



ENLIGHTIUM  
ACADEMY

# Family Handbook 2025-2026

"In the same way, let your light shine before others,  
so that they may see your good works and give glory to your Father who is in heaven."

Matthew 5:16

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## I. ABOUT US

### Welcome to Enlightium Academy!

We rejoice that God uses the Enlightium Academy team to do his work in advancing his kingdom through Christian education. With your engagement as parents, godly instruction by [Enlightium Academy 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 Enlightium Academy. The Family Handbook is your primary source of information as you start or continue your student's education at Enlightium Academy. Additional information is available on [Enlightium Academy's Knowledge Base](#) and [Parent Orientation](#).

Our hope for your family is that you would celebrate the abundant spiritual impact that Enlightium Academy 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 form students who love the Lord with all their being, display a Christ-like spirit, embrace their God-given talents, and cultivate a lifelong pursuit of learning. We partner with families to provide an excellent, Christ-centered education that forms students who demonstrate devotion, wisdom, excellence, and stewardship.

### Vision:

Enlightium Academy's vision is to nurture generations of Christians who love and honor God, care for others, and steward their gifts with excellence that they might stand pure and ready for the day of Christ.

### Values:

1. **Devotion.** We nurture wholehearted love for God, forming hearts that revere Him and seek to be transformed into the image of Christ. *Matthew 22:37*
2. **Wisdom.** Students are trained to think clearly, judge rightly, and apply the truth of Scripture in all of life. *Psalms 86:11*
3. **Excellence.** We cultivate discipline and diligence in pursuit of excellence in all things for God's glory. *Colossians 3:23*
4. **Stewardship.** We teach students to invest time, talents, and resources wisely, blessing their communities and honoring Christ. *Ephesians 2:10*

### Whom We Serve:

Enlightium Academy serves a diverse population of students, including those previously attending public and private schools, as well as homeschool families. A significant number of Enlightium Academy 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 Academy 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 Enlightium Academy. 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 Enlightium Academy'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 the flagship school of Enlightium School System Agency (ESSA), a system of schools accredited by Cognia. 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), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

### Philosophy of Christian Education:

At Enlightium Academy, we teach from a biblical worldview and provide an academic program that satisfies our private school approval and accreditation requirements. Enlightium Academy's students receive a strong academic foundation in English, mathematics, science, and history. Enlightium's Christian teachers serve as role models for students in the pursuit of developing a Christian mindset within our Expected Student Outcomes. Learn about [Enlightium Academy'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 ensuring 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 the school year. 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 Book-Based Program (grades PreK-9) use [book-based Christian curricula from AOP or BJU Press](#). Students in the [Online Program](#) (grades 3-12) use the digital Christian curriculum Ignitia or Enlightium's custom curriculum, available to grades 6-7 for the 2025-2026 school year. Finally, students in the [Sapphire Live Program](#) (grades 1-12) use a collection of the best curriculum options on the market. Each curriculum\* may include Bible, English, math, science, social studies, and elective courses. Click [here](#) to learn about the curriculum.

\*Enlightium Academy 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 that do not align with the perspicuity and sufficiency of Scripture, including those reforms derived from social philosophies like Critical Theory (e.g., Critical Race Theory).

### Expected Student Outcomes (ESOs):

Enlightium Academy has developed and maintains a comprehensive set of expected student outcomes that clearly state the objectives that we have set out to achieve in each student. Expected Student Outcomes pertain to students' 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 their 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 Academy's team models the following beliefs when interacting with students implicitly or explicitly:

1. We believe that the only authority and 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 the one triune God who is Father, Son, and Holy Spirit, and we believe that each person of the Trinity is distinct in person yet equal in attributes and glory from all eternity, existing in one and the same essence without confusion of their distinct persons ([Deut. 6:4](#); [Is. 42:8](#); [Matt. 28:19](#)).
3. We believe that Jesus Christ is truly God and truly man in one person, was born of the virgin Mary, lived a perfect life under the law in our behalf, was crucified in our place for our sin, and was resurrected from the dead as the firstfruits of our resurrection ([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 right hand of the Father, where He rules over all things and 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 humanity in His image, but that humanity fell from their original integrity through the first sin of Adam and has inherited a sinful nature and 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 through faith in Jesus Christ are forgiven of their sin, justified before God, 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 are united to Christ by faith are sealed with the gift of the Holy Spirit, who sanctifies them, and live as obedient children of God; we believe that this gift is offered to all people but only made effective by faith ([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, ascension, and second coming of Jesus Christ ([1 Cor. 15:20-23; Jn. 20:24-29; Acts 1:11](#)).
15. We believe in the general resurrection wherein Jesus Christ will raise all from the grave, sentence the unrepentant to eternal judgment, reward the righteous in Christ, and establish His reign over the new heavens and new earth forever ([1 Cor. 4:5; Heb. 9:27-28; Rev. 20:11-15; Rev. 21:1-8](#)).

### Artificial Intelligence at Enlightium Academy

In alignment with Enlightium Academy's mission to educate the next generation upon the foundations of biblical truth, we have adopted a guidance policy on the use of artificial intelligence (AI) within our academic and operational framework. This policy emphasizes the responsible, ethical, and purposeful use of AI tools to enhance personalized learning, teacher effectiveness, and school management while ensuring these tools align with our [Statement of Faith, Biblical Philosophy of Technology](#), and meet our standards of academic integrity. It encompasses directives for all administration, faculty, staff, and students, detailing appropriate uses, prohibited activities, and special considerations for maintaining academic integrity and ensuring privacy and security. As AI tools continue to develop, we will carefully navigate their use to enhance student and teacher engagement, enriching creativity, relationships, and reasoning in accordance with our Christian values.

Parents are encouraged to read the [open letter](#) from the superintendent to Enlightium Academy's parents regarding artificial intelligence at Enlightium Academy.



## II. ADMISSION AND RE-ENROLLMENT

### Admission Policy:

Enlightium Academy emphasizes a personalized approach to education. Our team works alongside students and parents on various educational paths. Our counselors review incoming student report cards for grades PreK-8 and transcripts for grades 9-12, and evaluate Enlightenment Academy's [entrance assessment](#) scores to help develop an academic plan specific to each student.

Enlightium can meet the unique needs of most students using our tiered approach to academic intervention. If your student requires a written support plan for any reason, please contact the [Intervention Team](#) after enrolling. It is recommended that students facing special medical or academic challenges be enrolled in the Online Program's [Gold](#) or [Diamond](#) packages or the [Sapphire Live Program](#) to receive the needed teacher support.

Students determined to be "At-Risk" (e.g., withdrawn from the previous school due to academic progress and/or attendance issues) may be accepted at Enlightenment Academy under conditional enrollment. These conditions may include, but are not limited to, specific parental oversight, required student participation in the Intervention Program, and sufficient weekly progress. It may be determined at any time before or during the school year that the student needs the Online Program's [Gold](#) or [Diamond](#) packages or the [Sapphire Live Program](#) to receive adequate teacher support. Parents may be asked to sign and agree to the enrollment conditions suggested by the Principal's Office.

Enlightium Academy reserves the right to deny enrollment/re-enrollment to a student if we are 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 provide 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 adult listed on the account. If an adult 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; families should follow their state's guidance concerning a Minor Power of Attorney. Any such authority granted to the grandparents must be communicated in writing to Enlightenment and is subject to additional verification. The primary or secondary contact listed on the enrollment form may have rights to the student's information and request to make changes to the account, based on the permissions assigned at enrollment/re-enrollment.

Legal custody of a student by at least one of the parents/guardians must be established by fulfilling the following requirements within three days after enrollment. 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 the authority to make educational decisions for the student.

\*Written directions regarding which parent is to receive school notices (typically the primary contact 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 Academy receives a court order stating otherwise.

### Admissions Timeline:

A family new to Enlightium Academy will need to review and complete the [New Student Checklist](#), which includes the following:

- **Submit the enrollment form.** At this time, the student should be withdrawn 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. The assessment is typically assigned within two business days of the enrollment form being processed. Please keep your student accountable for finishing the assessment within two or three days of assignment.
- **Provide records, if applicable.** Enlightium Academy's admissions team will request records from your student's previous school, typically within two business days of the enrollment form being processed; a response from the student's previous school may be delayed 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. Your application will be on hold for evaluation and class assignment [until the necessary documents are received](#).
- **Record Evaluation and course assignment.** As soon as the entrance assessment is complete and Enlightium Academy has received sufficient records, counselors will evaluate the records and entrance assessment results. They will then collaborate with families 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 requested start date indicated on the form. Courses will be assigned after the student's course plan has been confirmed or two school days have passed since the course plan was sent\*.
- **Complete the Orientation courses.** Students will need to complete the [Student Orientation](#) course after completing the entrance assessment; the Student Orientation becomes 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 Academy's Knowledge Base](#), including [checking their state's or country's requirements](#) pertaining to home education.

In all of the above steps, delays may occur. Please reply to emails from Enlightium's Admissions Department and your student's counselor in a timely manner to avoid additional delays.

If enrolling as an Early Start student, meaning that the student begins one or more courses during the summer leading up to the start of the school year, the above steps may be adjusted at the discretion of the Admissions Department.

A returning family needs to review and complete the [Returning Student Checklist](#), which includes submitting the re-enrollment form, completing the [Parent Orientation](#) and [Returning Student Orientation](#), confirming the student's course schedule with their counselor (grades 9-12), reviewing this Family Handbook, and [checking their state's or country's requirements](#) pertaining to home education.

\*Applicable only for students in grades 9-12.

### Early Access

Enlightium Academy students who enroll early for the upcoming school year (between January and June) have exclusive early access to some or all of the following, depending on how early they are enrolled:

- **Connect with other families:** Access the Enlightium Parents app to get updates and connect with existing families both in your area and around the globe.
- **Test new features and pilot new programs:** Our team is constantly innovating, finding new tools, and creating new programs. Families who re-enroll their student(s) early may be invited to participate in the beta testing of these programs and features during the second semester (depending on the time of enrollment and time of testing) and given the opportunity to provide their feedback to help shape the implementation of the new features and programs in the following school year.
- **Connect with the student's next-year counselor:** Upon request, our team will provide information about a student's expected counselor for the next school year and allow students and their families the opportunity to connect with them before the school year begins.
- **Start their Bible course early:** Upon request and approval, our team can make the next year's Bible course available for early access giving students the opportunity to get a head start.
- **Access learning tools:** Upon request, students will be given early access to supplemental learning software (e.g., IXL) before classes start.

### 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:

**Students in the Book-Based Program:** Students choose between the BJU Press and AOP curriculum when registering.

**Students in the Online Program:** The Bronze, Silver, Silver+, Gold, and Diamond support packages are assigned standard courses by default.

**Students in the Sapphire Live Program:** Students are assigned the chosen curriculum that is vetted by the Enlightium Academy administration to ensure that it is aligned with our school’s curriculum standards.

**Students in the Hybrid Program:** Families select curriculum options that align with their student’s individual learning needs. To ensure quality and alignment with educational standards, families choose from a pre-approved list of curricula which is provided in the [Hybrid Program Addendum to the Family Handbook](#). Any curriculum outside this list must be reviewed and approved by the Hybrid Coordinator. During academic days, students participate in hands-on lessons drawn from a variety of sources, all of which are approved by the Enlightium Academy Curriculum Team.

#### Students in the Enlightium Prep Program (Spokane, Washington)

Experience our Christ-centered, in-person K-12 STREAM school in Spokane, Washington—where hands-on learning and academic excellence are built on a strong biblical foundation, preparing students for college, career, and a life of purpose. By joining Enlightium Prep, your student will also gain valuable technical skills through our robust online platform, which offers exclusive electives, as well as NCAA-approved courses, AP classes, and Dual Enrollment options for upper-grade students. Learn more about [Enlightium Prep](#).

#### Honor Courses:

**Students in the Book-Based Program:** Students have a unique curriculum available to them that does not offer Honors courses.

**Students in the Online Program:**

- Using the Ignitia curriculum\* in the Silver, Silver+, Gold, and Diamond support packages:
  - Grades 3-8:
    - *New students who score above average* for their grade level on the entrance assessment, and further verified by the records provided by the previous school, may be considered for Enlightium Academy’s Honors courses if taking courses on the Ignitia platform.
    - Returning students’ parents can request in the re-enrollment form for their students to take one or more Honors courses in specific classes. This is subject to counselor approval.
  - Grades 9-12:
    - *New and returning students 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.”
- Using the Enlightium curriculum:
  - Honor courses are not available to students.

**Students in the Sapphire Live Program:** Students have a unique curriculum available to them that does not offer Honors courses.

**Students in the Hybrid Program:** Students have a unique curriculum available to them that does not offer Honors courses.

\*Since Honors courses in grades 3-12 differ from standard courses, after 14 days from the class start date, a \$100 course change 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 depending on how many credits they are taking. Part-time enrollment is only available for the Online Program's Silver package. If enrolling for the full school year, a student is considered part-time if taking between 0.5 and 3.75 credits. If enrolling for one semester, a student is considered part-time if taking between 0.5 and 1.75 credits. Premium electives are available to part-time students, though the student's family will need to pay the per-credit price and the add-on fee.

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 details on tuition.

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

Families with a student in grades 7-8 can request on the enrollment/re-enrollment form to be assigned select [high school courses to earn high school credit](#). To be eligible, the student must have good grades and progress in their current courses. The student's counselor will help decide which high school level courses may be appropriate. Note that course availability varies; speak to your student's counselor for details.

If a student takes one or more high school level courses in grades 7-8, those courses will be included on his or her 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.

A state history course\* may be required depending on your state's requirements prior to entering 9th grade or in high school. At Enlightium Academy, state history may be assigned in either 7th or 8th grade at the counselor's discretion.

\*Students who reside outside of the United States are exempt from this requirement.

#### **Advanced Placement and Dual Enrollment Courses (Grades 9-12):**

Advanced Placement (AP) and Dual Enrollment (DE) courses are available for students in select high school grades. Please review Enlightium Academy'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. Additional fees may apply.

#### **NCAA-Approved Courses (Grades 9-12):**

Enlightium Academy offers NCAA-approved courses to students in grades 9-12 in the Online Program's Silver, Silver +, Gold, and Diamond packages. The final approval for meeting NCAA course requirements is based on NCAA policies, 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 and provide support to "At-Risk" students in the Online Program and the Sapphire Live Program; the Intervention Program assists

parents/guardians of students in the Book-Based Program as needed. The Intervention Program provides appropriate academic interventions according to the student's chosen tuition package to improve student success and increase retention. Through collaborative problem-solving, data-driven decision making, and targeted interventions, the intervention team is committed to identifying student needs early, partnering with families and educators, and creating equitable pathways to help all learners reach their full potential. The program is designed to serve students with academic, 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's Office and includes expert mentors, academic coaches, and specialists. The team evaluates student medical diagnostic and academic documentation to ascertain the type and severity of impairment based on Enlightium Academy'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 a [Resident District Individualized Service Plan \(RD-ISP\)](#).

Accommodations can also be made for students who qualify for a 504 plan, such as those who face a physical or medical disability affecting their ability to do school work. 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 Book-Based Program should receive intervention support from their parents or guardians, if needed.

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

Enlightium Academy supports English Language Learners (ELL) through an adaptive, resource-rich online environment. Families should indicate ELL status during enrollment so we can ensure appropriate support is made available. Our teachers and curriculum are equipped with tools for scaffolding instruction and tailoring content to meet the individual needs of English language learners. Support is provided through modified instruction, targeted feedback, and flexible pacing, all within our asynchronous model, which allows students to learn at their own pace and revisit lessons as needed. This approach ensures that ELL students can thrive academically while building English proficiency in a manner best suited to their learning needs.

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 Academy's [standard World Language courses](#) and [offline World Language courses](#).

Enlightium Academy offers the [Seal of Biliteracy](#) to Enlightium Academy high school students 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.

### [Faith in Action \(Grades 9-12\):](#)

Faith in Action is a certificate program that helps students prepare for a life dedicated to serving God, whether that be in full-time ministry or through faithful witness in everyday life, careers, and community involvement. Students will study essential doctrine, learn proper Bible study methods, and explore a defense of their faith through apologetics. Students will gain access to extra resources, personalized support, and live sessions (regardless of support level). Faith in Action focuses on helping students internalize their faith, and then become willing and effective vessels for God to use. Whether a student feels called to full-time service, expresses a desire to get closer to God, or you would simply like to expose them to a rich environment where they can grow their faith and knowledge, the Faith in Action program is designed to benefit all students. Learn more about the Faith in Action Certificate.

#### [Xello Education, Career, and Life Readiness Curriculum Requirements \(Grades 9-12\):](#)

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

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 is a team effort, and the experience varies from student to student. Enlightium Academy's team of educators seeks to make our school accessible to every student, no matter his or her circumstances or previous educational experience. Through our multiple support programs, we personalize the learning experience for each student.

**A Readiness Evaluation** option is 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) are two or more years behind their peers and have no health or academic documentation. The student's counselor will evaluate the student's unique situation and may recommend additional evaluations per parental request. In some cases, Enlightium Academy administration may approve a student to take one or more of Enlightium Academy'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.

#### **Early Entrance**

The student must meet the minimum age requirement when entering Preschool (K4), Kindergarten (K5), or 1st grade. However, Early Entrance acceptance, if requested by parents, will be reviewed by the [Principal's Office](#) following the counselor's determination of the student's academic skills, as well as their emotional and psychological readiness. Students who turn four after August 31st of that academic year will be recommended for Preschool (K4) placement. [Learn more](#) about Early Entrance.

**The Accelerated Path** is available to advanced students in 1st through 8th grade. Students may complete assigned coursework at a faster pace per the approval by their counselor based on previous records and performance.

Typically, this results in multiple grade levels being completed in a school year. Please note that the family will pay for the full year's coursework assigned for each grade level. For example, if a student completes three school years (grades 4-6) in two calendar years, three year's worth of tuition must be paid within two years. Learn more about the [Accelerated Path Program](#).

**Credit Recovery (CRx) courses** are assigned to Enlightium Academy incoming students in the Online Program using the Ignitia curriculum who took a core class/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 yet been mastered.

\*The credit recovery option is NOT available for NCAA, Honors, and Advanced Placement (AP) courses. Select standard courses also may not have a CRX option.

**Early Start.** Enlightenment Academy's Early Start option is available to students in the Online Program (using the Ignitia curriculum) and the Book-Based Program who want to work ahead in their courses. Learn more about the [Early Start Program](#).

**Summer School Extension.** The Summer School extension is available to students in the Online and the Book-Based Programs who started late or have fallen behind in their academics. Learn more about the [Summer School extension](#).

## 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 various modes of academic, social, and spiritual support designed to scaffold student success.

### Book-Based Students - Alpha Omega Publications and BJU Press Curriculum (Grades PreK-9):

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

Enlightium Academy provides two book-based curricula options: Alpha Omega Publications (AOP) and BJU Press. Both curricula include the following school-wide support:

- Admissions support in retrieving and processing records.
- Entrance assessments.
- Coordinator support via email, phone, and/or Zoom sessions, evaluating school progress, and scheduling courses.
- An initial outreach within the first two weeks of enrollment from the [Enlightium 101 team](#).
- [Parent](#) and [student orientations](#).
- For students in grades PreK-9, report cards are issued quarterly and academic awards for qualified students are issued each semester. For students in grade 9, a transcript is available upon request.
- Parental support and student resources via [webinars](#).
- [Student activities](#) for social and emotional support.
- The [Iowa Complete](#) standardized assessment for students in grades prek-8.
- The [IXL Spring assessment](#) non-standardized assessment for students in grades prek-8.
- Guidance for [high school assessments](#) for grades 8-9.
- [Monthly communication](#) from Enlightenment Academy.

### Ordering Books:

Parents of students in the Book-Based Program are required to order textbooks. This cost is separate from Enlightenment Academy's tuition. If a parent withdraws their Book-Based Program student within 30 days of enrollment/re-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/re-enroll your student at Enlightenment Academy.
2. Your student's Book-Based Program Coordinator will send you an email with a few follow-up questions that need to be answered before you order the books.
3. Your 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 on school events and offerings.

### Online Student Offerings (Grades 3-12):

Families with students using the Ignitia curriculum either choose a standard support package ([Bronze](#), [Silver](#), or [Silver+](#)) or a premium support package ([Gold](#) or [Diamond](#)). Families with students using the Enlightenment curriculum receive Gold package support. Each package provides varying degrees of support from teachers.

All packages include the following school-wide support:

- Admissions support in retrieving and processing records.
- New students are assigned an entrance assessment.
- 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](#).
- Online curriculum for standard courses. Honor courses\* are available for select courses.
- [Parent](#) and [student orientations](#).
- Supplemental instructional resources in [LiveBinder](#) for select courses.
- Teacher support\* (response times and modes of communication differ based on the package; see below for details).
- [Intervention Program](#)\* or [English-Language Learners](#) courses\* based on student needs.
- Issue report cards quarterly and [academic awards for qualified students](#) each semester.
- Parent and student support via [webinars](#).
- [Parent-teacher conferences](#)\* in the fall and spring.
- [Student activities](#) for social opportunities.
- The [Iowa Complete](#) is a standardized assessment for students in grades PreK-8.
- The [IXL Spring assessment](#) is a non-standardized assessment for students in grades PreK-8.
- Guidance for [high school assessments](#) for grades 8-12.
- [Monthly communication](#) from Enlightium Academy.

\*Not available in the [Bronze](#) package.

### [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](#). Enlightium Academy's team provides an online curriculum, course planning, grading, report cards for elementary, middle, and high school students, and transcripts for high school students upon request.

Parents are responsible for their students' learning and supervision at home. The Bronze Package does not include support from Enlightium Academy teachers, and some academic offerings (live sessions, tutoring, instruction via message, etc.) are not included.

Enlightium Academy teachers do not provide teaching support, but do grade students' submitted 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.
- Grading of assignments.
- Monthly encouragements and/or additional academic resources sent via Ignitia.

Parents who choose the Bronze Package are required to acknowledge and agree to the [Bronze Package 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 73% 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 school work are not allowed to enroll in the Bronze package.

Bronze students are not eligible to participate in the following programs or course types: Honors, Advanced Placement, and Dual Enrollment. Honors, Advanced Placement, and Dual Enrollment programs demand increased teacher support and require enrollment in at least the [Silver](#) package. Additionally, Bronze courses do not qualify for the required minimum of teacher's time for NCAA courses.

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

The Silver Package is Enlightium Academy's **basic teacher-led support** option 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](#) where available.
- Basic teacher support via messaging.
- Grading and feedback on assignments and detailed feedback on essays and projects.
- Assistance with technical issues or policy questions.
- Monthly encouragements and/or additional academic resources sent via Ignitia.
- Support from the [Intervention Team](#) (as needed).
- Academic advising and social-emotional support from a certified Enlightium Academy counselor.

Enlightium Academy provides students in grades 3-12 with access to courses 24/7 for [most days of the school year](#), making it ideal for students from around the world.

[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 recommended for students outside U.S. time zones.

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

The Silver+ Package offers the same teacher support as the Silver package, with the addition of *accelerated teacher messaging*.

The Silver+ Package includes:

- Everything that is included in the Silver package.
- Accelerated teacher support via messaging.
- Weekly live Zoom sessions for core subjects.

[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.

The Gold Package includes:

- Everything that is included in the Silver+ package.
- One-on-one, live tutoring with certified teachers during office hours.
- Certified teachers available via phone during office hours.
- Up to two hours per month of tutoring via Zoom.
- Weekly live Zoom sessions for core subjects.

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

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

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 priority support from teachers. 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 that is included in the Gold package.
- Priority teacher support is available through all channels in the Online Program (messaging, phone, video, and screen share).
- Grading students' assignments and providing detailed feedback on essays and projects.
- Tutoring via Zoom as needed.
- Weekly live group Zoom sessions for core subjects.

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

### [Real-Time Instruction: The Sapphire Live Program \(Grades 1-10\):](#)

Sapphire Live is our premier program for *synchronous* learning. This program is designed for a learning experience similar to a traditional brick-and-mortar school but optimized and moved completely online. The Sapphire Live Program includes daily small group instruction for core classes (math, English, science, history, and Bible) and some electives (PE, art, computer skills, and music); additional electives use the online Ignitia or Canvas 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 Live Program work and learn collaboratively in groups to complete daily assignments and 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](#).

For more information, review the [Sapphire Live Addendum to the Family Handbook](#).

### [Enrichment Centers:](#)

The Enrichment Center is an extended hybrid model\* where students receive instruction from teachers in person and complete most of their school work at home. Students benefit as they work in groups on English, math, history, and science assignments and projects we offer at Enrichment Centers. In addition, weekly Bible studies support students' spiritual development. Extracurricular requirements will meet the need for Physical Education and Fine Arts classes.

\*For students facing unique family circumstances or health matters, in-person learning can be arranged at approved locations. One such option is the Enrichment Center in Spokane, Washington, which offers Hybrid Learning and in-person instruction. Enlightium Academy's Hybrid Learning Program is the perfect blend of academic flexibility and classroom structure, designed exclusively for Spokane area students. For more details, please review our [Hybrid Program page](#).

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

The Christian faith and Gospel message are central to Enlightenment 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.

### Counselors:

Enlightium Academy guidance 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 offered directly to students and/or parents.

Enlightium Academy counselors:

- Provide strategies, advice, support, and guidance to students to support their academic, career, personal, and social development.
- 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 Academy's teachers seek to guide students to develop the skills and motivation necessary to learn independently and provide the needed scaffolding for learning according to each student's unique needs and support package. Teachers integrate critical thinking skills and metacognitive practices to challenge students and support their growth.

It is important to note that 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 chapel and training](#)

Enlightium Academy's team communicates expected delays via one or more of the following: [Enlightium Parents app](#), [Google Calendar](#), [direct messages to students in Ignitia/Canvas](#), and [email](#).

### Support Staff:

Enlightium Academy's support staff is committed to providing the best experience to every family. Each member seeks to achieve 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 the Online Program, students manage their own [daily schedules](#) and are free to move through courses at their own pace as long as they meet weekly deadlines.
- In the Book-Based Program, students' parents/guardians use the [schedule](#) provided by their Book-Based Program Coordinator to stay on track and finish courses on time.
- In the Hybrid Program, students attend weekly in-person class sessions where they engage in collaborative learning experiences with their peers and participate in hands-on activities. They are expected to bring completed work samples from the previous week to share and discuss in class. On the days they are learning from home, students work independently through the curriculum that was selected and purchased at the beginning of the school year.
- In the Sapphire Live Program, students are expected to attend live classes per the [Sapphire schedule](#) and meet the due dates set by their teachers.

In general terms, students become more self-directed as they progress from younger grade levels 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 typically 30–45 minutes per lesson, at about one lesson per course every school day. With the exception of [down days](#), students in the Online and Book-Based Programs can access their courses 24/7 during the school year and can work at any time of the day.

### Student Requirements:

Students must:

- Complete the [Student Orientation Course](#) in its entirety upon it being assigned.
- Read and study lessons until the presented concepts are clear.
- Take handwritten notes and review them before taking a quiz or test. Refer to them when working on projects.
- Review teacher-curated multimedia resources in [LiveBinder](#) to clarify difficult concepts; applicable to the Online and Book-Based Programs.
- 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 and teacher feedback 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/Canvas or questionable grades; applicable to the Online Program.
- Abide by the [plagiarism](#) and [blank submission](#) policies.

\*Students in the Book-Based Program and the Online Program's Bronze Package should always ask their parents for support, as parents act as the primary instructional support at home.

### Standards of Conduct:

Standards of conduct are ultimately about the heart. The Bible teaches that the heart is the source of a person's actions ([Luke 6:45](#), [Mark 7:21](#)). 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 Academy 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](#); [Jas. 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 Academy character Traits, [review our Character Traits at Enlightium Academy](#).

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

1. When not using a camera, use a school-appropriate photo of the student or have the camera off.
2. Keep themselves muted unless called upon.
3. Be respectful and use appropriate language when talking or chatting. This includes communication with or about the teacher/event coordinator and other participants.

In the event of disruptive behavior during a live session, a Bible study, or a social event, the teacher or instructor will address the student directly, issuing a verbal or written warning. Should the disruptive behavior persist, the student will be removed from Zoom, and the matter will be escalated to the [Principal's Office](#). Parental involvement may be considered, depending on the severity of the disruption.

### 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 Enlightium Academy teachers have created in order to empower independent student learning. It is organized by concept and/or by order of coursework. LiveBinder is applicable for students in the Online Program.

**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 [Creating a Learning Environment blog series](#) for suggestions.

**Stay Organized.** When setting up the learning space, students should make sure they have plenty of room to work. Even though Enlightium Academy 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. Students in the Online and Book-Based Programs 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 and finish 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 juice on their keyboard. It's best to [prepare for contingencies now](#) — finding a library with computers or going to a coffee shop with wifi can keep your student from falling behind.

**Connect with Other Students.** Don't get isolated — there are plenty of ways for students to connect with other students at Enlightium and in their local community. Enlightium Academy provides various avenues to help enrich one's social life, including [Eat and Greet events](#), [Bible studies](#), and [Student Social Activities](#). In addition, Enlightium Academy 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 the spirit of [Ephesians 6:1](#) and [Colossians 3:20](#).
3. Students should complete their schoolwork with integrity.

### Discipline Policy:

The primary goal of Enlightium Academy'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](#)).

### Three-Tiered Level of Discipline

The three-tiered level of discipline at Enlightium Academy has a dual purpose. Students develop a personal standard of conduct, and the mission priorities of Enlightium Academy are upheld. Students, parents, and teachers must understand it is impossible to codify every possible behavior that would diverge from the mission of Enlightium Academy. However, we practice discipline at three broadly applicable levels. The responsibility and authority for effective discipline ultimately belong to Enlightium Academy's administration.

**LEVEL I:** Minor and first-time offenses are most commonly addressed by teachers. The teacher may inform parents via email and explain the specifics of the incident. Level I violations include submitting work with insufficient effort, academic dishonesty such as misuse of generative AI or other plagiarism, and violating the above standards of conduct.

**LEVEL II:** When offenses are recurring or severe, teachers may escalate the response. It is at this level that the [Principal's Office](#) becomes involved. A member of the Principal's Office will notify the parent(s) of the incident by phone. Any behavior that threatens or demeans others or flagrantly disrespects school personnel will be automatically escalated to Level II.

**LEVEL III:** This level of offense is severe enough to warrant [immediate suspension](#) and/or 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's Office. A phone conference with the parent(s) and the student will be required before the student can resume participation in school. Examples of Level III violations include, but are not limited to 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/essays, and any failure to correct persistent behavioral issues.

The Principal's Office reserves the right to require a meeting with students and parents to discuss discipline or academic issues. Enlightium Academy reserves the right to block student progress or deny access to coursework until such a meeting takes place. Failure to schedule and attend the meeting could result in the withdrawal of the student. Additionally, Enlightenment Academy reserves the right to require the use of monitoring software or additional assessments at their discretion.

#### **Suspension:**

The [Principal's Office](#) may put courses on hold for disciplinary reasons at any time. Students may be required to apologize for their actions in writing, develop a plan for improvement, or otherwise demonstrate repentance in order for a suspension to be lifted.

#### **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 Enlightenment Academy, its staff/faculty, and/or its students and their families, Enlightenment Academy's Director of Technology will take immediate action to disable their school accounts. Enlightenment Academy 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 Enlightenment Academy administration may be required to report the student to their state's or country's legal authorities.

#### **Discipline in Regards to Honor Program:**

Those students who are a part of Enlightenment Academy [honors](#) or [Advanced Placement \(AP\)](#) courses will be held to the highest standards of academic rigor and integrity.

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 behavior is not resolved in a timely fashion, the student 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, Enlightenment Academy has a standardized list of approved Bible translations.

Students are required to use an Enlightenment-approved translation when quoting the Bible on paragraph questions and written projects, such as essays:

- Students in grades PreK-8 are encouraged to use any of the formal or dynamic equivalence translations listed below.
- Students in grades 9-12 are encouraged to use any of the formal equivalence translations listed below.
- Students may use other translations outside Enlightenment Academy's approved list as secondary sources supporting a given paragraph question 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 code helps develop Christian character and reflects 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 their students to exercise the self-control and understanding that is needed to appreciate and accept standards of modesty that are essential for the welfare of our communities and broader society. Our dress should support our Christian 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 Academy staff/faculty and students, student chapels, and in-person events such as Enlightium Academy's [graduation ceremony](#) and participation in [Enrichment centers](#).

#### Appearance at Enlightium-Sponsored Events:

Students and their families should adhere to the following guidelines at school-sponsored events:

- Hair may not be of unnatural color or style.
- Girl's make-up must be modest.
- Girl's nails must be in natural colors or not distracting.
- Tattoos must be covered as best as possible, and facial piercings must be removed during formal ceremonies and events. 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 in becoming independent learners. The crucial time in academic development is at the primary (grades PreK-2) and elementary school (grades 3-5), 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 (if applicable). Read our founder's article about [Parents as Leaders in their Child's Education](#).

As students become more independent in middle school (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:

At Enlightium Academy, parents have the following responsibilities:

1. **Get your student prepared for the school year.** Complete the [Enrollment or Re-Enrollment Checklist](#). 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 are recommended), and a [working desktop or laptop computer](#) with an up-to-date [operating system](#). Read more about the [technology requirements](#) at Enlightium Academy.
2. **Provide your student with the materials they need in their courses.** Your family can review each of your student's courses' [supply lists](#) for items such as novels, science equipment, and other items. Make a plan to gather all items ahead of time, whether it is to purchase the items, check them out from a library, borrow them from a friend or family member, or through other means. If any items are unobtainable due to a financial, logistical, or any other reason, contact your student's teacher to explain the situation and request a workaround.
3. **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 30-45 minutes per lesson/per course every school day. Be available to ensure student's success and encourage good study habits. Log in to the [Customer Portal](#) to check on the student's progress regularly. If you have a student enrolled in the Online Program or Book-Based Program, review the [progress emails](#) that are sent throughout the school year for objective data concerning your student's progress through their courses.
4. **Maintain communication with Enlightium Academy.** Check the [Enlightium Parents app](#) at least a few times a week and monitor your email inbox (the email address provided to Enlightium Academy on the enrollment form) for important messages from Enlightium Academy. 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.
5. **Know your state or country's private school online education requirements.** To determine your academic requirements, look up your state or country from [Enlightium Academy's list of articles](#) and [HSLDA.org](#). The following may be required, which will need to be communicated to various departments at Enlightium Academy:
  - A [Verification of Enrollment \(VOE\)](#) to verify the student's enrollment at Enlightium Academy,

- Attendance records (provided in the [weekly progress emails](#)),
  - Portfolios (curated by the parent or guardian using resources found on Enlightium's website, [knowledge base](#), and emails from the Enlightium team),
  - [Specific core courses or electives](#) to be taken at Enlightium Academy ([contact your student's counselor](#)),
  - Additional testing, such as standardized testing, may be required in some states/countries for students obtaining an online high school diploma. Please check with your state's or country's Department of Education.
6. **Meet all financial obligations promptly.** Tuition installment payments provide the means for Enlightium Academy 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:

A child's education 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 agree to the school's mission, vision, educational philosophy, statements of faith, and policies. Parents are expected to address any and all concerns in a positive, constructive, and respectful manner, avoiding public actions or criticism detrimental to the school. The following expectations are intended to ensure an orderly, respectful, and secure educational environment. The term "parent" is interchangeable in this context with a guardian, Alliance Program administrator, and any primary contact 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 of parents:

- Recognize that the child's education is primarily the parent's responsibility with delegated responsibilities granted to the faculty and staff of Enlightium Academy through the parent's agreement with the school's terms and conditions.
- Parents, teachers, and administrators work cooperatively in the best interest of the student.
- Maintain accurate knowledge of current school communication and parent expectations through active 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 Academy 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, services, or faith and values, 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 relying upon the interpretation of non-official sources.
- Do not threaten, approach, or communicate with any student, staff, or faculty member in an abusive, offensive, or intimidating manner.
- Do not communicate with any student, staff, or faculty member in a manner that is hostile, confrontational, 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 Academy's graduation requirements](#), and parents are strongly encouraged to know their state's/country'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 must complete at least 25% of their high school credits at Enlightium Academy and be enrolled full-time during their senior year to graduate from Enlightium Academy.

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

Since a Bible course is required each year per Enlightium Academy's accreditation through the Association of Christian Schools International, students who attend Enlightium Academy 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 counselor's discretion.

Seniors who meet Enlightium Academy's graduation requirements and their state's/country's graduation requirements are [accepted by most public and private universities nationwide, as well as around the world](#). 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 the College Board's AP exams and the opportunity to potentially earn college credit. [Contact your high school counselor](#) and visit the [Advanced Placement page](#) for additional information concerning available courses. Please note that Enlightium cannot administer the AP test, as those must be taken in person; however, we are happy to provide guidance on how to find a local testing center.

### 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](#). In order for students to pursue this type of opportunity with Enlightium Academy, they must consult with 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. Students are required to take a minimum of 1.5 credits of high school-level Enlightium Academy courses each year that they are enrolled as a DE student to be eligible for an Enlightium Academy diploma.

### Types of Diplomas Offered by Enlightium Academy:

Enlightium Academy holds dual accreditation from Cognia and ACSI. This enables us to serve students in all 50 states, providing an accredited education that leads to a high school diploma recognized nationwide.

## 1. High School Honors Diploma:

Students who are pursuing a High School 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 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 <a href="#">Bible courses</a> (one credit per year at Enlightium Academy)	Up to 4
English	Four <a href="#">English courses</a> with an emphasis on writing, composition with American Literature, World Literature, and British Literature	4
History	<a href="#">History courses</a> : Geography, U.S. History, World History, Civics and Economics	Up to 4
Math	<a href="#">Math courses</a> : Algebra I & II, Geometry, Trigonometry, or other math course	4
Science	<a href="#">Science courses</a> : Two of which should be in laboratory science: Physical Science Lab, Biology Lab, Chemistry Lab, and/or Physics	4
Personalized Pathway	One credit of <a href="#">Personal Pathway elective</a>	1
CTE	One credit of <a href="#">Career and Technical Education elective</a>	1
Fine and Performing Arts	One credit of <a href="#">Fine and Performing Arts elective</a>	1
Physical Education	<a href="#">Physical Education</a> (1.5 credits) and <a href="#">High School Health</a> (0.5 credits)	2
World Language	Two consecutive years of the same <a href="#">World Language</a> (including reading, writing, speaking, and listening comprehension)	2
<b>Total Required:</b>	<b>Minimum of 24 credits</b>	

## 2. High School 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 diploma is designed to meet the needs of students who plan to attend college, community college, a technical or vocational school, or the military. To earn an academic diploma, a student must:

- Earn a minimum of 2.0 W-GPA on a 5.0 scale
- Earn at least 22 credits
- Complete all levels of assigned 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 Academic Diploma are required to take:	Credits
Bible	Up to four <a href="#">Bible courses</a> (one credit per year at Enlightium Academy)	Up to 4
English	Four <a href="#">English courses</a> : English I, II, III, IV with an emphasis on writing, composition with American Literature, World Literature, and British Literature	4
History	<a href="#">History courses</a> : Geography, U.S. History, World History, Civics and Economics	Up to 4
Math	<a href="#">Math courses</a> : Algebra I & II, Geometry, Trigonometry, or other math course	3
Science	Three <a href="#">science courses</a> , two of which should be in a laboratory science	3

Personalized Pathway	One credit of <a href="#">Personal Pathway elective</a>	1
CTE	One credit of <a href="#">Career and Technical Education elective</a>	1
Fine and Performing Arts	One credit of <a href="#">Fine and Performing Arts elective</a>	1
Physical Education	<a href="#">Physical Education</a> (1.5 credits) and <a href="#">High School Health</a> (0.5 credits)	2
World Language	Up to two <a href="#">World Language courses</a> (the requirement may be waived based on post-high school plans)	Up to 2
<b>Total Required:</b>	<b>Minimum of 22 credits</b>	

### Cumulative Weighted GPA Calculation:

Primary, elementary, and middle school (grades PreK-8) 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 (grades 9-12) 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.

### Grading Scale:

Enlightium Academy's grading scale is as follows:

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
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### GPA Numerical Values:

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
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### Weighted GPA (W-GPA) Values:

[Honor \(H\) courses](#) taken in high school result in +0.5 to the W-GPA, while [Advanced Placement \(AP\) courses](#) and [Dual Enrollment \(DE\) 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.

### Assignment Weighting:

For details about how assignments are weighted, click [here](#).

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

#### Enlightium Academy Awards (grades Pre-K-8)

- Students in grades Pre-K-8 who raise their overall GPA by at least 1.0 between the end of the 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 Academy Awards (grades 9-12)

- Students in grades 9-12 who raise their overall GPA by at least 1.0 between the end of the 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 the 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:

- W-GPA is  $\geq 3.50$
- Meet or exceed Enlightenment Academy's requirements for involvement in [school-sponsored activities](#)
- Meet or exceed Enlightenment Academy's requirements for [Community Service](#)

\*In order for a student to receive an award, the student must meet [coursework completion requirements](#).

## High School Academic and Honors Diplomas:

Students pursuing a High School Academic diploma must have a minimum of a 2.0 cumulative GPA on a 4.0 scale. Students pursuing a High School Honors diploma must 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; the graduation fee is \$200 for students with a mailing address outside of the United States. This fee is typically charged during the enrollment process, but may be charged at any time after enrollment. If the diploma needs to be resent due to an incorrect or partial address provided by the family at the time of shipping, a \$25 fee + shipping charges will be charged to the card on file. If a student requests an apostille, additional fees apply.

Many requests for an electronic official transcript can be made through the [Xello student account](#). If your colleges or agencies use other electronic delivery methods, you will need to contact your counselor directly. Hard copies of a transcript and expedited transcripts [may be available for purchase](#).

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

Students attending Enlightenment Academy's graduation ceremony or hosting their own party may order a [cap and gown](#). The transaction will be handled solely through Jostens or a different third party, and the order will be shipped directly to the address provided by the family. For students who are purchasing caps and gowns, Enlightenment Academy's colors are navy blue.

To ensure a respectful and memorable ceremony, students and guests are expected to dress in formal or semi-formal attire that is modest and appropriate for the occasion.



For students:

- Attire must be modest. Low-cut dresses, short skirts, and revealing clothing are not permitted.
- Shorts, flip-flops, and clothing with slogans or large logos are not allowed.
- Stoles may be permitted, but written permission must be provided by the Principal's Office. Families requesting to wear a stole must email [principal@enlightiumacademy.com](mailto:principal@enlightiumacademy.com) before the end of the third quarter with the request.

For guests:

- Please dress in modest, semi-formal, or formal attire appropriate for a graduation ceremony.

Students who do not follow the dress code may be asked to change before participating in the ceremony. Thank you for helping us create a dignified and celebratory environment.

**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 Academy as part of Enlightium Academy'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](#)). Additionally, 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, as well as other organizations available for students to complete their community service hours.

\*Examples of a community include the student's family, church, neighborhood, state, etc.

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 Academy 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 Academy provides the MobileServe application to students through their Enlightium Student email 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 their final numerical grade. In order to determine the letter grade, the numerical grade will be rounded 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 an earlier section.

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

**Explanation of Credits:**

The following chart applies to students in the Online and Book-Based Programs:

Standard Coursework (Grades PreK-2):	Honors Coursework (Grades PreK-2):
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<ul style="list-style-type: none"> <li>• 4—5 units^ are equivalent to one semester</li> <li>• 8—10 units^ are equivalent to two semesters</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
Standard Coursework (Grades 3–5):	Honors Coursework (Grades 3–5):
<ul style="list-style-type: none"> <li>• 4—5 units^ are equivalent to one semester</li> <li>• 8—10 units^ are equivalent to two semesters</li> </ul>	<ul style="list-style-type: none"> <li>• 5—6 units^ are equivalent to one semester</li> <li>• 10—12 units^ are equivalent to two semesters</li> </ul>
Standard Coursework (Grades 6–8):	Honors Coursework (Grades 6–8):
<ul style="list-style-type: none"> <li>• 4—6 units^ are equivalent to one semester</li> <li>• 8—10 units^ are equivalent to two semesters</li> </ul>	<ul style="list-style-type: none"> <li>• 5—6 units^ are equivalent to one semester</li> <li>• 10—12 units^ are equivalent to two semesters</li> </ul>
Standard Coursework (Grades 9–12):	Honors Coursework (Grades 9–12):
<ul style="list-style-type: none"> <li>• 4—6 units^ are equivalent to 0.5 credits (one semester)</li> <li>• 8—10 units^ are equivalent to 1.0 credits (two semesters)</li> </ul>	<ul style="list-style-type: none"> <li>• 5—6 units^ are equivalent to 0.5 credits (one semester). Additional requirements apply for Honor, AP, and DE programs*</li> <li>• 10—12 units^ are equivalent to 1.0 credits (two semesters). Additional requirements apply for Honor, AP, and DE programs*</li> </ul>

^Depends 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

For Sapphire Live Program courses, students receive 0.5 credits per class per semester, with the exception of live electives, which are 0.25 credits per school year.

For Hybrid Program courses, check with your coordinator for a course breakdown.

## IX. COURSE WORK

### Choosing Classes:

As [some states and countries 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 in some cases.

*Students in the Book-Based Program* study some or all 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 [Book-Based Program Coordinator](#) will provide parents information about ordering textbooks from [AOP or BJU Press](#). This will include which textbooks to order. Select [electives](#) are available for Book-Based Program students.

*Students in the Online Program 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](#) (offline)

Students in the Online Program in grades 3–5 can choose one or more optional electives:

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

*Students in the Online Program 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 in the Online Program grades 6–8 can choose optional electives:

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

*Students in the Online Program in grades 9–12* choose from [five core subjects](#) and [electives](#) in accordance with Washington State standards and Enlightium's graduation requirements. Students take up to 7.0 credits included in tuition:

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

*Students in the Sapphire Live Program* use a custom curriculum and take some electives. Additional electives are available at a cost.

- Five cores classes are assigned (Bible, English, math, science, and history)
- Grades 1-8 have music, art, Physical Education/health, and computer skills electives once a week for each class.
- Grades 1-8: 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\*

*Students in the Hybrid Program* use a custom curriculum and take some electives:

- Five core subjects are assigned (Bible, English, math, science, and history)
- Elective courses include: Music, Fine Arts, Physical Education, Keyboarding, and World Language (Spanish or Russian)

*For all students in all programs*, the counselor initiates contact with the student and their family via email:

- **For students in grades PreK-8:** The counselor will send an email with the student's course schedule.
- **For students in grades 9-12:** The counselor sends a link to the student's course planner. Parents are cc'd in that email. Any questions about courses for the student and family will be listed in the course planner.

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 school 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 starts to request dropping or switching a course. Otherwise, the course will be reflected on the student's transcript as a withdrawal "W."

\*The Online Program's Diamond package and the Sapphire Live Program include up to \$2,000 of premium and add-on benefits within the included credits by grade (primary, elementary, and middle school - one elective; high school - two electives).

### Credit Recovery (CRx):

Credit Recovery (CRx) courses may be assigned to students who previously 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 credit recovery is not available for [NCAA](#), [Honors](#), [Advanced Placement \(AP\)](#), or [Dual Enrollment \(DE\)](#) courses, and some standard courses are also excluded based on the course structure.

*For students in the Online Program using the Ignitia curriculum*, 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 (or as determined to fit the situation by the billing representative best) based on the teacher support level selected. The fee to test out of a class is \$75 per class.

**For students enrolled in the Hybrid Program**, Credit Recovery (CRx) courses follow a slightly modified structure. If credit recovery is needed, this must be discussed during the initial enrollment interview. The Hybrid Coordinator will work collaboratively with the parents to develop a personalized plan for the student to complete the required coursework. To ensure timely completion, students are generally expected to work through 2-3 lessons per day. The cost of a CRx course is equivalent to that of a standard course, based on the selected teacher support level, unless otherwise adjusted by the billing

representative to best meet the family's needs. Additionally, there is a \$75 fee per class for students who wish to test out of a course.

## Reassignment and Mastery Learning:

### In the Online Program:

**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 correct answers are not revealed until the student reaches the threshold or completes the second attempt. If the threshold of 73% is not reached within the two attempts\*, students may elect to keep the higher grade received.

\*Both the percentage thresholds and the maximum number of attempts may be adjusted upon approval by the Principal's Office.

**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 may, with teacher approval, earn partial credit on quizzes scored below 70% by submitting explanations and/or problem-solving steps. These should be sent via message in Ignitia or Canvas, and eligible scores may be raised up to a maximum of 73%. 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 unless explicitly allowed by the teacher. 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 sufficient 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 two attempts on unit tests. A second attempt is automatically granted if the first attempt receives a score below 60%. Note that the solutions and per-question scores will not be available until after the student has submitted the second attempt. The score from the second attempt will be recorded, unless the teacher approves the use of the higher score.

If a student scores below 70% after the second attempt, the teacher may, at their discretion, allow the student to submit test corrections or take an alternate version of the test. These should be sent via message in Ignitia or Canvas, and eligible scores may be raised up to a maximum of 73%

Students are not allowed to submit corrections or request a second attempt on tests from previously completed units, unless given explicit permission from the teacher. Teachers reserve the right to decline correction or alternate test requests. Reasons may include, but are not limited to:

- Not spending sufficient 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.

**Projects:** Projects are an important part of demonstrating a student's mastery. Students should put forth their very best effort in every project. Technical difficulties (e.g., problems with Turnitin or Ignitia/Canvas) will not excuse a student from submitting projects. Students encountering such difficulties should notify their teacher immediately and make use of the appropriate Technical Support for the platform in question. Students should endeavor to prevent technical problems by following all preventive measures recommended in the Student Orientation course or by Enlightium Academy staff.

Depending on the student's progress and/or performance, [summer school](#) may be necessary in order to complete coursework and earn a final grade. A summer school extension fee 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.

**In the Book-Based Program,** parents are encouraged to reach out to their coordinators to discuss any tests with a grade lower than 70%, as there may be options for retaking them. Additionally, while families are the teachers in this program, they are encouraged to communicate with their coordinators about any concerns they have with an individually logged grade or assignment.

**In the Hybrid Program,** parents are encouraged to contact their coordinator/teacher if a student receives a test grade below 70%, as there may be opportunities for retakes depending on the circumstances. While parents serve as the primary instructors in this program, open communication with the Hybrid coordinator/teacher is strongly recommended regarding any concerns about specific grades or individual assignments. This collaborative approach ensures students receive the support they need for academic success.

**For the Sapphire Live Program,** parents are encouraged to reach out to their teachers to discuss any tests with a grade lower than 70%, as there may be options for retaking them. Additionally, while families are encouraged to communicate with their coordinator about any concerns they have with a course or final grade.

#### **Incomplete Assignment Policy:**

**For the Online Program,** a course must be at least 75% complete at the end of the term to receive a final grade. Courses at 74% completion or less are considered incomplete. Courses at 75% completion or more are graded as-is, meaning that all unfinished assignments receive a score of zero.

**For our Book-Based Program,** the same rule applies; however, due to the nature of the curriculum, the percentage needed for completion is 80%. Courses at 79% complete or below will be marked as "incomplete".

**For students in the Hybrid Program,** the same policy applies; however, due to the nature of the curriculum, a minimum completion rate of 80% is required. This includes both in-class work and the assignments completed at home and brought to class on a weekly basis. Courses with less than 80% completion will be marked as "Incomplete." Courses that reach or exceed 80% completion will be graded as-is, meaning any unfinished assignments will receive a score of zero.

**For students in the Sapphire Live Program,** a course must be at least 75% complete at the end of the term to receive a final grade. Courses at 74% completion or less are considered incomplete. Courses at 75% completion or more are graded as-is, meaning that all unfinished assignments receive a score of zero. If students have a significant number of unexcused absences, this may also affect whether students receive an incomplete on their report card. More details can be found in the [Sapphire](#)



### 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 refusing to follow directions when provided with 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 half a credit per question, up to a final score of 70%, on certain quizzes for detailed corrections with explanations for missed questions.

[Enlightium Academy'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 Academy's eLibrary](#) powered by Overdrive.

**Extra credit is not offered in the Hybrid Program.** If a student is experiencing difficulty with any assignments, parents are encouraged to contact the Hybrid Program Coordinator or teacher for guidance and support. Prompt communication helps ensure that students stay on track and receive the assistance they need to succeed.

### Custom Projects:

Students can request to demonstrate their learning\* in an alternative way. If no alternative is readily available, the teacher can often work with your student to design a [custom project](#). Alternative and custom projects are used at the teacher's discretion and are not guaranteed for all units in all courses.

Custom projects are available to students in the Online Program's Silver+, Gold, and Diamond packages, while students in the Sapphire Live and Hybrid Programs can request to a custom project.

\*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 Submission Policy for Projects and Essays:

Students are expected to try their best and to answer all questions within any given assignment. Should a student leave a project or essay blank, the teacher will follow the policy below. A teacher may grant an exception to this policy upon the student's request at the teacher's discretion. If a student repeatedly submits blank essays or projects, parent contact will be initiated by the [Principal's Office](#). Failure on the part of the student to avoid blank projects or essays may result in disciplinary action and will impact the students grade negatively due to the weighting of projects.

### Blank Answer Submissions Policy:

Students are not permitted to submit blank essays or projects. All submissions must contain relevant content that reflects the student's effort and understanding of the assignment. There are four offense levels for submitting blank answers:

- 1st Offense - A warning to the student, an explanation of Enlightium's policy, and reassignment.
- 2nd Offense - A zero (0) is given. The parent is notified by email, followed by a phone call or text



message from the teacher.

- 3rd Offense- A zero (0) is given. 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.
- 4th Offense- A zero (0) is given. Parents are alerted via email and will be contacted directly by the Principal's Office. 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.
- Using unauthorized assistance on tests or quizzes and similar behaviors.
- Posting content from the curriculum 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
- Improper use of a calculator or other tool, including unauthorized generative AI.

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

- **1st offense** - The teacher addresses/explains to the student what cheating is, provides a warning, and 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's Office 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. Parents are required to meet with an administrator.
- **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 may decide whether the student's enrollment at Enlightium Academy should be terminated. In the event of this withdrawal, the parent will be notified by email of the administration's action.

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 Academy.

### Plagiarism:

Plagiarism occurs when a student uses wording or ideas from a source in an essay, assignment, quiz, or test without proper citation. This includes unauthorized and/or unattributed use of [generative AI](#). Learn more about [plagiarism](#).

## X. REPORT CARDS/TRANSCRIPTS

### Report Cards:

[Report cards](#) are emailed to families on a [quarterly basis](#). Final report cards are emailed at the end of the year and upon request. Expedited report cards can be requested [for a fee](#).

### Official Transcripts:

**Colledge-bound Electronic Transcripts:** All official electronic transcripts to colleges, universities, scholarship foundations, military, coalitions, etc., are free when requested by the student through their Xello account, or emailed by their counselor.

**Hard-Copy Transcripts:** An official hard-copy transcript can be ordered and mailed to a student, college/university, or other organization [for a fee](#).

### Releasing Records to Accepting School:

If a student is transferring to a different school at any time [during the academic year](#), please review Enlightium's steps [here](#).

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

### Progress Monitoring:

Tracking student progress is simple when a student is enrolled at Enlightium Academy.

For students in the Online Program, 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 Academy's progress reports also help meet or exceed their [state's or country's 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 [Customer 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](#).

For students in the Book-Based Program, the [progress summary email](#) is sent once a month during the school year and contains much of the same information, including how up-to-date a family is on submitting work.

For students in the Sapphire Live Program, parents receive progress emails weekly. Teachers take attendance daily and if there are any attendance concerns the parents will be notified by a teacher or the Sapphire Live coordinator. Additionally, parents observe grades and progress via Canvas. Students receive immediate feedback through direct instruction and communication with teachers. If there are any questions or concerns, a Sapphire Live teacher or the Sapphire Live Coordinator will follow up with parents.

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

For students enrolled in the Hybrid Program, parents can monitor grades and attendance through Canvas. Students benefit from immediate feedback during academic days through direct instruction and in-class communication with teachers. If any questions or concerns arise, a Hybrid Program teacher or the Hybrid Program Coordinator will follow up with parents via email to provide clarification and support.

### Due Dates and Daily Schedule:

Enlightium Academy 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 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 learning platform. Students are free to complete their daily assignments at any time throughout the day. There may be school days when the learning platform is slow or unavailable due to standard maintenance, server issues, etc. Students will not be provided additional school days to make up for those periods, but can use Fridays, weekends, holidays, etc., as shown on the [school calendar](#). [Here is a recommended day planner](#) that is proven to be effective for Book-Based Program and Online Program 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 students to focus on engaging in Enlightium social activities and on catching up or working ahead. Faculty and staff will use enrichment

days to host monthly student chapels and open office hours to focus on student support in their classes.

Parents can [contact their student's counselor/coordinator](#) 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, depending on how much school work they have done prior that year.

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, good attendance is a combination of logging in to the learning platform, completing lessons, progressing through courses at a reasonable pace, and attending classes (when applicable).

In the Online Program, a student is considered inactive for any given week if they have completed **less than 20% of the 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 Academy should be notified of planned absences 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](mailto:progress@enlightiumacademy.com). Students in some states may be responsible for state-specific regulations regarding attendance, including, in some instances, requirements that students remain on track and not fall behind more than five days. When required by law, Enlightium will report attendance issues pertaining to a specific student to their local public school district.

In the Book-Based Program, it is recommended that families upload their required assignments once a week. This ensures timely feedback from your Book-Based Program Coordinator and is the easiest way for Enlightium to verify that your student is actively attending school. If a family falls nine or more consecutive weeks behind in uploading, this may lead to administrative action or, ultimately, withdrawal. If a family is aware of an upcoming absence lasting longer than three days, Enlightium Academy should be notified at least one week in advance using the [Absence Form](#).

In the Sapphire Live Program, families will need to review the attendance policy provided in the [Sapphire Live Addendum](#).

In the Hybrid Program, families will need to review the attendance policy provided in the Hybrid Addendum.

### Types of Absence:

Enlightium Academy recognizes several reasons for a student's absence. If a student's absence exceeds the listed number of days below, the [Principal's Office](#) will review the student's absence:

- Technical issues: three school days
- Death or family emergency: up to ten school days

- Vacation/travel: up to ten school days per year or five days per semester
- Medical/illness: up to ten school days/year, depending on illness

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/or 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](mailto:progress@enlightiumacademy.com) with any questions about absences.

## Student Inactivity:

### One Week of Inactivity:

- Enlightenment Academy'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 Academy'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 Academy's request.

### Three Weeks of Inactivity:

- Enlightenment Academy'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 Academy's request.

### Four Weeks of Inactivity:

- Enlightenment Academy'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 Academy's request.

### Five Weeks of Inactivity:

- Enlightenment Academy's Responsibility:

- If Tier 2 support and accountability have not been set up due to a lack of communication from the parent(s) and/or student, Enlightium Academy will issue a withdrawal notice via email and follow up with an 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 will be required. If the appeal is approved, the \$50 fee will be applied to the reinstatement fee balance. Families must pay any due balance or set up an approved payment plan after an appeal has been accepted.

#### At-Risk Status:

If a student falls behind the school schedule for two or more weeks in total across all classes, the student will be considered At-Risk (unless an absence due to travel, health, or a family matter is pre-arranged). 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 2 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's Office or 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 3 intervention or [withdrawal](#) from Enlightium Academy. All requests to appeal the withdrawal decision will be evaluated by the Enlightium Academy administration and are subject to the fees and conditions described in the previous section.

#### Account Hold Due to Poor Communication:

Enlightium Academy 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 for the school year are given an opportunity to apply for a paid [extension](#). Students who do not secure an extension will receive an incomplete grade 'I' (if course progress is 74% or less) or be given zeros for all remaining incomplete 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 Academy reserves the right to deny re-enrollment for the following school year. If enrollment is approved, the student may re-enroll to complete the course(s) the following school year or restart the course(s).

#### Re-Admission Policy:

The Enlightium 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.

If the student falls significantly behind academically and parents are unresponsive to communication (e.g. from the counselor, the 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 Enlightium



Academy 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 Enlightium Academy's Do-No-Readmit List. This decision can be formally appealed after the 4th quarter.

Enlightium 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 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, including any past-due balances. Families wishing to re-enroll or reinstate who have a due balance or outstanding financial issues may be required to complete a supplementary financial agreement.

#### Promotion/Retention Policy:

Enlightium Academy may hold students back from advancing to the next grade if they are performing well below the expected level and/or there is insufficient evidence demonstrating their mastery of the curriculum. The following criteria are evaluated 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 and/or math, and the student's overall GPA is less than or equal to 1.7

Enlightium Academy reserves the right, on the basis of 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 refuse retention beyond one academic year and deny re-enrollment on the basis of poor fit.

#### Grade Retention for Non-Academic Reasons

Enlightium Academy advises parents to consider carefully before deciding to retain a student for non-academic reasons. While Enlightenment respects parents' final say in these matters, retention can impact the student's academic trajectory and future opportunities. Enlightenment Academy typically discourages retention for non-academic purposes. If parents choose to proceed, they must sign a waiver agreement before a student is permitted to repeat a grade. This may be done only once.

## XII. TUITION AND BILLING

### Tuition for the 2025-2026 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 credits without additional fees:

- Book-Based Students (Grades PreK-9)
  - AOP and BJU Press: Up to three offline electives
- Online Elementary School Students using Ignitia (Grades 3-5):
  - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Five required core courses (five credits), one required offline physical education course (0.5 credits), and optionally an additional semester of an elective (0.5 credits)
  - [Diamond](#): Five required core courses (5 credits), one required offline physical education course (0.5 credits), and optionally one premium elective or other elective (0.5 credits).
- Online Middle School Students using Ignitia (Grades 6-8):
  - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Five required core courses (5 credits), one required physical education course (0.5 credits), and optionally one additional elective (0.5 credits).
  - [Diamond](#): Five required core courses (5 credits), one required physical education course (0.5 credits), and optionally one year and one semester of electives (1.5 credits), including offline electives, one credit of which can be a premium elective
- Online Middle School Students using the Enlightenment curriculum (Grades 6-7):
  - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Five required core courses (5 credits), one required physical education course (0.5 credits), optionally an additional semester of an offline elective (0.5 credits), or optionally one semester of a standard elective (0.5 credits)
  - [Diamond](#): Five required core courses (5 credits), one required physical education course (0.5 credits), and optionally one year and one semester of electives (1.5 credits), including offline electives, one credit of which can be a premium elective
- Online High School Students using Ignitia (Grades 9-12):
  - [Bronze](#), [Silver](#), [Silver+](#), and [Gold](#): Up to 7.0 credits, which include 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 1-12)
  - Grades 1-5: Core courses associated with the Sapphire Live Program, one required physical education course (PE is offered live once a week, but families can opt to complete PE offline), optional weekly live art, music, and computer skills class, and optionally one credit of a premium elective
  - Grades 6-8: Core courses associated with the Sapphire Live Program, one required physical education course (PE is offered live once a week, but families can opt to complete PE offline), optional weekly live art, music, and computer skills class, and optionally one year and one semester of electives, of which one credit can be a premium elective
  - Grades 9-10: Math and ELA are available at the Sapphire Live level. Other classes would be at the Diamond support level.

*\*Or \$2,000 of content, whichever comes first. More details can be found in the section below.*

If a parent has questions regarding a charged payment, they should reach out to the Billing Department by emailing [billing@enlightiumacademy.com](mailto:billing@enlightiumacademy.com).

### Master Fee Book and Additional Fees:

Common additional fees include:

- New students have an enrollment fee of \$250. Returning students have a re-enrollment fee of \$125.
- Late Installment Payment Fee: \$5
- Installment Payment Rescheduling Fee: \$5
- Invoicing Fee: \$10
- Payment Schedule Adjustment Fee: \$15
- Reactivation Fee: \$25
- Refund Fee: \$30
- Chargeback Fee: \$45
- Returned Check/eCheck Fee: \$45
- Reinstatement Fee: \$50

More information, such as billing policies, calculation procedures, specific pricing amounts, and explanations of charges, can be found in our [Master Fee Book](#), organized by grade level.

#### Add-On Fees:

Add-Ons include additional costs for resources such as Hybrid Learning, Enrichment Centers, premium courses, the Faith in Action Program, or other optional content. Details can be found in Enlightium Academy's [Master Fee Book](#). The Online Program's Diamond package and Sapphire Live Program include up to \$2,000 of premium and add-on benefits within the included credits by grade:

- Elementary and Middle School: One elective
- High School: Two electives

#### Discounts:

Prepayment discounts are available for families who pay their student's full 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.

Several monthly discounts are available, although only the highest discount is applied:

- When enrolling multiple children within one family, **multi-student discounts** will only be applied going forward, as determined by the billing representative.
- To qualify for the **full-time ministry discount**, a parent or guardian of the student must be serving full-time in a local church that aligns with Enlightium Academy's [statement of faith](#). A verification letter from the church board or leadership must be shared to confirm receipt of 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) to verify the discount request. Veterans may provide a DD-214 to verify the discount request. On either document, the Social Security Number may be blacked out. All other portions of the document must be legible.

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.

#### Tuition for Part-Time Students:

Due balances for tuition for 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 they are 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](mailto:billing@enlightiumacademy.com).

### Billing Policies & Additional Fees:

All installments must be paid via a checking account or a debit or a 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 Academy's administration. Families living outside of the United States who are unable to pay with USD via the standard payment methods should contact the billing staff to coordinate payment in another currency through Convera.

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. The first tuition installment 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 is noted on the website (due to reasons such as premium courses being selected or more than the standard workload of courses being taken), 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 would be left as a credit on the account (if overpaid) or scheduled (if underpaid). Parents will be notified of any upcoming payments at least three days prior to processing.

If installment payments need to be rescheduled after 14 days of the courses starting, there will be a \$15 rescheduling fee to redo the installment payment schedule. 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 June 30th will result in a fee of 20% per installment scheduled beyond the school's 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 by request via email. Special requests, monthly statements, or amendments may incur a \$10 charge per document.

In the case of an improper chargeback submitted by the parent, Enlightium Academy 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 and a completed agreement form will be required. Any additional bank processing fees will be deducted from the refund amount. If a parent pays with a bank account and that payment is returned, a \$45 returned item fee will apply. If two or more payments are returned, the parent may become ineligible to pay via bank account.

### 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 or other documentation 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 as early as 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 Academy if any payment discrepancies occur.

Enlightium Academy reserves the right to hold records until the tuition has been paid in full. Families have the option to sign an additional financial agreement to receive a copy of their students' unofficial records, which will show the students' courses. Official records will be released after the full tuition balance has been paid.

#### Upgrading/Downgrading Support Packages:

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 calendar days since classes were assigned or the number of units started and remaining, depending on the circumstances.

A \$100 fee for changing the tuition package will apply if requested more than 14 days after classes start. Students enrolled in the Online Program's [Gold](#) or [Diamond](#) packages, and the [Sapphire Live](#) Program 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 who switch between the Online Program, Book-Based Program, or Sapphire Live Program, an additional \$100 platform change fee will be assessed with a total adjustment fee of \$200.

#### Class Drop/Exchange Policy:

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

Families may petition to waive the withdrawal fee after 14 days of the class start date 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](mailto: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.

\*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 school choice funding programs, including vouchers or tax credit programs. An additional \$150 fee per student may be assessed to cover costs associated with accepting voucher payments. This fee may be increased based on your state's or the voucher's requirements. Any increase will be clearly communicated on request via an official invoice. 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 or program 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. Due to the changing nature of these programs, amounts, policies, procedures, pricing, and offerings are subject to change without notice.

The primary parent listed on the enrollment form is still ultimately responsible for the student's tuition, regardless of how the parent plans to pay for the tuition. The primary parent is therefore responsible for confirming whether the specific services purchased from Enlightium Academy are eligible expenses for a school choice funding program. The primary parent is also responsible for making other arrangements for any balances not covered by the school choice funding program.

If a parent is seeking reimbursement for tuition from a third party, Enlightium Academy cannot make any guarantees regarding whether reimbursements will be approved or when reimbursements will be paid. Failure of a third party to recognize tuition or fees as eligible expenses or reimburse parents will not affect the amount due to Enlightium Academy.



## XIII. WITHDRAWAL PROCEDURES

### Satisfaction Guarantee:

Enlightium Academy is committed to ensuring that each student is well-placed within our program. To support this commitment, we offer a **14-day grace period from the date of initial enrollment** and a **14-day adjustment period from the class start date**.

**Grace period.** We offer a **14-day grace period from the date of initial enrollment**, during which no tuition is due if a family chooses to cancel. The enrollment fee is fully refundable if cancellation occurs within 72 hours of enrollment. If any tuition payments have been made during this period, they will be refunded accordingly.

The 14-day grace period begins after submitting the enrollment form. Students in the Book-Based Program who have purchased books prior to withdrawal will need to handle book returns separately and on their own with the applicable textbook supplier.

**Adjustment period.** To ensure our program is a good fit, students have a **14-day adjustment period from the class start date** to make any course adjustments, support package modifications, or any other changes without incurring any penalties. After this 14-day adjustment period, modifications will incur [additional fees](#).

If our program does not meet your expectations, reach out to our team so we can review your situation and do what we can to make it right. A financial appeal process is also available for any fees incurred, allowing families to request a review based on individual circumstances.

### Continual Enrollment:

When a student is enrolled in the [Continual Enrollment Program](#) for the first time, a \$250 enrollment fee is due, but future enrollment fees are waived as long as the student remains in the Continual Enrollment Program. Families selecting monthly installments will still be charged a tuition deposit based on the chosen support package as early as their auto-renewal date, which occurs in early January when enrollment opens. When a student completes the final year of the Continual Enrollment Program, the graduation fee is waived. Students in the Continual Enrollment Program may cancel without penalties before auto-renewal. The standard withdrawal policy and fee schedule apply to anyone withdrawing after their auto-renewal date.

### Reason for Withdrawal:

During the school year, circumstances may arise that require a family to withdraw their child from Enlightenment Academy. 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 is truant.
- 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 Academy's mission.
- The family is unable to meet financial obligations.
- The family does not provide the required information pertaining to the class assignment.
- The parent or guardian violates the [Parent Code of Conduct](#).

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 Academy to enroll in another school, the family should notify Enlightenment Academy's office at the time the decision is made by submitting the Withdrawal Form, found

on [Enlightium's Policies page](#) on section 1.4, "Withdrawal". 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. A **formal records request** from the receiving school (or from the parent/guardian on its behalf) will need to be sent to [registrar@enlightiumacademy.com](mailto:registrar@enlightiumacademy.com) before records are prepared for release.

#### **Withdrawal Fee:**

Students withdrawn during our [14-day grace period](#) will not owe any tuition and will receive a refund for any tuition paid. The enrollment fee is refundable if cancellation occurs within 72 hours of enrollment.

**Students withdrawing after the 14-day grace period will be responsible for a portion of the tuition.** The amount due varies depending on whether tuition is paid by the family or covered by a third-party voucher, and is calculated based on the time of withdrawal in accordance with the staggered withdrawal fee schedule below.

**Non-refundable tuition deposit.** A tuition deposit based on the chosen support package is due within 30 days of enrollment. For families selecting monthly installments, this amount is charged as early as seven days after enrollment. The tuition deposit applies to the total tuition cost for the term and so reduces the remaining balance to be split among monthly installments. The amount of this deposit is due and nonrefundable regardless of payment arrangements made if withdrawal occurs outside the 14-day grace period. Please note that the 14-day grace period is based on when the enrollment form is submitted, not when the tuition deposit is paid. Once classes begin, the tuition deposit and any payments made will be applied toward the final balance due at withdrawal. This balance includes prorated tuition for time enrolled and a withdrawal fee assessed in accordance with the staggered schedule below.

**Staggered withdrawal fee schedule.** Enlightenment Academy applies a withdrawal fee based on the number of calendar days since classes began. This fee would be added to the final balance, along with prorated tuition from the start of classes to the official withdrawal date. The fee is a percentage of the prorated remaining tuition for the school year\*:

- 1-60 days from start of classes: 15% withdrawal fee
- 61-90 days from start of classes: 25% withdrawal fee
- 91+ days from start of classes: 35% withdrawal fee

**Vouchers.** Payments made utilizing voucher systems will be subject to different withdrawal fee calculations. These are determined on a case-by-case basis according to state law. See the [Voucher Policy](#) above for additional information.

*\* Examples of calculations can be found in the [Master Fee Book](#).*

#### **Financial Appeal Process:**

Enlightium Academy values our families and understands that unique circumstances can impact a household's financial ability to pay the amounts owed. Enlightenment's appeal process provides families the opportunity to explain their circumstances and provide the relevant documentation to justify any financial adjustments (e.g., deferral, waiver). This gives Enlightenment's financial review team the opportunity to gain a more thorough understanding before making a decision regarding the situation.

To start the financial appeal process, please fill out [this form](#) and email it to [billing@enlightiumacademy.com](mailto:billing@enlightiumacademy.com). Please allow 7-14 calendar days for the Financial Review Team to make a decision. They will follow up with you via email regarding your appeal results.

#### **Appealing the Academic Withdrawal Process:**

The Enlightium Academy team values our students and their families and understands that many unique circumstances may cause a student to exhibit unsatisfactory academic performance. Enlightium Academy's appeal process\* ensures that your family has the opportunity to explain your situation, and it provides Enlightium Academy administration with the opportunity to gain a thorough understanding pursuant to assessing your student's eligibility for re-enrollment. We encourage students and parents to reflect prayerfully when requesting an official appeal. The administration will evaluate reasons for withdrawal and formulate improvements to the student's coursework and/or academic behavior.

If a student is withdrawn due to unsatisfactory academic performance, parents will receive an email from the Principal's Office notifying them of the withdrawal. This email will include a link to pay the \$50 appeal fee. Once the fee is paid, the appeal paperwork will be provided. Parents and students must then complete and email the appeal form to the Principal's Office for review. If the appeal is granted, the \$50 appeal fee will be applied to the student's account.

\*The appeal process may take 5-7 business days, which provides Enlightium Academy 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.

## 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
- Teacher hours
- Curriculum resources
- [Parent-teacher conferences](#)
- Questions or concerns about grades

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](#), [community service](#), and [college-preparatory assessments](#)
- Credits/graduation [progress](#)
- Adding/dropping classes
- [Summer school information](#)
- Reviewing assignment pacing
- [Early Start](#) and [Summer School Extension](#) options
- Future academic advising/planning

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](#).

### Progress Department (Tier 1 and 2 support):

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

\*Applicable to students in the Online Program using the Ignitia curriculum

### Intervention Team (Tier 3 support):

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

See Intervention Team [Contact Information](#).

### Billing Department:

- Changing installment payment dates

- Updating cards on file
- Billing inquiries and other requests

See [Billing Department Contact Information](#).

#### Technical Support:

- [Ignitia and computer troubleshooting](#)
- [Technical requirements](#)
- Student email account multi-factor authentication codes and password reset: [it@enlightiumacademy.com](mailto:it@enlightiumacademy.com)
- Ignitia Technical Support: (800) 735-4193
- Turnitin support: [turnitin@enlightiumacademy.com](mailto:turnitin@enlightiumacademy.com)
- IXL Questions: [ixl@enlightiumacademy.com](mailto:ixl@enlightiumacademy.com)
- Sora/Library: [sora@enlightiumacademy.com](mailto:sora@enlightiumacademy.com)

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

#### Binding Agreement:

The guidelines in this handbook are meant to establish expectations and consistency for both families and the Enlightenment Academy administration. Families agree to abide by these guidelines when enrolling at Enlightenment Academy. Any appeal to these guidelines should be directed to the [Principal's Office](#). Furthermore, all communication between Enlightenment Academy 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](mailto:support@enlightiumacademy.com) or calling 509-319-2288. If you have concerns or complaints during your experience with Enlightenment Academy, please email the administration team at [feedback@enlightiumacademy.com](mailto:feedback@enlightiumacademy.com).