their full potential as image bearers (Pro. 22:4; Phil. 2:1–11)
- Kindness
 - Kindness embodies how students develop the posture of loving their neighbors in a way that reflects the covenantal-kindness of God and blesses personal well-being (Lk. 10:25–37; Js. 1:27)
- Perseverance
 - Perseverance embodies how students pursue God's purposes and live out those unique purposes before God and neighbor amid the challenge of life outside of Eden (Josh. 1:9; 2 Pet. 1:5–7)

- Respect
 - Respect embodies how students take hold of the innate goodness of their lives, their neighbors' lives, and all spheres of life ordered by God (Ps. 139:13-18; Eph. 5:21-6:9)
- Responsibility
 - Responsibility embodies how students mature ethically in the gifts and talents God has entrusted each of them for honoring His good will and His good creation (Josh. 24:14-15; Matt. 25:14-30)

For a full description of our Enlightium Character Traits, [download a copy of Character Traits at Enlightenment Academy](#).

When participating in group sessions, such as live instruction, Bible Studies, or social opportunities, students are to follow the social etiquette practices listed below:

- When not using a camera, use an avatar that shows their face, or refrain from using an avatar.
- Keep themselves muted unless called upon.
- Be respectful and use appropriate language when talking or chatting. This includes communication with or about the teacher/event coordinator and other participants.

Habits of Successful Students:

Ask for Help. Online learning requires a high level of effort and commitment. A student's support system includes parents, [teachers](#), and [their counselor](#). Successful students ask for help when they need it and accept it when it is offered.

Check [LiveBinder](#) for Additional Resources. LiveBinder is a school-wide library of resources that Enlightenment teachers have created in order to empower independent student learning. It is organized by concept and/or by order of coursework.

Set up an Effective Learning Environment. Students should make sure to have a quiet and organized place to do schoolwork that is free from distractions. Good lighting, a proper desk, and a comfortable chair will also help with completing school work successfully. Installing an application that blocks social media sites and other distracting sites during certain hours may be helpful too. Read our article [6 Thoughts About Homeschooling Organization and Designing a Learning Environment](#) for suggestions.

Stay Organized. When setting up the learning space, students should make sure they have plenty of room to work. Even though Enlightenment is a virtual school, students will still need pencils, paper, and notebooks. Students should take hand-written notes while they work through the lessons, which can aid in understanding and retaining the information.

Manage Your Time. Students should be sure to set aside an average of 30-45 minutes for each scheduled lesson. With online learning, students may easily fall behind in their coursework if they do not keep a steady pace and keep up with the weekly scheduled allotment. [We suggest working on every course every school day](#) to stay on track to finish your courses on time.

Take a Break. When a student finds their muscles getting stiff or their mind wandering, it's probably time for a break. It's a great idea to [get up and stretch or go outside for a family jog](#). Students can also schedule breaks by using a [timer](#). Make a schedule that works best for you [following this sample](#).

Have a Plan B. When working online, sometimes students may lose their internet connection, their computer might pick up a virus, or they might accidentally spill orange juice on their keyboard. It's best to [prepare for contingencies now](#) — finding a library with computers or going to a bookstore in the area that has Internet access if the student has access to a laptop.

Connect with Other Students. Don't get isolated — there are plenty of ways for students to connect with other students at Enlightenment and in their local community. Enlightenment provides various avenues to help

enrich one's social life, from [Bible studies](#) to [Student Social Activities](#). In addition, Enlightium encourages students to seek out a local church youth ministry where they might connect with other students in the service and mission of Christ.

Three School Rules:

1. Students should maintain respectful communication at all times.
2. Students should obey parents and teachers in a spirit of collaboration.
3. Students should complete their schoolwork with integrity.

Discipline Policy:

The primary goal of Enlightium's discipline is to keep students focused and productive by:

1. Assisting students in developing a lifestyle that is pleasing to the Lord.
2. Applying biblical principles in handling challenges ([Prov. 4:5-13](#); [2 Tim. 3:16-17](#)).
3. Providing a consistent pattern of expectations to which students can respond positively.
4. Encouraging a positive and biblical response to God-ordained authority.
5. Encouraging their students to accept responsibility for their words and actions ([1 Thess. 5:11](#); [Matt. 12:36-37](#)).

The three-tiered level of discipline at Enlightium has the dual purpose of helping students develop a personal standard of conduct and ensuring that the mission and activities of Enlightium are not hindered. It must be understood by students, parents, and teachers that it is impossible to codify every possible behavior that would diverge from the mission of Enlightium, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed in this Family Handbook, judgment will rest with Enlightium administration.

LEVEL I: This level of offense includes areas usually addressed by the teacher. It is a warning stage. The teacher will inform parents via email and explain the specifics of the incident. Examples of Level I violations include falling behind in the coursework, not submitting [projects](#) (or submitting projects blank), minor offenses of inappropriate academic activity such as plagiarism, or being disrespectful to teachers (including the use of foul language).

LEVEL II: This level of offense goes beyond Level I in regards to severity or repetition of some lesser offenses. It is at this level that the [Principal's Office](#) becomes involved. Teachers must report Level II offenses immediately to the principal. The principal will notify the parents of the incident via email or a phone call. Examples of Level II violations include repeated violations of Level I as well as cheating, making threats, and/or making inappropriate comments to teachers, staff, or other students.

LEVEL III: This level of offense is severe enough to warrant immediate [suspension](#) and possible withdrawal. Level III offenses are judged most severe either because of an ongoing pattern or attitude, or because of the nature of the offense. Teachers must report Level III offenses immediately to the principal. A phone conference will be required with parents and the student to discuss the matter of discipline. Examples of Level III violations include repeated incidents of Level II violations, ongoing disrespect or foul language towards teachers, staff, or other students, large-scale or collaborative cheating, perpetually submitting blank assignments, and/or making no effort to improve.

The principal reserves the right to require a meeting with students and parents to discuss discipline or academic issues. Enlightium reserves the right to block student progress or disable the ability to log in to complete/submit coursework until such a meeting takes place. Failure to schedule and attend the meeting could result in the withdrawal of the student. Additionally, Enlightium reserves the right to assign additional requirements such as monitoring software or examinations at their discretion.

Suspension:

The [principal](#) may place courses on hold for some time (suspension) as a consequence for Level II or

Level III misconduct or if communication with parents concerning the issue cannot be made. If a student shows sincere repentance, writes an apology to appropriate parties, and plans for improvement, the student may continue with their schoolwork; otherwise, the student may be withdrawn.

Malicious Cyber Activity:

Students may be vulnerable to the temptation of participating in certain malicious online activities without full awareness of the seriousness and potential consequences of their actions. Software piracy is common among teenagers, but occasionally low-level to full-scale hacking or fraud may occur either by the student or online acquaintances. The majority of the time, these events happen when a student is participating in questionable chat rooms on services like Discord. If a student's activity poses a security risk to Enlightium Academy, its staff/faculty, or its students and their families, Enlightium's Information Technician Director will take immediate action to disable their school account. Enlightium will then arrange a meeting between the student, their parents/guardians, and the administration to discuss potential disciplinary actions such as probationary monitoring software on their device or even expulsion. Please note that the Enlightium administration may be required to report the student to their state's legal authorities.

Discipline in Regards to Honor Program:

Those students that are a part of Enlightium [Honors](#), [Concurrent Credit*](#), or [Advanced Placement \(AP\)](#) courses will be held to the highest standards of academic rigor and integrity.

*Inappropriate academic behavior in a Concurrent Credit course will be reported to the appropriate college, and all disciplinary action will be taken according to their guidance.

Inappropriate academic behavior, such as cheating, plagiarism, and lack of effort, could result in a student's removal from these courses. Repeated incidents of academic dishonesty and/or poor performance will result in a conference that will include the family, the teacher, and an administrator to set expectations for improved performance. If the student fails to meet those expectations, they will be removed from the AP and/or Honors courses and placed in standard courses.

Bible Translations:

In our commitment to a biblical worldview, academic professionalism, and enriching the lives of staff, faculty, and our student body, Enlightium has a standardized list of approved Bible translations.

Students in grades 3-12 are required to use an Enlightium-approved translation when quoting the Bible on paragraph questions and/or written projects, such as essays.

- Elementary and middle school students are encouraged to use any of the formal or dynamic equivalence translations listed below.
- High school students are encouraged to use any of the formal equivalence translations listed below.
- Students may use other translations outside Enlightium's approved list as secondary sources supporting a given paragraph question and/or project.
- Students are not required to quote from the Bible unless the assignment indicates so.

Approved Formal Equivalence Translations

- ESV
- HCSB
- CSB
- KJV
- NASB
- RSV
- NRSV
- NKJV

Dynamic Equivalence Translations:

- NIV
- NLT

Dress Code at Enlightium-Sponsored Events:

Our dress should help develop Christian character and reflect our separation from the world ([2 Cor. 6:14-7:1](#); [1 Tim. 2:9-10](#); [1 Peter 3:3-4](#)). A dress code can help parents teach a student to exercise the

self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community. Our dress should support our position as a witness to the world. We are ambassadors of Christ ([2 Cor. 5:14-20](#); [1 Peter 2:12](#)). Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts ([Gen. 1:27, 2:18-25](#); [1 Tim. 2:8-15](#)).

Enlightium-sponsored events include, but are not limited to, Zoom sessions with Enlightium staff/faculty and/or other students, students chapels, and in-person events such as Enlightium's [graduation ceremony](#) and participation in [Enrichment centers](#).

[Appearance at Enlightium-Sponsored Events:](#)

- Hair may not be of unnatural color or style.
- Make-up must be modest.
- Girl's nails must be in natural colors or not distracting.
- No visible tattoos or facial piercings are permitted. Girls may have pierced ears and wear small, non-distracting earrings.
- Sunglasses, hats, and hoods may not be worn during school-sponsored events.

VII. PARENT'S ROLE

Parents play an important role in supporting their students to become independent learners. The crucial time in academic development is at the primary (PreK–2) and elementary (grades 3–5) levels, where parental involvement is needed on a daily basis. Parents are required to supervise their student(s) and be sure that they read lessons, take notes, answer questions, and review teachers' communication. Read our founder's article about [Parents as Leaders in their Child's Education](#).

As students become more independent at the middle school level (grades 6–8), parental roles gradually diminish and the students' responsibility increases. At this level, parents are encouraged to check on their student's work completion at least a few times per week.

At the high school level (grades 9–12), students should be able to work independently with minimal parental supervision and support. However, parents must continue holding their student(s) accountable for assigned schoolwork and monitor their progress at least on a weekly basis.

Parental Requirements:

1. **Get student(s) prepared for the school year.** Review the [Parent Orientation](#) in its entirety. Provide the student with a suitable [learning environment](#) at home, a [reliable internet connection](#) with [sufficient bandwidth](#) (cable or fiber internet is recommended), and a [working desktop or laptop computer](#) with an up-to-date operating system. Read more about the [technology requirements](#) at Enlightium.
2. **Be appropriately involved in your student's education.** Require the student to spend as much time as needed to master the material, which is typically about 30–45 minutes per lesson/per course every school day. Be available to ensure student's success and encourage good study habits. If you have a student enrolled in the online program, log in to the [student's account](#) (preferred) or [parent portal](#) to check on the student's progress regularly. Also, review the [progress emails](#) that are sent most weeks of the school year for objective data concerning your student's progress through their courses.
3. **Maintain important communication with Enlightium.** Monitor your email inbox (the email address provided to Enlightium Academy on the enrollment form) for important messages from Enlightium. Keep in mind that sometimes our emails may land in your spam folder. Notify our team of planned absences using the [Absence Form](#), and ensure that students work ahead or catch up on the missed work. It is important to remember that even an excused absence does not reduce or nullify any coursework requirements.
4. **Know your state's private school online education requirements.** To determine your state's academic requirements, look up your state from [Enlightium's list of state articles](#) and [HSLDA.org](#). The following may be required, which will need to be [communicated to your student's counselor](#):
 - A [Verification of Enrollment \(VOE\)](#) to verify the student's enrollment at Enlightium,
 - [Specific electives](#) to be taken at Enlightium,
 - Attendance records and portfolios,
 - A [letter of intent](#) filed with the state, and/or
 - Additional testing is required in some states for students obtaining an online high school diploma. Please check with your state's Department of Education.
5. **Meet all financial obligations promptly.** Tuition installment payments provide the means for Enlightium to hire and retain high-quality personnel, as well as provide access to cutting-edge tools and resources to empower learning to all students.

Parent/Guardian Code of Conduct:

The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, and mutual respect, as well as when roles, responsibilities, and expectations of all parties are clearly defined.

Enlightium Academy admits students and families who are in agreement with the school's mission, vision, educational philosophy, statements of faith, policies, and procedures. In case of any concerns pertaining to the school, parents are expected to address them in a positive, constructive, and respectful manner, avoiding public actions or criticism detrimental to the school. The following expectations intend to ensure an orderly, respectful, and secure educational environment. Note that the term "parent" is interchangeable in this context with a guardian, Alliance Program administrator, and any other adult listed in the household account.

Though it is not possible to codify every possible behavior that would contravene Enlightium Academy's values, the following behaviors are representative of the conduct expected for parents:

- Recognize that the education of each child is the joint responsibility of the parent, student, faculty, and school community.
- Demonstrate that both parents and the school work cooperatively in the best interest of the student.
- Maintain accurate knowledge of current school communication and parent expectations through regular participation in the Enlightium Parents app, review of emails, and completion of the [Parent Orientation course](#).
- Treat members of Enlightium Academy faculty and staff in a courteous and respectful manner at all times.
- Exhibit a good example for students in conduct while participating in school-sponsored activities and events whether virtual or in-person.
- Refrain from gossip or unsubstantiated criticism that disparages the reputation of the school, its employees, or other Enlightium students and their families.
- Refrain from using social media or the Enlightium Parents app to express discontent or criticism of individual school employees, other parents, students, or school programs or services, and instead contact administration [via the Feedback Form, phone, or email](#).
- Contact the school administration directly when they have a question or need clarification of a school matter rather than depending upon the interpretation of another Enlightium parent or other non-official school sources.
- Do not threaten, approach, or communicate to any student, staff, or faculty member in an abusive or intimidating manner.
- Do not communicate with any student, staff, or faculty member in a manner that is inflammatory, incendiary, or combative.

Any parent not respecting the above guidelines will be provided a written warning from the Enlightium Academy administration. Further incidents may result in the immediate withdrawal of the family's student(s) from Enlightium Academy.

VIII. CREDITS AND GRADUATION REQUIREMENTS

High School Graduation Requirements Policy:

The goal of Enlightium Academy is to prepare students to meet the demands of their post-secondary education, work, and personal lives. High school students are required to meet [Enlightium's graduation requirements](#) and their state's graduation requirements:

- Students who are pursuing an **academic diploma** must earn a minimum of 22 credits and a minimum 2.0 cumulative GPA on a [4.0 scale](#).
- Students who are pursuing an **honors diploma** must earn a minimum of 24 credits and a minimum 3.5 W-GPA on a [5.0 scale](#).

Students are required to complete at least 25% of their high school credits at Enlightium Academy and be enrolled full-time during their senior year in order to graduate from Enlightium Academy.

[Dual Enrollment](#) students must take at least 1.5 high school credits each year at Enlightium in addition to the required Dual Enrollment credits to obtain a diploma through Enlightium.

Since a Bible course is required each year per Enlightium's accreditation through the Association of Christian Schools International, students who attend Enlightium for four years of high school could earn a minimum of 24 credits. However, one or more Bible courses can be waived for part-time students, for students enrolling during the 4th quarter of any school year, and in other cases per the discretion of the counselor.

Seniors that meet Enlightium's graduation requirements and comply with their state's graduation requirements are [accepted by most public and private universities nationwide](#). However, because some colleges and universities have unique admission requirements, we highly recommend contacting the college/university of your choice to determine what, if any, additional admission requirements exist.

Advanced Placement Program (AP):

The Advanced Placement (AP) Program offers rigorous coursework to prepare students for AP exams and the opportunity to earn college credit. [Contact your high school counselor](#) and visit the [Advanced Placement page](#) for additional information concerning available courses.

Dual Enrollment (DE):

Eligible Enlightium Academy students may take online or in-person courses at a college of their choice with the Dual Enrollment (DE) Program. The eligibility is determined by the student's counselor. In order for students to pursue this type of opportunity with Enlightium, they must consult their counselor and fill out an Enlightium Academy Equivalency Verification Form (EVF) prior to dual enrolling in their local college and registering for college courses. In collaboration with the DE counselor, eligible students are required to take a minimum of 1.5 credits of high school-level Enlightium courses each year that they are enrolled as a DE student to be eligible for an Enlightium Diploma.

Additionally, Enlightium Academy has partnered with William Carey University to provide students in grades 10-12 with Dual Enrollment courses. This partnership allows Enlightium students to take college-level courses online through William Carey University through the Step Ahead Program. For any questions regarding the Dual Enrollment Program at Enlightium Academy, students should [speak to their counselor](#).

Types of Diplomas Offered by Enlightium Academy:

1. Honors Diploma:

Students who are pursuing an Honors diploma are required to meet the following requirements:

- Earn a minimum of 3.5 W-GPA on a 5.0 scale
- Earn at least 24 credits
- Complete all levels of assigned Naviance High School and Beyond lessons
- Pass a Bible course each school year while in high school
- Meet the minimum number of verified community service hours

Subject	High school students pursuing an Honors Diploma are required to take:	Credits
Bible	Up to four Bible courses (one credit each year)	Up to 4
English	Four English courses (with an emphasis on writing and literature in grades 11 and 12)	4
History	Three history courses : <ul style="list-style-type: none"> • U.S. History • A Contemporary World History course, • Civics and Economics 	3
Math	Four math courses	4
Science	Four science courses , two of which should be in a laboratory science (Physical Science Lab , Biology Lab , Chemistry Lab , and/or Physics Lab)	Up to 4
Personalized Pathway	Up to One credit of Personal Pathway elective	1
CTE	One credit of Career and Technical Education elective (minimum 0.5 Naviance High School and Beyond Planning required during grades 9-12)	1
Fine and Performing Arts	One credit of Fine and Performing Arts elective	1
Physical Education	Physical Education (1.5 credits) and High School Health (0.5 credits)	2
World Language	Two consecutive years of the same World Language (including reading, writing, speaking, and listening comprehension)	2
Total Required:	Minimum of 24 credits	

2. Academic Diploma:

Enlightium Academy requires the following criteria to be met or exceeded for a student to receive an Enlightium Academic High School Diploma. This program is designed to meet the needs of the students that plan to attend junior or community college, a technical or vocational school, or the military.

Subject	High school students pursuing an Academic Diploma are required to take:	Credits
Bible	Up to four Bible courses (one each year)	Up to 4
English	Four English courses (with an emphasis on writing and literature in grades 11-12)	4
History	Three history courses : <ul style="list-style-type: none"> • U.S. History • A Contemporary World History course, • Civics and Economics 	3
Math	Three math courses (including Algebra I , Geometry , and Algebra II or Mathematics in Society (grade 12 math courses may overlap with math-based quantities coursework)	3
Science	Three science courses , two of which should be in a laboratory science (Integrated	3

	Physics and Chemistry or High School Natural Sciences)	
Personalized Pathway	One credit of Personal Pathway elective	1
CTE	One credit of Career and Technical Education elective (minimum 0.5 Education, Career, and Life Readiness Curriculum Requirements required during grades 9–12)	1
Fine and Performing Arts	One credit of Fine and Performing Arts elective	1
Physical Education	Physical Education (1.5 credits) and High School Health (0.5 credits)	2
World Language	Up to two World Language courses (the requirement may be waived based on post-high school plans)	Up to 2
Total Required:	Minimum of 22 credits	

Cumulative Weighted GPA Calculation:

Elementary and middle school students' GPA is calculated based on complete courses; they will not have a GPA if all courses are incomplete, and they will have a "0" GPA if all courses are failed.

The *Cumulative Weighted GPA (W-GPA)* is calculated for high school students by multiplying the GPA of an individual course by the credits earned for that course, summing those values, then dividing by the number of credits earned for that term. Credits earned from Pass/Fail courses with a grade of "P" for Pass are not included in the GPA calculation.

Weighted GPA (W-GPA) Values:

[Honor \(H\) courses](#) taken in high school result in +0.5 to the W-GPA, while [Advanced Placement \(AP\)](#), [Dual Enrollment \(DE\)](#), and [Concurrent Credit \(CC\) courses](#) result in +1.0 to the W-GPA. For example, a student who receives an A for an Honor course will receive a 4.5 instead of a 4.0.

Grading Scale:	GPA Numerical Values:	Assignment Weighting:
97%–100% = A+ 93%–96% = A 90%–92% = A- 87%–89% = B+ 83%–86% = B 80%–82% = B- 77%–79% = C+ 73%–76% = C 70%–72% = C- 67%–69% = D+ 63%–66% = D 60%–62% = D- 0%–59% = F P = Passing I = Incomplete	A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = .7 F = 0	25% - Lessons 30% - Projects 20% - Quizzes 25% - Tests

Outstanding Improvement, Honor Roll, Scholar's List, Dean's List, and Presidential Award:

Enlightium Awards (grades Pre-K through 8th)

- Students in grades Pre-K–8 who raise their overall GPA by at least 1.0 between the end of first and second semesters will receive a certificate of **Outstanding Improvement**.
- Students in grades PreK-8 who earn a GPA of 3.00–3.49 at the end of each semester will earn the **Honor Roll** status.

- Students in grades PreK-8 who earn a GPA of 3.50–4.00 at the end of each semester will earn recognition on the **Scholar's List**.

Enlightium Awards (grades 9th through 12th)*

- Students in grades 9-12 who raise their overall GPA by at least 1.0 between the end of first and second semesters will receive a certificate of **Outstanding Improvement**.
- Students in grades 9-12 who earn a W-GPA of 3.00–3.49 at the end of each semester will earn **Honor Roll** status.
- Students in grades 9-12 who earn a W-GPA of 3.50–4.00 at the end of each semester will earn recognition on the **Scholar's List**.
- Students in grades 9-12 who earn a W-GPA of >4.00 at the end of the academic year will be placed on the **Dean's List**.

For more information regarding the GPA and W-GPA, see "[Cumulative Weighted GPA Calculation](#)".

Presidential Award from U.S. Department of Education

- Students in grade 12 will receive the **Presidential Award** if they meet the following criteria at the end of the academic year:
 - a. W-GPA is ≥ 3.50
 - b. Meet or exceed Enlightium's requirements for involvement in [school-sponsored activities](#)
 - c. Meet or exceed Enlightium's requirements for [Community Service](#)

In order for a student to receive an award, the entire semester's coursework must be completed by the end date. Part-time students are not eligible for an award. Students whose work is extended to summer school do not qualify for these awards.

Academic and Honors Diplomas:

Students who are pursuing an [Academic diploma](#) are required to have a minimum of a 2.0 cumulative GPA on a 4.0 scale. Students who are pursuing an [Honors diploma](#) are required to have a minimum 3.5 [W-GPA](#) on a 5.0 scale.

Graduation Ceremony and Ordering a Diploma:

Families with a student in grade 12 will be charged a \$150 graduation fee* for the diploma and other costs included in graduation; this fee is typically charged during the enrollment process but may be charged at any time after enrollment. A \$25 fee + shipping charges will be charged to the card on file if the diploma needs to be resent due to an incorrect or partial address provided by the family. Diplomas will be ordered for all students that have a Graduation Information Request Form on file. The form will be emailed no later than [the beginning of the 3rd quarter](#) to all graduating seniors. The form must be filled out and submitted by the deadline indicated on the form. All required sections must be filled out correctly.

All electronic and hard copy transcript requests for the purpose of college or military admissions, scholarship applications (including tribal scholarships), and coalitions or state verification agencies are made by the student through their [Naviance](#) student account. Colleges or agencies that use other electronic delivery methods will contact your counselor directly. Unofficial hard copies of a transcript, official hard copies of a transcript, and expedited transcripts [may be available for purchase](#).

Enlightium Academy offers a [graduation ceremony](#) after the close of each school year for graduating seniors. Students are encouraged but not required to attend. Seniors who walk may receive their diplomas upon walking the stage.

Students attending Enlightium's virtual graduation online may order a cap, gown, and tassel from our graduation supplies partner, [Jostens](#). The transaction will be handled solely through Jostens and the order will be shipped directly to the address provided to Jostens by the family. For students that are

purchasing caps, gowns, and tassels somewhere other than Jostens, Enlightium's colors are navy blue.

*The graduation fee is \$200 for students with a mailing address outside of the United States. In addition, if a student requests an **apostille**, the family will need to pay a \$100 processing fee per apostille at the time of the request.

Community Service as a Graduation Requirement:

Students in grades 9–12 are required to complete ten hours of [community service](#)* for each high school grade level enrolled with Enlightium as part of Enlightium's graduation requirements. This allows high school students to fulfill the Enlightium Academy mission of being a light to the world for the glory of God ([Matt. 5:16](#)). Community service experience benefits students when applying for college and for employment opportunities. Community service can be completed for a non-profit and/or religious organization.

*Community can be defined as family, neighborhood, town, city, county, state, country, or even the world.

Individual service projects are **highly** recommended. It is a great way for students to give back to their community and to promote personal growth and a servant's heart. Examples of previous Enlightium students' individual service projects include:

- The student grew up listening to his grandfather read the Bible to him. When the student's grandfather's eyesight started to fail, the student began reading the Bible to his grandfather.
- The student took the trash cans to and from the curb of his elderly neighbor on trash day.

Enlightium provides the MobileServe application to students through their Naviance Student account. All community service is logged, verified, and then applied toward the student's community service goal.

Grading Procedures:

Upon completion of a course, the student will receive a letter grade on their report card/transcript. The letter grade will be based on the numerical grade in Ignitia. In order to determine the letter grade, teachers will round the numerical grade to the nearest whole number based on two decimal places. [Honors](#), [Advanced Placement \(AP\)](#), and [Dual Enrollment \(DE\)](#) courses will also affect the letter grade reflected on transcripts as indicated in the previous section.

Example: 92.4 = 92 → A-
 92.5 = 93 → A

Explanation of Credits:

Standard Coursework (Grades 3–5):	Honors Coursework (Grades 3–5):
<ul style="list-style-type: none">• 4–5 units^ are equivalent to one semester• 8–10 units^ are equivalent to two semesters	<ul style="list-style-type: none">• 5–6 units^ are equivalent to one semester• 10–12 units^ are equivalent to two semesters
Standard Coursework (Grades 6–8):	Honors Coursework (Grades 6–8):
<ul style="list-style-type: none">• 4–6 units^ are equivalent to one semester• 8–10 units^ are equivalent to two semesters	<ul style="list-style-type: none">• 5–6 units^ are equivalent to one semester• 10–12 units^ are equivalent to two semesters
Standard Coursework (Grades 9–12):	Honors Coursework (Grades 9–12):
<ul style="list-style-type: none">• 4–6 units^ are equivalent to .5 credits (one semester)• 8–10 units^ are equivalent to one credit (two semesters)	<ul style="list-style-type: none">• 5–6 units^ are equivalent to .5 credits (one semester). Additional requirements apply for Honor*, AP**, and DE*** programs• 10–12 units^ are equivalent to one credit (two semesters). Additional requirements apply for Honor*, AP**, and DE*** programs

^Depending on the course; the total number of units varies from course to course depending on the length and content of each unit.

Programs identified on the transcript: * HR (Honor Coursework); ** AP (Advanced Placement); *** DE (Dual Enrollment)

IX. COURSE WORK

Choosing Classes:

As [some states require additional electives](#), students may satisfy these requirements by taking [offline electives](#) where they can receive credit for completing extracurricular activities. A fee may apply if the online or offline electives are assigned in excess of a full-time course load.

Homeschool students study some of the following subjects: Bible, Reading and Phonics, Math, Spelling and Vocabulary, Health, Social Studies, Physical Education (PE), and other electives [per their state's requirements](#). The [Homeschool Coordinator](#) will assist parents with ordering textbooks from [AOP or BJU Press](#). [Electives](#) are available for homeschool program students.

Online students in grades 3–5 have six required courses:

- Five core subjects are assigned (Bible, English, math, science, and history)
- 0.5 [Physical Education \(PE\) elective](#)

Students can choose an optional premium elective:

- [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#) packages - an additional cost
- [Diamond](#) package - up to 1.0 premium electives at no additional cost

Online students in grades 6–8 have six required courses:

- Five core subjects are assigned (Bible, English, math, science, and history)
- 0.5 [Physical Education \(PE\) elective](#)

Students can choose optional electives:

- [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#) packages - 0.5 standard elective at no additional cost; premium electives at an additional cost
- [Diamond](#) package - up to 1.0 standard or premium electives at no additional cost

Online students in grades 9–12 choose from [five core subjects](#) and [electives](#) in accordance with Washington State standards. Students take up to 7.0 credits:

- [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#) packages - standard electives at no additional cost; optional premium electives at an additional cost
- [Diamond](#) package - up to 2.0 credits of optional premium electives at no additional cost.

Sapphire Live students use a custom curriculum and can take up [some electives](#):

- Grades 3-8: students can take up to 1.0 standard or premium electives at no additional cost
- Grades 9-12: students can take up to 2.0 standard or premium electives at no additional cost

The counselor initiates contact with the student via email by sending a link to the student's course planner for high school or an email about electives; parents/guardians are cc'd in those emails. The counselor initiates contact with the parent/guardian of an elementary and middle school student as needed. If further discussion is needed to ensure that the student is on track to graduate, families should [email the counselor or schedule a Calendly appointment](#) depending on the family's preference and complexity of the situation. If students or parents do not respond to the counselor's initial confirmation or request to choose electives within two days from the date the link was sent, the counselor will assign appropriate courses needed to meet graduation requirements. Students have 14 days from the time a class was assigned to request dropping or switching a course. Otherwise, the course will be reflected on the student's transcript as a withdrawal "W."

Credit Recovery (CRx):

Credit Recovery (CRx) courses may be assigned to students who took a course but did not pass it. The counselor will evaluate a report card/transcript and contact the previous school's counselor if more information is needed. The counselor will then communicate to the parents via email if the student can benefit from a credit recovery option or needs to retake a failed course. By taking a credit recovery

option, the student is able to earn credit without retaking the entire course. Instead, the student will complete testing on concepts and relearn only the material that has not yet been mastered. Please note that no credit recovery is available for [NCAA](#), [Honors](#), [Advanced Placement \(AP\)](#), or [Dual Enrollment \(DE\)](#) courses.

For online students, the CRx courses are arranged into units identical to the courses they represent. At the beginning of each unit, a pretest is added. The student's performance on the pre-test determines whether or not the unit will be assigned. Ignitia automatically assigns lessons from the unit corresponding to the pre-test questions that were answered incorrectly. Since there is a pre-test for each assigned unit, it is difficult to predict how long it will take a student to complete all units, as this strongly depends on how the student performs on each pre-test. For this reason, students are encouraged to work ahead of the assigned schedule and complete several assignments every school day. This is to ensure that the entire course is completed within the given time. A standard pace is about two units per subject per quarter. The cost of a CRx course is the same as a standard course based on the teacher support level selected. The fee to test out of a class is \$75 per class.

Reassignment and Mastery Learning (Online Students):

Lessons: Students are given two attempts to reach the threshold of 73%. After the first attempt, students will be able to see which questions are correct and incorrect, but the solutions are not available until the student reaches the threshold or completes the second attempt. If the threshold of 73% is not reached within the two attempts*, students will keep the higher grade received.

*Both the percentage thresholds and the maximum number of attempts may be adjusted upon the principal's approval.

Quizzes: Students are given two attempts to reach the threshold of 73%. Note that the solutions and per-question scores will not be available until after the student has submitted the second attempt. If a student attempts the quiz for a second time, the student will keep the score of the second attempt. After the second attempt, students have the option to receive partial points on quizzes below 70% by submitting explanations and/or steps to solving the problem via an Ignitia message to their teacher.

*Students may ask to keep the higher of the two scores subject to teacher approval. Quiz corrections are preferred under normal circumstances.

Students are not allowed to make corrections on quizzes with scores above 73%. Students are not allowed to submit corrections in previously completed units if they are within three weeks of the end of the course's end date, which is typically [the end of the first semester, the second semester, or summer school](#). Teachers reserve the right to refuse quiz corrections. Examples of reasons that a teacher may refuse to allow students to submit corrections include, but are not limited to, the student:

- Not spending extra time on the second attempt.
- Refusing to submit corrections in the proper manner.
- Refusing to put forth the time or effort needed to earn a higher score.

If a teacher sees a need for a student to attempt a quiz a second or third time, the teacher may assign an alternate quiz with similar questions if available. Additional attempts will not be granted unless an exception is made at the discretion of the teacher.

Tests: Students are given only one attempt on all tests. If there is an alternate test available, students may request to take that test. Teachers may also require a student to submit corrections to the original test through the Ignitia help request box. If a student scores lower on the alternate test, the student may ask the teacher to accept the higher score. Students are not allowed to submit corrections or take alternate tests in previously completed units if they are within three weeks of the end of the course.

Projects: Projects are essential in showcasing the student's mastery in every subject. Students should put forth their very best effort in every project. Any technical errors must be confirmed by parents or evidenced by documentation that Enlightium deems sufficient. Also, efforts to resolve the issues with

[Ignitia Technical Support](#) must be evident. Students who have had previous technical issues should take additional precautions to avoid technical issues based on the recommendations provided in the [Student Orientation course](#) or provided by Enlightium staff or faculty.

Depending on the student's performance, [summer school](#) may be necessary in order to complete coursework and earn a final grade. Additional fees may apply. Parents can opt out of the extension, which may result in an incomplete (I) or failing (F) grade on the report card or transcript (see 'Incomplete Assignment Policy' below). In such cases, credit will not be awarded for that high school course. Students in PreK-8 grade may not be promoted to the next grade level.

[Incomplete Assignment Policy:](#)

If students do not request an extension, they may receive an incomplete grade on their report card/transcript. For students who are close to completing a semester course, a minimum of 75% of schoolwork or higher must be completed. If the student has completed between 75–99% of a course, a grade of 0% will be given for all incomplete assignments in the course.

[Extra Credit:](#)

Extra credit opportunities are available to students upon request and will be provided at the teacher's discretion. Teachers reserve the right to refuse extra credit. Reasons for refusing to provide extra credit opportunities include but are not limited to:

- The student failing to put forth sufficient effort in assigned work or previously provided extra credit opportunities.
- The student refuses to follow directions on provided opportunities.
- Extra credit is deemed unnecessary, such as when a student has already achieved an A+.

Extra credit points are limited to increasing a student's course score by no more than a total of 3% regardless of how much extra credit work was completed. Teachers may award a half credit, up to a final score of 70%, on certain quizzes for detailed corrections with explanations for missed questions.

[Enlightium's Reading Program](#) allows students to read from an [approved reading list](#) and write a book report for a chance to receive extra points in their English course. Book reports may be [submitted in other courses](#) as well, with the teacher's approval of the book in advance. Books may be available through [Sora, Enlightium's eLibrary](#) powered by Overdrive.

[Custom Projects:](#)

Students can request to meet certain project requirements* in a different fashion to express themselves creatively. A project requirement may instead be met by creating a visual-based project. If a specific project cannot be replaced, the teacher may allow the student to raise the average project grade by submitting a [custom project](#) as an additional project in a given unit. All such reports should be pre-arranged with the teacher in order to receive credit for the work.

*For example, a student can request that an upcoming trip to a museum or historical landmark may be substituted for certain project requirements or be accepted as an additional project. If approved, the student may then produce a project according to the teacher's specifications while still maintaining grade-level appropriate grammar and formatting. Evidence of the student having visited the site, such as a photograph, will be required.

[Blank Answers on Lessons:](#)

Students are expected to try their best and to answer all questions within a given assignment. Should a student leave a question blank, the teacher will grade the problem as is, provide instruction, and will ask if the student would like to provide an answer. If the student requests a second chance, the teacher may re-assign the problem at their discretion. If a student repeatedly submits blank answers, teachers retain the right to deduct an additional 15 points* from the total score of the lesson.

*For example, if a student submits an answer blank on the lesson and scores an 80, the final grade will be 65.

In addition, submissions that show a lack of effort (e.g. the lesson requires a 2-3 sentence answer but the student provides a one-word answer) will be treated as a blank submission. A pattern of submitting blank work is considered inappropriate academic behavior. If this continues, the teacher will reach out to the parents to resolve the issue. If a resolution cannot be reached that rectifies the behavior, Enlightium may not allow the student to re-enroll. If your student is filling out all answers but they are showing as blank after submission, [review this article](#).

Blank Answer Submissions Policy:

- **1st offense** - A warning, an explanation of Enlightium's policy, and reassignment.
- **2nd - 4th offenses** - A zero (0) is given for the question, and the teacher deducts 15% from the total assignment score. The parent is notified by email.
- **5th offense** - A zero (0) is given for the question, and the teacher deducts 15% from the total assignment score. Parents are alerted via email and the [Principal's Office](#) contacts the family to explain the severity of the situation and the potential consequences, including conditional enrollment.
- **6th - 9th offenses** - A zero (0) is given for the question, and the teacher deducts 15% from the total assignment score. The parent is notified by email.
- **10th offense** - A zero (0) is given for the question, and the teacher deducts 15% from the total assignment score. Parents will be contacted directly by the [Principal's Office](#) and the student is put on conditional enrollment

Cheating:

Cheating involves an intentional misrepresentation of a student's learning and is a breach of personal integrity. The one who engages in cheating suffers the greatest harm in the long run ([Prov. 10:9](#)). The most common form of cheating is taking information from another source and presenting it as one's own, which involves both stealing and lying.

Examples include:

- Plagiarizing research papers and compositions. Learn more about [the different types of plagiarism](#).
- Allowing others to use or have access to one's own work (such as posting the questions and/or answers online).
- Using unauthorized assistance on tests or quizzes and similar behaviors.
- Posting content from Ignitia publicly online, even as a means of studying. This is considered cheating because it enables other students to inappropriately use another's work.

Additionally, types of academic dishonesty include:

- Misrepresentation,
- Fabrication,
- Intentional duplicate submissions,
- Academic misconduct, and
- Improper computer/calculator use.

If a teacher identifies evidence that suggests cheating occurred, the following actions will be taken:

- **1st offense** - The teacher addresses/explains to the student what cheating is, provides a warning, then reassigns the assignment(s). Parents are alerted via email.
- **2nd offense** - The teacher awards a zero on the assignment(s). Parents are alerted via email.
- **3rd offense** - The teacher awards a zero on the assignment(s). Parents are alerted via email and the [Principal's Office](#) contacts the family to explain the severity of the situation and the potential consequences, including the required use of monitoring software. The principal may block the student's progress until such measures are implemented.
- **4th offense** - The teacher awards a zero on the assignment(s). Parents are alerted via email. The principal will require a meeting with the parents and the student.

- **5th offense** - The teacher awards a zero on the assignment(s). Parents are alerted via email. An official withdrawal warning is issued via email to the parents.
- **6th offense** - The administration decides if the student's enrollment at Enlightium should be terminated. The parent will be notified by phone or email of the administration's decision.

Cheating on an assessment (quizzes and tests) will result in a zero grade on the entire assessment. Further consequences may be imposed if cheating continues, including a zero grade for the entire course and possible withdrawal from Enlightium. Additionally, the time spent and pattern of behavior in submitting assignments may be used by Enlightium to determine if a student will need to utilize monitoring software, redo any work, or take proctored alternate tests.

Plagiarism:

Plagiarism occurs when a student uses wording or ideas from a source in an essay, assignment, quiz, or test without identifying the source with a proper citation. Learn more about [plagiarism](#).

X. REPORT CARDS/TRANSCRIPTS

Report Cards:

[Report cards](#) are emailed to families on a [quarterly basis](#). Final report cards and [unofficial transcripts](#) are emailed at the end of the year and can be mailed, per request, [for a fee](#).

Official Transcripts:

Official Electronic Transcripts: All official electronic transcripts to colleges, universities, scholarship foundations, military, coalitions, etc. are free when requested by the student [through their Naviance Student platform](#).

Official Hard-Copy Transcripts: An official hard-copy transcript can be ordered and sent to a student [for a fee](#).

Releasing Records to Accepting School:

If a student is transferring to a different school at any time [during the academic year](#), the receiving school needs to send an official request for records to [Enlightium's Records Department](#) via email or fax (888-317-6571). The Enlightenment student's records will be released once any existing balance is paid in full and a [Withdrawal Form](#) is received and processed.

XI. DEADLINES, PROGRESS EVALUATION, TRUANCY, AND AT-RISK STATUS

Progress Monitoring (Online Students):

Tracking student progress is simple when a student is enrolled at Enlightium Academy. We developed a [progress summary email](#) that is sent most weeks of the school year to keep parents informed and empower them with the information needed to keep their students accountable. Enlightium's progress reports also help meet or exceed their [state attendance standards](#) and maintain our [accreditation](#) requirements. This email will provide a summary of key metrics from the previous week, such as the number of assignments completed compared to the number of assignments due, the time your student spent working, the average score for each assignment type, and other data that will help parents gauge if their student is keeping up with the material.

This information, along with regular communication with the student and checking the [parent](#) or [student portal](#), can provide the accountability a student needs to succeed in an online environment. More information about progress monitoring, including possible interventions in the event of low academic progress, can be found on the [Intervention Team page](#).

To ensure higher academic performance, we conduct several regular and one-time evaluations (discussed below) of students' progress throughout the year.

Due Dates and Daily Schedule:

Enlightium operates within an [academic school year consisting of 180 instructional days](#) with a defined first and last day of school. Students enrolled from the beginning of the school year are expected to complete all assigned courses within the 180 school days, unless a [summer school extension](#) is provided. The daily schedule that lists the assignments to be completed each school day is assigned within the [Ignitia platform](#). Students are free to complete their daily assignments at any time throughout the day. There may be school days when Ignitia is slow or unavailable due to standard maintenance by Ignitia's team, server issues, etc. Students will not be provided additional school days to make up for those periods, but can use weekends, holidays, etc. as shown on the [school calendar](#). [Here is a recommended day planner](#) that is proven to be effective for homeschool and online students.

During the standard school year, each Friday is designated as an "Enrichment Day" on which no new assignments are due. Enrichment days are specifically set aside for student focus on catching up or working ahead. Faculty and staff will use enrichment days to host monthly students chapels, open office hours, and live sessions focused on projects.

Students are monitored on a weekly basis by the [Intervention Team](#) and will be considered current if the student fulfills the weekly schedule requirements. The student's primary parent will receive an email about the student's overall progress during the following week from progress@enlightiumacademy.com. These automatically-generated email alerts are not meant to be comprehensive and are primarily sent to inform parents of overall progress and any concerning indicators. For this reason, parents are responsible to check on the student's completion and grades on a regular basis via the [parent](#) or [student portal](#) to identify and correct any concerning behavior.

Parents can [contact the counselor](#) to request that a course schedule be customized to accommodate unusual circumstances for students that are behind in their coursework; the counselor will review the situation and approve or deny the request. Otherwise, the assigned work must be completed by the scheduled due dates to avoid a summer school extension and/or incomplete courses/zeros on assignments/failing grades.

Transfer Students:

Transfer students and students who enroll later in the academic year* may be given a summer school [extension](#) at no cost if arranged with the counselor in advance.

*Students who enroll later in the academic year may need to finish more schoolwork than is reasonable during the remaining school days.

For example, if a student enrolls at the start of the 3rd quarter but needs to make up work for the 2nd quarter, the student's counselor will assign three-quarters worth of work even though there are only two quarters left in the school year. In such a case, the counselor may provide a summer school extension without the typical fee, as the cost of the standard tuition will extend into the summer.

Attendance Policy:

Online schooling provides flexibility. However, attendance can still become an issue if not properly managed. In online school settings, the attendance policy simply requires that students log on, complete lessons, and "attend classes" by progressing in their school work. A student is considered inactive for any given week if they have completed **less than 20% of assigned work for that week**. Consecutive weeks in which the student completes less than 50% of their assignments could lead to administrative action such as intervention support or ultimately, withdrawal. Enlightium should be notified at least one week in advance using the [Absence Form](#). Please note that [progress summary emails](#) can be paused for up to two weeks upon request by emailing progress@enlightiumacademy.com.

Types of Absence:

Enlightium recognizes several reasons for a student's absence. If a student's absence exceeds the listed number day of days below, the student's counselor and Principal's Office will review the student's absence:

- Medical/illness: five school days
- Technical issues: five school days
- Death or family emergency: ten school days
- Vacation/travel: ten school days

Note that if a student will only be absent for 1-2 school days, there is no need to submit an Absence Form. Simply have the student work ahead of time (if possible) and afterward to catch up on overdue assignments.

When an [Absence Form](#) is submitted, your student's due dates may be adjusted and progress-related communications may be temporarily paused. It is important to remember that an excused absence does not reduce the required amount of work for your student's courses. Please contact progress@enlightiumacademy.com with any questions about absences.

Student Inactivity in Ignitia:

One Week of Inactivity:

- Enlightenment's Responsibility:
 - To inform the parent of the student's inactivity
- Parental Responsibility:
 - To make sure that the student resumes as soon as possible. If a student is not able to resume, we ask the parents to provide an explanation of inactivity by filling out the [Absence Form](#)

Two Weeks of Inactivity:

- Enlightenment's Responsibility:
 - To identify the student as "At-Risk" and evaluate for Tier 2 academic intervention
 - To notify the parent by text, if possible
- Parental Responsibility:
 - To make sure that the student resumes activity by the next school day. Explanation of the inactivity and/or documentation may be required per Enlightenment's request

Three Weeks of Inactivity:

- Enlightium's Responsibility:
 - To keep the parent informed of the student's "At-Risk" status via email
 - For the Principal's Office to initiate follow-up and intervention
- Parental Responsibility:
 - To make sure that the student resumes activity by the next school day. Explanation of the inactivity and/or documentation may be required per Enlightenment's request

Four Weeks of Inactivity:

- Enlightenment's Responsibility:
 - If no progress is made under [Intervention](#) Tier 2 support and accountability, the student is reviewed for [withdrawal](#). A withdrawal warning is sent via email
- Parental Responsibility:
 - After the 4th week of inactivity and prior to the withdrawal notice being sent, parents are required to make sure that the student resumes activity by the next school day. An explanation of the student's inactivity and/or additional documentation may be required per Enlightenment's request

Five Weeks of Inactivity:

- Enlightenment's Responsibility:
 - If Tier 2 support and accountability has not been set up due to a lack of communication from the parent(s) and/or student, Enlightenment will issue a withdrawal notice via email and follow up with the exit phone call to the family informing them of the decision
- Parental Responsibility:
 - Parents may appeal* the withdrawal decision. A [withdrawal fee](#) will apply to both voluntary and involuntary enrollment termination

*If a family would like to appeal the withdrawal, a \$50 administrative evaluation fee and, if approved, a \$50 reinstatement fee will apply.

At-Risk Status:

If a student falls behind the school schedule for two weeks or more in total across all classes, the student will be considered At-Risk (unless parents pre-arrange an absence due to travel, health, or a family matter). Parents of students who are At-Risk will be notified via email. If an adequate effort is not demonstrated and the student falls behind for another week, the student will be considered for Tier II academic intervention.

Students who continue to fail in completing minimum progress requirements will remain At-Risk and will be referred for Tier 2 academic intervention support and accountability. This may include but is not limited to the following: mentorship, mandatory tutoring time, and/or webinar or small group participation. Failure to comply with these measures, especially coupled with unsatisfactory progress in the student's coursework, may result in a phone call from the principal or paid consultation with an [Interventions Specialist](#) based on the student's need for additional intervention support.

If the intervention support does not result in satisfactory improvement for any reason, the student will be considered for Tier III intervention or [withdrawal](#) from Enlightenment. All requests to appeal the withdrawal decision will be evaluated by the Enlightenment administration and are subject to the fees and conditions described in the previous section.

Account Hold Due to Low Communication:

Enlightenment reserves the right to put a student's account on hold due to a lack of response from the parents to resolve important matters after failed email and phone call attempts.

Summer School Extensions:

Students who started at the beginning of the school year and did not complete all assigned courses within a semester (high school) or within the school year (elementary and middle school) are given an opportunity to apply for a paid [extension](#). Students who do not secure an extension will receive an incomplete grade (if course progress is 74% or less) or be given zeros for all remaining work (if course progress is greater than 75%), which may result in a failing grade. The deadline for applying for summer school is communicated via email.

If a student does not complete all assigned courses by the summer extension deadline, Enlightium reserves the right to deny re-enrollment for the following school year. If approved, the student may re-enroll to complete the course(s) the following school year or restart the course(s) at the discretion of the guidance counselor.

Re-Admission Policy:

The Enlightenment Academy team is committed to working with students wherever they are in their educational journey. In order to ensure the student's success, both the student and their parents must fulfill their responsibilities. Students are required to keep up with the assigned workload and finish their courses on time. It is the parents' responsibility to make sure their student is progressing in all courses. The Progress Department notifies parents every week of their student's progress.

If the student falls significantly behind academically and parents are unresponsive to communication (e.g. from counselors, Intervention Team, the Principal's Office, etc.), the student is considered "At-risk" (due to truancy and/or failing grades) and may not be allowed to re-enroll at Enlightenment in the following school year. Students who do not complete at least 50% of assigned coursework by the end of the 3rd quarter may be placed on Enlightenment's Do-No-Readmit List. This decision can be formally appealed after the 4th quarter and/or summer school.

In order for a student to be promoted to the next school year, a minimum of 80% of the assigned coursework must be completed by the end of the school year with passing grades.

- Elementary and middle school students (grades 3-8) must complete and pass at least English, math, and science courses.
- High school students (grades 9-12) need to pass (earn credit in) at least English, math, and science courses.

Enlightenment Academy reserves the right to refuse to re-admit families who have a past due balance from previous years, have been unable to make tuition installment payments on time, and/or who are deemed unable to meet financial obligations based on previous installment payment history, credit history, or other factors. In such cases, the family may still be readmitted if the tuition is paid upfront.

Promotion/Retention Policy:

At the end of each academic year, counselors review students' progress in grades prek-kindergarten-8 and promote them to the next grade level.

Retaining students at a given grade level is a procedure practiced in schools when students are performing significantly below the grade level expectation. At Enlightenment, this may occur if there is not sufficient evidence that mastery learning has taken place. The following criteria is used to determine whether or not a student should be retained in a grade level:

- If a student failed three or more core subjects, where at least one of them is either English or math, OR
- If a student failed both English and math, OR
- If a student fails English OR Math and the student's overall GPA is less than or equal to 1.7 OR
- If the student has shown significant evidence of academic dishonesty.

Enlightium Academy has the right, per accreditation requirements, to retain a student for one year if that student performed below a 2.0 GPA in all courses. Enlightenment Academy reserves the right to not retain a student for more than one year and decline re-enrollment as the student might need other education support than what the Enlightenment team can offer.

XII. TUITION AND BILLING

Tuition for the 2023-2024 School Year:

Tuition for a full-time student is based on the student's grade level and the support package in which the student is enrolled. Current pricing can be found on Enlightium Academy's [website](#). Pricing is subject to change during the school year.

Full-time students can take up to the following amount of courses/credits without additional fees:

- Homeschool Students (grades PreK-8)
 - AOP and BJU:
- Online Elementary School Students (grades 3-5):
 - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Five required core courses, one required offline physical education course, and optionally an additional semester of an offline elective
 - [Diamond](#): Five required core courses, one required offline physical education course, and optionally one premium elective and additional offline electives
- Online Middle School Students (grades 6-8):
 - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Five required core courses, one required physical education course, optionally an additional semester of an offline elective, and optionally one semester of a standard elective
 - [Diamond](#): Five required core courses, one required physical education course, and optionally one year and one semester of electives, including offline electives, one year of which can be a premium elective
- Online High School Students (grades 9-12):
 - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Up to 7.0 credits, which includes core courses such as English, math, and science
 - [Diamond](#): Up to 7.0 credits, which includes core courses such as English, math, and science. The 7.0 credits can include up to 2.0 credits of premium electives
- Real-Time Sapphire Live Instruction (grades 3-12)
 - Grades 3-5: Core courses associated with the Sapphire Live program, one required physical education course, and optionally one credit of a premium elective
 - Grades 6-8: Core courses associated with the Sapphire Live program, one required physical education course, and optionally one year and one semester of electives, one year of which can be a premium elective
 - Grades 9-12: Core courses associated with the Sapphire Live program and up to 2.0 credits of premium electives

Additional Fees:

Add-Ons include additional costs for resources such as the Mission Program. Details can be found at Enlightium Academy's [Add-Ons page](#). Add-On fees are waived for Diamond and Sapphire Live students.

Discounts:

Prepayment discounts are available for families who pay their student's tuition at the time of enrollment or within 30 days of enrolling. Prepayment discounts may be larger for families who enroll and pay before the school year begins. All discounts apply only to full-time students and cannot be combined. Discounts do not apply to [Add-On products](#), but do apply to the Early Start Program.

- When enrolling children within one family, **multi-student discounts** may be applied retroactively if the second child is enrolled within one month of enrolling the first child. If additional children are enrolled after one month of enrolling the first child, the multi-student discount applies only to additional children.
- To qualify for the **pastoral discount**, an immediate family member of the student (i.e., parent or guardian) must be serving as a full-time senior pastor, youth pastor, or children's ministry director in a church that aligns with Enlightium Academy's statement of faith. A verification letter

- from the church board of elders or the senior pastor will be required to receive this discount.
- To qualify for the **active missionary discount**, the family must be active missionaries from a sending church aligned with Enlightium Academy's [statement of faith](#). A verification letter from the sending church can be used as documentation to receive this discount.
 - To qualify for the **active military/veteran discount** submit a Leave and Earning Statement (LES). Veterans may provide a DD-214. On both documents the Social Security Number may be blacked out to verify the discount request. All other portions of the document must be legible.

Tuition for Part-Time Students:

Part-time enrollments may be paid over as many months as credits taken by the students (e.g., three credits can be paid over three months). Discounts are not available to part-time students. Part-time students will be charged a standard amount of three credits for the package enrolled. The installment schedule will be adjusted or a refund/credit will be issued based on the actual number of credits assigned for the year. Alternatively, the exact number of credits may be noted on the enrollment form or provided via email to billing@enlightiumacademy.com.

Billing Policy:

All installments must be paid via a checking account or a debit or credit card. If an alternative payment method is approved such as a wire or check, a \$30 processing fee per payment will apply. The payments must be initiated before the classes are assigned unless otherwise approved by Enlightium administration.

The first tuition installment will be processed using the checking account on file or on the card that was used to pay the enrollment fee and may be as early as three business days after the enrollment form is processed, unless another arrangement is approved. The amount charged will be based on the information provided in the enrollment form such as the student's grade and support package. If the final tuition differs from what the enrollment form states, the difference will be communicated to the family via email and the remaining installments will be adjusted accordingly. If the tuition was paid upfront, the difference will be left as a credit on the account (if overpaid) or scheduled (if underpaid). Parents will be notified of any upcoming payments at least 3 days prior to processing. Returning families will have a discounted enrollment fee of \$125.

If installment payments need to be rescheduled after 14 days of the courses being assigned, there will be a \$15 rescheduling fee to redo the installment payment schedule. The tuition should be paid by the end of the school year. Under certain circumstances, a family may have tuition installments scheduled into the summer months as the tuition is based on the coursework assigned and not the amount of time accessing the curriculum. This balance is due even if the student has already completed the school year. Requesting to extend installment payments past May will result in a fee of 20% per installment scheduled beyond the school end date and require confirmation of the installment payment schedule in writing.

Invoices and statements will be provided free of charge on a quarterly or annual basis, as requested. These must be requested via email. Special requests, monthly statements, or amendments may incur a \$10 charge per document.

Enlightium reserves the right to hold records until the tuition has been paid in full. Enlightium has partnered with [Tuition Options](#) to provide additional flexibility in the case of financial duress; upon administrative approval, Enlightium may release records provided the third-party contract is created with Tuition Options.

Installment payments for students in the [Diamond](#) and [Sapphire Live](#) packages will not have fees applied. Returning families with no missed installment payments in previous school years may request to have this fee waived.

In the case of an improper chargeback submitted by the parent, Enlightium will apply a chargeback fee to the family account balance in the amount of \$45 per chargeback. A \$30 fee will apply for refunds to a method different from the original payment. A government issued ID will be required as well as a completed agreement form. Any additional bank processing fees will be deducted from the refund amount.

International Billing Options:

Enlightium Academy has partnered with Convera to provide competitive international exchange rates. Email billing@enlightiumacademy.com if you would like to pay your tuition using a currency other than USD.

Past-Due Balance Policy:

An initial declined transaction will be reprocessed daily for three total attempts. It is the parent's responsibility to update the card via the secure link provided in the declined receipt emails or by [contacting the Billing Department](#) prior to the third attempt to avoid a \$5 late fee. Families are given ten total days from the initial scheduled payment date to make an installment payment or request an arrangement to avoid student account deactivation.

Once deactivated, the family will have 15 days to pay the balance or make a payment arrangement before the student is withdrawn. A \$25 reactivation fee will be due prior to reactivating the student's account. After 25 days of non-payment, the student will be withdrawn. If the student is withdrawn, a \$50 reinstatement fee will apply in addition to the past due payment(s). Reinstatement may require an appeal form to be submitted for approval in certain situations.

A withdrawal fee and any remaining balance will be calculated if an account is withdrawn for non-payment. This will be charged to the card on file as soon as five days after withdrawal. Accounts may be scheduled for collections 30 days after the withdrawal fee or remaining balance is scheduled if a payment arrangement has not been made. It is the parent's responsibility to pay all tuition and fees by the end of the enrolled school year and to notify Enlightium if any payment discrepancies occur.

Upgrading/Downgrading:

Parents may elect to upgrade or downgrade their student's support between packages (e.g., [Diamond](#), [Gold](#).) during the school year. The tuition adjustment after upgrading or downgrading is calculated based on the number of units started and the remaining units to be completed. The started/completed units will need to be paid for at the original support level, and the unfinished units will be calculated at the newly chosen support level. Under certain circumstances, Enlightium may calculate the fee based on the number of calendar days since classes were assigned at Enlightium.

A \$100 fee for upgrading or downgrading a tuition package will apply if done after the 14-day trial period. Students enrolled in the [Gold](#), [Diamond](#), and [Sapphire Live](#) support package will have the \$100 fee waived on the first upgrade or downgrade during the school year. Students cannot downgrade after the third quarter of the school year, including the summer school extension.

For students wishing to switch from the Homeschool program to the Ignitia based program, an additional \$100 fee will be assessed with a total adjustment fee of \$200.

Class Drop/Exchange Policy for Full-Time Online School and Sapphire Live Students:

Dropping a class after the 14-day trial will only change the tuition if the new total of credits for the school year falls outside of the grade-level course load for full-time students:

- High school full course load = 7.0 credits
- Middle school full course load
 - [Bronze](#), [Silver](#), [Silver+](#), [Gold](#), [Diamond](#) and [Sapphire Live](#) = 6.0 credits

- Elementary school full course load
 - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#) students = 5.0 credits
 - [Diamond](#) and [Sapphire Live](#) = 6.0 credits

A course may be exchanged with another course during the 14-day trial period at no charge. Likewise, if dropping a course results in part-time status, a refund only applies within 14 days of course assignment. Additionally, a [withdrawal fee](#) will apply to courses that are dropped after the 14-day trial period.

Families may petition to waive the withdrawal fee after 14 days of class assignment only if the student is unable to complete the course(s) due to physical and/or mental debilitation or other extenuating circumstances beyond the student's control. In such cases, families should email billing@enlightiumacademy.com to request a fee waiver.

As [Honor courses](#) are separate from [standard courses](#), there is a \$100 course transfer fee to transfer grades from one course to the other after 14 days*. However, if a student finds the pace or rigor of the Honors program too demanding, the program can be changed to the standard courses within 14 days from the start of courses without a fee being applied.

*Note, after 14 days, the course can still be dropped or exchanged; however, for high school students and middle school students taking high school courses, the original course will remain on the transcript as a "W". If dropped before the 14-day mark, the course will not be shown on the transcript.

State Voucher Policy

Enlightium Academy may be eligible for some state voucher programs. Due to the administrative burden, families paying via voucher will be charged an additional \$150 fee per student. Voucher payments are not refundable directly to parents as required by law and may be subject to alternative withdrawal policies, depending on the state requirements and other factors. The specific policy will be determined on a case-by-case basis in accordance with the requirements of the state hosting body and other factors. In some cases, no voucher payments made toward the tuition amount are refundable upon withdrawal and are forfeited according to state law. Payments paid directly by the parent will be assessed based on the standard withdrawal policy.

14-Day Trial Period:

Families with a new student are given a 14-day period after the student's courses are assigned in which to decide whether Enlightium's online program or Sapphire Live program will be the best fit for their child. 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 only refundable if the online [Withdrawal Form](#) is submitted within three calendar days of enrolling.

Curriculum purchased for the Homeschool Program (e.g. BJU or AOP print curriculum) is subject to the return policies determined by the seller of the curriculum

Alliance Program Tuition Policy:

Enlightium provides tuition discounts to Alliance Program schools (also known as co-op partnerships) to increase the value of the partnership and improve the experience of Alliance students. Such discounts may be unique to each school and are based on the following factors:

- The number of students enrolled and their status (full-time vs part-time),
- Payment terms (prepayment, monthly, quarterly, etc),
- The support packages chosen, and
- Other factors as determined pertinent

The installment payments will be set up according to what was discussed with the Alliance consultants. If no agreement for payment dates was set, the installments will be scheduled for the next applicable date.

Alliance Program schools are subject to the payment terms and policies as outlined in their unique Alliance Program agreement. Enlightium may charge an implementation fee as applicable.

XIII. WITHDRAWAL PROCEDURES

Reason for Withdrawal:

During the school year, circumstances may arise that require a family to withdraw their child from Enlightenment. We may also issue a withdrawal notice for a student due to the reasons discussed in this handbook including, but not limited to, the following:

- The student consistently fails classes.
- The student demonstrates unresolved behavioral issues.
- The student does not meet the terms of conditional enrollment.
- The family demonstrates a lack of partnership with Enlightenment's mission.
- The family is unable to meet financial obligations.
- The family does not provide the required information pertaining to the class assignment.

A student/family and the school will be given an opportunity to work out any issues that may arise in an effort to reconcile in a biblical manner.

Procedures for Withdrawal:

Should a student leave Enlightenment to enroll in another school, the family should notify Enlightenment's office at the time the decision is made by submitting the [Withdrawal Form](#). Records will only be released to either parents or the transfer school once the tuition and/or other unpaid charges or fees have been paid in full.

Continual Enrollment:

When a student is enrolled in the continual enrollment program, the \$250 enrollment fee is not charged. When a student completes the final year of the continual enrollment program, the fee is then waived. If a student withdraws before the end of the term, a \$250 termination fee will be charged along with any standard withdrawal fee for the current school year.

Withdrawal Fee:

Enlightium Academy will apply a staggered withdrawal fee schedule at 20% for withdrawing between 14-30 calendar days, 30% for 31-60 days, and 40% for 61-90 days from beginning coursework in addition to the cost for the time enrolled.* There will be no refund after 90 days for prepayments and remaining monthly installment payments will be owed in full.

*For example, if the remaining tuition for the school year is \$1,500 and the student has been enrolled for 61-90 days, the withdrawal fee would be \$600 ($\$1,500 \times .4 = \600). If the student is behind, Enlightenment will calculate the withdrawal fee based on the time the student had access to the curriculum to the day of withdrawal notification. A report card/transcript will not be released until the withdrawal fee and completed coursework fee is paid.

Refunds for overpayment will be issued per request to the card used to pay if the refund is issued within 30 days of the transaction date; otherwise, a check will be mailed to the parent. For families with mailing addresses outside of the United States, the refund will be wired and the bank wire fee will be deducted from the refund. For non-standard refund requests, a \$30 fee may be applied.

Payments made utilizing voucher systems will be subject to different withdrawal fee calculations. These can be reviewed in the Voucher Section.

Appealing the Academic Withdrawal Process:

Enlightium values our families and understands the unique circumstances that may cause a student's unsatisfactory academic performance. Enlightenment's appeal process* ensures that your family has the opportunity to explain your situation, and it provides Enlightenment administration with the opportunity to gain a more complete understanding before re-evaluating your student's eligibility for re-enrollment. We

encourage students and parents to take adequate time to review and answer the questions in the appeal process. The administration will evaluate reasons for withdrawal and strategize on improvements in coursework and/or academic behavior of the student.

Parents can reach out to the Billing Department to request a reevaluation of their specific circumstances. A \$50 appeal fee applies, and if a reinstatement is approved, this will be applied to the student account.

*The appeal process may take 5-7 business days, which provides Enlightium administration time to review and evaluate all information. Please make sure that the [Request for Appeal Form](#) is completely filled out, and that your student thoroughly answers each of the questions. The \$50 appeal fee must be paid prior to the appeal review.

[Alliance Student Withdrawal Policy](#)

Enlightium Academy will work directly with each school to avoid the withdrawal of Alliance Program students and to determine appropriate responses to student needs. However, Alliance Program schools are ultimately responsible for holding their students accountable academically and preventing the necessary withdrawal of their students. Enlightium Academy reserves the right to withdraw Alliance Program students for any of the aforementioned reasons in this handbook.

XIV. WHOM TO CONTACT WHEN YOU HAVE QUESTIONS

Teachers:

- Content questions
- Retaking quizzes or taking an alternative test
- Working ahead or catching up in a particular course
- [Parent-teacher conferences](#)

See [Faculty Department Contact Information](#).

Counselors:

- Personal/family issues
- Questions about [Advanced Placement \(AP\) courses](#), [Dual Enrollment \(DE\) courses](#), [offline elective courses](#), [NCAA-approved courses](#), [Naviance](#) and MobileServe, Naviance lessons, [community service](#), [college-preparatory assessments](#)
- Credits/graduation [progress](#)
- Adding/dropping classes
- [Summer school information](#)
- Assignment scheduling and pace
- Early Start options

See [Counselor Contact Information](#).

Registrars:

- [Transcripts and records requests for the purpose of transferring schools](#)
- [Progress reports](#) and [report cards](#)

See [Registrar Department Contact Information](#).

Intervention Team (Tier 1 and 2 support):

- [Overall attendance and progress](#)
- At-risk status
- Questions about weekly progress emails (progress@enlightiumacademy.com)
- Time management suggestions
- Utilizing the [parent](#) or [student portal](#) to track progress

Intervention Team (Tier 3 support):

- [Health Impairments](#)
- [Academic Intervention](#)
- [Resident District ISP](#)

See Intervention Team [Contact Information](#)

Billing Department:

- Changing installment payment dates
- Updating cards on file
- Billing inquiries

See [Billing Department Contact Information](#).

Technical Support:

- [Ignitia and computer troubleshooting](#)
- [Technical requirements](#)

- Ignitia Technical Support: (800) 735-4193

Have more questions? Search [Enlightium's Knowledge Base](#).

Binding Agreement:

The guidelines in this handbook are meant to establish expectations and consistency for both families and the Enlightium administration. By enrolling at Enlightium, families agree to abide by these guidelines. Any appeal to these guidelines should be directed to the [principal](#). Furthermore, all communication between Enlightium faculty/staff and students/families should at all times be both professional and respectful in nature.

If you have questions, please reach out to our customer service team by emailing support@enlightiumacademy.com or calling 866-488-4818. If you have concerns or complaints during your experience with Enlightium, please submit them to our administration [here](#).