



ENLIGHTIUM
ACADEMY

Family Handbook 2020-2021

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I. ABOUT US

Welcome to Enlightium Academy!

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

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

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

Accreditation, Approvals, Memberships:

Enlightium Academy is an approved private Christian school K-12, accredited by Cognia (formerly AdvancEd/NWAC) and the Association of Christian Schools International (ACSI). Our [accreditation](#) status ensures that our students' transcripts, credits, and courses are recognized by public and private schools, colleges, and universities worldwide.

Mission:

Enlightium's mission is to support every unique student on their journey to embrace their God-given talents, develop a lifelong thirst for knowledge, display a Christ-like spirit, and care for their community with kindness, respect, and love.

We accomplish this through promoting Christ-like character, providing our students with a high standard of education, being a loving and supportive community for our students and their families, and equipping students with the skills to pursue their individual, God-given passions and interests. Our educators are dedicated to the school's motto: "Driven to make a difference in hearts and minds."

Vision:

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

Curriculum:

Students in grades PreK-2 use a book-based Christian curriculum while students in grades 3-12 use the digital Christian curriculum. Both curricula options include Bible, English, math, science, history, and electives courses. Click [here](#) to learn about the PreK-2 curriculum and [here](#) to learn about Ignitia (i.e., the online curriculum).

Philosophy of Christian Education:

At Enlightenment, we teach from a biblical worldview and provide an academic program that satisfies

private school approval and accreditation requirements. Our students receive a strong foundation in English, mathematics, science, and history. We provide Christian teachers who serve as role models for students in the pursuit of developing a Christian mindset within our Expected Student Outcomes. Learn more about [Enlightium's Philosophy of Education](#).

Expected Student Outcomes (ESOs):

Spiritual: Upon graduation, students will be equipped with a biblical worldview that impacts mind, heart, and body in ongoing Christian maturity and ministry in the world. Students will understand the importance and practice of prayer, the study of Scripture, intellectual growth, physical health, and participation in a local church and/or ministry. Students will comprehend, apply, and seek to maximize their unique gifting and vocational endeavors for life-long Gospel contribution 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 each student's 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 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:

Faculty and staff both affirm and model the following beliefs when interacting with students implicitly or explicitly:

1. We believe that the ultimate guide to faith and life is the Bible, which is inspired, infallible, and inerrant ([2 Tim. 3:16-17](#); [2 Pet. 1:21](#)).
2. We believe in one triune God who exists as Father, Son, and Holy Spirit, and we believe that all three persons of the Trinity are equal, eternal, and essential ([Deut. 6:4](#); [Is. 42:8](#), [Matt. 28:19](#)).
3. We believe that Jesus Christ was fully God and fully man, was born of the virgin Mary, lived a perfect life on our behalf, was crucified as payment for the sins of the world, and was resurrected ([Jn. 1:1,14](#); [Matt. 1:23](#); [1 Cor. 15:3-4,20](#)).
4. We believe that Jesus Christ is alive today and is seated at the Father's right hand, where He

intercedes for all believers ([Rom. 8:34](#); [1 Jn. 2:1](#)).

5. We believe the Holy Spirit has come to convict the world of its sin and to teach, guide, and empower believers for His service ([Jn. 16:8-13](#); [Jn. 14:26](#); [1 Cor. 2:4,12](#); [Eph. 3:16](#)).
6. We believe that God created mankind in His own image, but that every person is born a sinner and has sinned against God ([Gen. 1:26-27](#); [Rom. 3:9-20](#); [Eph. 2:1-3](#)).
7. We believe that only those who have been born again in Jesus Christ are forgiven of their sin and rescued to dwell eternally with God ([Jn. 3:1-8](#); [Rom. 3:23-26](#); [Eph. 1:7-9, 2:4-8](#); [1 Pet. 1:23](#)).
8. We believe that those who receive Christ in faith receive the Holy Spirit, which sanctifies them, and live as obedient children of God; we believe that this gift is available to everyone ([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 expressed 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. 2:18,21-25](#); [Matt. 19:4-6](#); [Mk. 10:5-9](#)).
12. 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](#)).
13. We believe in the physical resurrection of Jesus Christ ([1 Cor. 15:20-23](#); [Jn. 20:24-29](#); [Acts 1:11](#)).
14. We believe that Jesus Christ will come again to judge the wicked, reward the righteous in Christ, and establish His reign on earth forever ([1 Cor. 4:5](#); [Heb. 9:27-28](#); [Rev. 20:11-15](#); [Rev. 21:1-8](#)).

II. ADMISSION & RE-ENROLLMENT

Admission Policy:

The Christian faith and Gospel message are central to Enlightium's values, mission, and vision. Our faculty and staff act as ministers through their respective roles. It is essential that parents and students recognize and consent to the fact that staff and faculty are able to discuss their faith in Jesus Christ, encourage students in the Christian faith, and address student's performance from a biblical perspective, as necessary. 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.

Enlightium Academy's curriculum is designed for students who desire to succeed academically. Regardless of their educational status, we seek to work alongside our students by evaluating where they are in their academic journeys. Our counselors review incoming student report cards for Grades PreK-8 and transcripts for Grades 9-12, along with evaluating the Enlightenment placement (entrance) test scores, to help develop an academic plan specific to each student.

We can meet the unique needs of most students using the multi-tiered approach to [academic intervention](#). If your student requires a formal 504 or intervention plan, please contact the [Interventions Specialist](#). It is recommended that students with health or academic impairments be enrolled in the [Gold, Platinum, or Diamond](#) tuition packages to receive the needed teacher support to ensure learning and progress.

We may accept students contingent on other factors, such as students of concern (e.g. expelled from the previous school due to academic progress or attendance issues). A conditional enrollment may be granted for up to one year with conditions requiring sufficient parental involvement and student effort. It may be determined upfront or during the year that the student needs to be enrolled in the [Gold, Platinum, or Diamond](#) tuition packages to receive the needed teacher support for success. Parents need to agree and sign the Acknowledgement Agreement to ensure their student's adequate progress.

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

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

In order to be authorized to make academic choices on behalf of a student, an adult must have legal custody of the student or provide documentation of rights. Single parents, grandparents, or foster parents shall provide written documentation to show that they have the legal right to enroll a student, such as a court decree or private settlement agreement.

If divorced parents share legal custody of a student (evidenced by written documentation provided to Enlightenment of the shared custody ruling), then both parents must agree on all decisions relating to matters of education. Generally, unless written documentation is provided specifically excluding a parent's right to the academic records, general information may be provided to an inquiring parent listed on the account.

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, and any such authority granted to the grandparents must be communicated in writing to Enlightenment. The primary or secondary parent/guardian listed on the

enrollment form may have rights to the student's information and make changes to the account.

Legal custody of a student by at least one of the parents/guardians must be established by fulfilling the following requirements before enrollment is completed:

- The legal custodian must sign the school enrollment form.
- Foster parents must provide the school with legal papers that show they have a court order to enroll the student and authority to make educational decisions for the student they are attempting to enroll.

Written directions should be contained in the official custody papers regarding which parent is to:

- Receive school notices; this is typically the primary parent on the enrollment form.
- Have access to the student's records. Regardless of custody, both parents have the right to receive certain academic records about the student unless Enlightium receives a court order stating otherwise.

Admissions Timeline:

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

Complete the English and math Placement (entrance) tests. The test results indicate strong and weak academic skills based on a student's previous school performance. Placement tests are assigned within 24 hours of receiving the enrollment form. Please keep your student accountable for finishing the tests within two-three days of the assignment.

Records Request. Enlightium's admissions team will request records from your student's previous school within 48 hours of enrollment. You can provide report cards/transcripts during or immediately after filling out the enrollment form, which will speed up the admissions process substantially. If you did not upload/send your student's records during the enrollment process or if what you have submitted is not sufficient, then your application will be on hold for evaluation and class assignment. Please note, some schools respond quickly and provide cumulative files within a week while some schools may respond in as many as three weeks. This is why it is important for parents to provide Enlightium unofficial report card/transcripts records as soon as possible to avoid delay with the enrollment.

Evaluation and Course Assignment. As soon as the placement tests are received and Enlightium has sufficient records, your student's counselor will evaluate received records and placement test results and, if needed, collaborate with parents on assigning classes. Your student's counselor will need 1-3 business days (based on the order in which your enrollment form was received) to evaluate your student's records and assign courses.

Please note: if registered during the school year, the first day of school may begin within 3-5 business days of the enrollment form submission or by the desired start date.

Orientation Courses. While counselors work on evaluation, your student will need to complete the Student Orientation course after completing the placement tests. Your family is strongly encouraged to review the [Parent Orientation](#) and explore [Enlightium's Knowledge Base](#), including [checking their state's requirements](#) pertaining to homeschooling.

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

III. PROGRAMS & ADDITIONAL OPTIONS

To identify students' needs during the *admissions process*, Enlightium's team designed an evaluation tool for English and math. The test results provide counselors with information concerning a student's academic strengths and weaknesses. The student counselor reviews test results, previous school records, and in collaboration with parents, suggests what programs and tuition package might meet the student needs the most:

- [Teacher-led packages](#): The Silver, Silver Premium, Gold, Platinum, and Diamond packages for grades 3-12.
- [Parent-led packages](#): The Primary book-based package for students in grades PreK-2, and the online Bronze package for students in grades 3-10.

Standard Courses:

The counselor will determine if your student will be placed into standard courses based on placement test results and the previous school records' evaluation. Parents might be involved in this decision.

Honor Courses:

Honor courses are not available to students in grades PreK-2.

Students in grades 3-8 who score above average at their grade level on Enlightium placement tests and who display above-average performance on the previous school progress report (B and above) may be considered for Enlightium Honor courses. If that criteria is not met, parents can ask for the Enlightium counselor's recommendation for their student to be enrolled in Enlightium Honor courses. The counselor will either grant or deny the parent's request. Enlightium Honor courses demand more effort from students since they move at a heightened pace, contain more projects, and explore a subject in more depth.

The criteria for Enlightium Honor courses for students in grades 9-12 requires more rigorous evaluation of placement (entrance) tests results and transcript evaluation. Honor courses are identified on Enlightium transcripts as "H." Honor courses have a W-GPA value of +0.5 to the student's final GPA. Select honor courses are approved by the NCAA.

Since Honor courses in grades 3-12 differ from standard courses, a 15% course transfer fee will be applied to changing from a standard course to an Honor course after 14 days from the time courses are assigned. However, if a student finds that the pace or rigor of an Honor course is too demanding, the student can transfer into a standard course within 14 days from the start of the course without a fee being applied.

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

Middle school students are highly encouraged to take State History prior to entering 9th grade. State History is a high school level course most often taken in middle school. It is assigned in either 7th or 8th grade per the counselors' discretion, and is required to graduate with Enlightium. Please note that international students are exempt from this requirement.

Middle school students in grades 7-8, if on track to meet all middle school requirements and prerequisites for high school courses, per parent's request or teacher/counselor recommendation, can be assigned up to two high school credits/year: [World Language](#), [Algebra 1](#), [Physical Science \(Lab\)](#), and/or a [high school elective](#).

If a middle school student received A or B+ grades per [Enlightium's Grading Scale](#) in core subjects and the parent believes that their student is ready and qualified for high school course-work, parents need to [speak to their student's counselor](#). Additional testing may be required for courses such as English 1 and Algebra 1 to show mastery in the subject matter.

The middle school student's report card will have the high school course(s) included in the report and will serve as an unofficial record of the given school year. A high school transcript is issued in grades 9-12, and all high school level course(s) will be on the high school transcript regardless of what grade the student was in at the time of completing the high school level course(s). If a middle school student is transferring to another school, a high school transcript reflecting all high school level course(s) will be provided to the school upon their request.

[Gifted and Higher-Learner Level \(GHLL\) Program \(Grades 3-8\):](#)

Students in the GHLL Program sharpen their ability to achieve success, help others, and grow in their walk with the Lord by understanding self-awareness, evaluating motivations, and exploring their individual God-given purpose. The GHLL Program mentorship and curriculum encourages and empowers students to make positive, Christ-centered changes within themselves, their families, their communities, and the world. Families interested in the GHLL Program can [speak to their student's counselor](#). Learn more about the GHLL Program [here](#).

[Advanced Placement, Concurrent Credit, and Dual Enrollment Courses \(Grades 10-12\):](#)

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

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

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

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

The Intervention Program utilizes a multi-tier approach to identify "At-Risk" students and provide appropriate interventions to improve student success and increase retention. The program is designed to serve students with academic, behavioral, and/or other challenges or those who exhibit a pattern of low progress and/or poor grades during the school year. A teacher or counselor may recommend a student for consideration by the Intervention Team at any point in the school year.

The Intervention Team is directed by the [Principal](#) and includes counselors, teacher mentors, and a dedicated Interventions Specialist with more than 35 years of experience in special education and intervention. 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, and comprehensive academic intervention.

Students with distinctive academic needs or health impairments may be admitted at Enlightium under

the Intervention Program. However, Enlightium does not assess, update, or use an Individualized Education Plan (IEP) or an unofficial Resident District Individualized Service Plan (RD-ISP). Families that desire to pursue an active 504 or Intervention plan may do so by scheduling a consultation with [Enlightium's Intervention Specialist](#).

The Intervention Specialist will evaluate the student's doctor's diagnostic paperwork and recommendations with consideration of the type and severity of the documented academic or health impairments. Enlightenment's Intervention Specialist will collaborate to assist in the development of an Intervention or 504 plan, based on Enlightenment's capacity to modify curriculum and/or accommodate the student's unique needs.

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

The English Language Learners (ELL) Program offers students whose first language is not English the opportunity to receive support in learning English through modified courses, targeted English language practice and lessons, and instruction by an ELL certified instructor. This program includes lessons designed to build students' language skills and allow them the chance to seek help with writing assignments from other courses. Students will also receive resources to build study strategies, learn writing skills, and acquire appropriate vocabulary. Learn more about the ELL program [here](#).

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

Learning a foreign language has many benefits including cognitive benefits. Students who spend time learning another language can quickly improve their grades on other subjects. Another advantage of learning a foreign language can be in developing problem-solving skills. 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 Enlightenment's [catalog of World Language courses](#).

We are offering the Seal of Biliteracy to Enlightenment seniors who have attained an advanced level of proficiency in speaking, reading, and writing in another language in addition to English. The Seal of Biliteracy is placed on Enlightenment's graduate diploma and high school transcript indicating that the student has earned the seal. Learn more [here](#).

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

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

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

The international program is designed for international students who would like to learn about American culture, practice the English language, continue their U.S. education while living abroad, and get ready for college in the U.S. Through this program we assist a diverse set of students including missionary children, military families, immigrants, and international students living abroad. The

flexibility of Enlightium Academy provides curriculum access 24/7 which makes it ideal for students from all around the world. Learn more on the [International Student page](#).

Education, Career, and Life Readiness Curriculum Requirements (Grades 6-12):

Enlightium's counseling departments use a grade-specific Education, Career, and Life Readiness (ECLR) curriculum via the [Naviance platform](#). ECLR lessons provide a blueprint to prepare middle and high school students for success after graduation and provide the tools to pursue their long-term goals.

Students in middle school (grades 6-8) will have the opportunity to explore who they are and how their talents, aptitudes, and interests could lead to their ideal career. It provides lessons on using their strengths, goal setting for success, teamwork, stress management, time management, and more.

Students in high school (grades 9-12) will have the opportunity to continue to enhance skills in goal setting, time management, stress management, and career planning. Students will explore their beyond high school educational options, networking, budgeting, financial options including scholarship searches, internships, and the college admissions process. A minimum of 0.5 Career & Tech Ed. high school credit is fulfilled by completing the grade-specific ECLR requirements.

Additional Support:

Readiness Evaluation options are available for students in K-8 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, or (2) two or more years behind their peers and have no health or academic documentation. The student counselor will evaluate a student's unique situation and recommend (at the parent's cost and pursuant) a professional evaluation that would provide data on academic, psychological, and social development (ex. Woodcock Johnson). In some cases, Enlightium administration may approve a student to take one or more of Enlightium's subject based test-out exams. A student must pass the exam(s) with C or above. Test-out fee of \$75.00 per exam is applicable.

The Accelerated Path is also available to advanced students in grades K-8, which allows them to complete a grade level at a faster pace per counselor's review and approval based on the student's skills. Fees are applicable for courses above the regular course requirements.

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

Tutoring. From time to time, all students may struggle to understand some concepts, especially in math, language arts projects, or research papers where they need additional support. Purchased tutoring minutes are never wasted because any remaining tutoring minutes can be carried over to another session or they can be used by another student in your home.

Summer School. Summer provides an excellent opportunity for every student to excel academically or start AP courses. It is a great option for students whether they need to finish out the current school year, recover credits from failed coursework, or get a headstart on next year's courses.

Early Start. Some students need extra time to succeed in a challenging course. Enlightium's early start program was designed for those who want to work ahead of their schedule. Students are invited to

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begin the next school year as early as June.

IV. ACADEMIC SUPPORT & PACKAGES

The Enlightium Academy team helps students succeed academically by cultivating each student's self-awareness, self-regulation, knowledge-forming processes, social skills, enthusiasm for learning, and engagement in the learning process. This is achieved through the various academic supports implemented at Enlightium.

Primary School Students (Grades PreK-2):

Enlightium's primary school (PreK-2) is a textbook parent-led program. Under this program, parents take the role of a teacher and work with Enlightium's [Primary School Counselor](#) on a monthly basis to ensure that each student progresses through the curriculum at an adequate pace. If a primary school parent withdraws their child(ren) within 30 days of enrollment and would like to return the textbooks to Alpha Omega Publications' (PreK-2 curriculum provider), parents must adhere to [their return policy](#).

The PreK-2 Parent-led Program includes:

1. Strategizing with the Primary School Counselor on which books to purchase and discussing supplemental learning resources, if applicable.
2. Coaching from the Primary School Counselor, such as tips and best practices on how to work with child(ren) at home.
3. Submitting grades with the corresponding work samples on a regular basis through Ignitia for review by the Primary School Counselor.
4. Record-keeping and issuing by Enlightium of report cards quarterly.
5. Opportunity for monthly parent-teacher conferences.

High School, Middle School, and Elementary School Support Packages (Grades 3-12):

Families choose between three standard support packages (Bronze, Silver, and Silver Premium) and three premium support packages (Gold, Platinum, and Diamond).

All packages school-wide support*:

1. An initial check-up call within the first two weeks of enrollment* from the [Enlightium 101 team](#).
*Bronze package check-up call is usually initiated within 4 weeks of enrollment with Enlightium.
2. Counseling support via email, phone, and/or Zoom sessions, evaluating school progress and scheduling courses.
3. Online curriculum for standard and honors courses 3-12, other programs per selected package.
4. Teacher's support (response time and the way of communication differs based on the package).
5. [Intervention Program](#), based on the needs of a student.
6. Issue of report cards (3-12) quarterly, transcripts (9-12) annually, and awards for qualified students each semester.
7. Parental support via [webinars](#) and [parent-teacher conferences](#) in the fall and spring.
8. Standardized annual assessment* (i.e., [Stanford 10](#)) in April.
9. [Student activities](#) for social and emotional support.
10. [Monthly communication](#) from Enlightium Academy.

Bronze Package (Grades 3-10):

The Bronze Package is designed for students in grades 3-10 whose parents want to take the initiative of educating their student while being under the umbrella of an [accredited institution](#). Enlightium's team

provides online curriculum, guidance, grading, report cards for grades 3–8 and transcripts for grades 9–10. Parents are responsible for supervision and support of their student’s learning at home.

The Bronze Package provides:

1. *School-wide support as indicated on page 14.
2. Teachers grade assignments within 72 hours during school hours.

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

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

Silver Package (Grades 3–12):

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

The Silver Package includes:

1. *School-wide support as indicated on page 14.
2. Teacher’s support via messaging within 24 hours during teachers’ office hours.
3. Teachers grade students’ assignments and provide detailed feedback on essays and projects within three business days of submission.
4. Monthly encouragements and/or additional resources regarding education sent via Ignitia.

[Add-On products](#) can be accessed at an additional cost, such as unique world languages, an early start to the school year, summer school extensions, and [Advanced Placement \(AP\) courses](#), [Concurrent Credit \(CC\)](#), and [Dual Enrollment \(DE\)](#) opportunities for select grades in high school. The Silver Package is also the recommended option for [international students](#) residing outside of the U.S.

Silver Premium Package (Grades 3–12):

The Silver Premium Package offers the same teacher support as the Silver package, with the exception that students receive priority teacher messaging. Parents are recommended to check on their student’s progress a few times a week, based on skills and needs of the student.

The Silver Premium Package includes:

1. *School-wide support as indicated on page 14.
2. Teacher’s support via messaging within two hours during teachers’ office hours.
3. Teachers grade students’ assignments and provide detailed feedback on essays and projects within three business days of submission.
4. Monthly encouragements and/or additional resources regarding education sent via Ignitia.

[Add-On products](#) can be accessed at an additional cost, such as unique world languages, an early start to the school year, summer school extensions, and [Advanced Placement \(AP\) courses](#), [Concurrent Credit \(CC\)](#), and [Dual Enrollment \(DE\)](#) opportunities for select grades in high school.

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. For example, if a student struggles with a math or science question, our teachers can share their screen and show your student how to solve an equation step-by-step using a visual demonstration. Your student can also draw on the screen to work through problems to master the material. Your student can see, hear, and try it. It is a powerful way for students to practice and retain information. Parents are recommended to check on their student's progress a few times a week, based on skills and needs of the student.

The Gold Package includes:

1. *School-wide support as indicated on page 14.
2. Tutoring with certified teachers via messages or phone **within two hours** during teachers' office hours.
3. Grade students' assignments and provide detailed feedback on essays and projects within three business days of submission.
4. Up to two hours per month of tutoring via whiteboard software.
5. Weekly encouragements and/or additional resources regarding education sent via Ignitia.

[Add-On products](#) such as unique world languages, an early start to the school year, summer school extensions, and [Advanced Placement \(AP\) courses](#), are available for a reduced fee compared to the standard tuition packages.

Platinum Package (Grades 3–12):

The Platinum Package is perfect for families looking for quicker messaging response times, grading, and feedback. This package features extended phone support with teachers, additional screen share availability, and reduced cost of [Advanced Placement \(AP\) courses](#), [Concurrent Credit \(CC\)](#), and [Dual Enrollment \(DE\)](#) courses built into the tuition. Parents are recommended to check on their student's progress a few times a week, based on skills and needs of the student.

The Platinum Package includes:

1. *School-wide support as indicated on page 14.
2. Tutoring with certified teachers via messages or phone **within an average of one hour** during teachers' office hours.
3. Grade students' assignments and provide detailed feedback on essays and projects within 24 hours of submission.
4. Tutoring with teachers through screen sharing upon request.

[Add-On products](#) such as unique world languages, an early start to the school year, summer school extensions, and [Advanced Placement \(AP\) courses](#), are available for a reduced fee compared to the standard tuition packages.

Diamond Package (Grades 3–12):

Diamond is our top priority package. This package is designed for those looking for the perfect hybrid between a brick-and-mortar private school and an online learning experience. The package includes unlimited face-to-face instruction, screen sharing sessions, phone support, and messaging with teachers in **less than one hour** during teachers' office hours. Tutoring requests from Diamond students are given top priority. Students may also work outside of the standard school year by starting early or working into the summer with no additional fees.

This package is designed for parents who wish to take the guesswork out of homeschooling and for students who don't have time to wait for a response, such as students with strict schedules like student-athletes, those needing to progress at a faster pace, and students who are career or college-oriented.

The Diamond Package includes:

1. *School-wide support as indicated on page 14.
2. Priority teacher support through all of the available channels (i.e., messaging, phone, video, and screen share) **within one hour** during teachers' office hours.
3. Teachers grade students' assignments and provide detailed feedback on essays and projects within 24 hours of submission.
4. Weekly encouragements and/or additional resources regarding education via Ignitia to students.

All [Add-Ons](#) are included at no additional charge, such as the ability to take any of Enlightium's [world language courses](#) and access to options such as the [Gifted and Higher-Level Learner \(GHLL\) Program](#), the [Mission Program](#), and [Intervention Program](#). For students who need extra support, this package provides the expertise of an Interventions Specialist at no additional cost. All available Add-On products are also included, such as an early start to the school year, an extension into the summer, and standardized testing.

Micro School Program:

The Enlightium Micro School option is a program developed in response to a growing demand from parents to provide daily lecture-based support for students in grades 3-12. Through this program, parents can partner with Enlightium in forming a micro school, which is a small group of students that share instructional time from their teachers. Students may choose to join the instructional time remotely via Zoom or together as a group under adult supervision.

Daily lectures should be pre-scheduled for the year. The students will connect via the provided link every school day at the scheduled time for the daily instruction from an Enlightium teacher. The teacher's lecture includes instruction, explanation of how to do the assignments, working out some problems, and an opportunity for questions, similar to a brick and mortar school experience.

Instructional time can be scheduled in increments of 30 minutes per subject per day. Each micro school may choose to utilize their allotted lecture time in whatever way they choose.

Lecture time is scheduled as a 4-day week, available Monday through Thursday, based on [Enlightium's school calendar](#) and the teacher's office hours. There is no makeup time for missed pre-scheduled lectures.

Enlightium Micro Schools are available for up to 5 students per group that are enrolled at the Diamond package and in the same grade level. Parents may choose to have one child at a micro school for one-on-one lecture time for an extra fee on top of the base Diamond pricing. As more students are added to a [micro school](#), the overall cost decreases.

V. ENLIGHTIUM'S ROLES

At Enlightium, we use different types of support, including messaging, phone calls, tutoring, etc., as the “training wheels” to help support a student until they have the necessary skills to ride alone. The training wheels are raised and lowered based on the ability of each student. We also adjust the “training wheels” based on a student’s need for a concept, lesson, or even a course.

Counselors:

Enlightium’s counselors act as advocates for students’ well-being and are a valuable resource in each student’s educational and spiritual development. Counselors use the [ASCA standards, mindsets and behaviors](#), the social-emotional learning competencies, and Enlightium’s [spiritual ESO](#) competencies to promote student success and improve student outcomes. They adhere to the ACSI and ASCA professional standards for counselors while guiding students through developmentally appropriate activities and services either directly to the students or indirectly for students:

- Provide strategies, advise, support, and guidance to students
- Assess records and transcripts to recommend a sequence of classes to meet graduation requirements
- Facilitate course selection and adjustments and the progression of the beyond high school plan
- Communicate regularly with students and parents
- Each counselor has a [preferred method of contact](#)

Teachers:

Enlightium’s teachers seek to guide students to develop the skills and motivation necessary to learn independently and provide the needed scaffolding for learning, within the limitations of the appropriate support package. The Ignitia curriculum is the primary means by which the student is taught. Teachers are applying a personalized approach to learning for each of their students and thus design instruction that is rigorous, flexible, and adaptable. They focus on critical thinking and metacognitive practices to facilitate enhanced learning for their students.

Teacher grading time, answering questions, and unlocking assignments is based on the package in which the student is enrolled. However, during times when a high volume of work is being submitted or when there is a special event, response times may be delayed. These times include:

- [The final week of the quarter/semester](#)
- [Standardized Testing \(Stanford 10 Assessment\)](#)
- [Staff and faculty training](#)

Enlightium’s team communicates via the [Google Calendar](#), [Facebook Family Alliance page](#), [direct messages to students in Ignitia](#), and/or [email](#) concerning the days with expected delayed responses.

Support Staff:

Enlightium’s support staff is committed to providing the best experience to every family. From the moment our admissions team process your application and assigns the placement tests, to the time when our accounting department scheduled your payments, to the time when our customer support team calls to welcome you to our school, and even to the time when our registrar and technical team process and send report cards, our aim is not only to leave you satisfied but also delighted by your interactions with our team. If you ever need help or have any issues along the way, our team of caring staff is only one email or call away.

VI. STUDENT'S ROLE

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

Depending on the grade level of a student (primary, elementary, middle, or high school), parental responsibility is decreased and the student's accountability is increased. Students are advised to spend the amount of time needed to master the material, which is on average 30–50 minutes per lesson/per day for five days a week. With the exception of [Ignitia down days](#), students have access to the curriculum 24/7 during the school year and can work at any time of the day.

Student Requirements:

- Complete the [Student Orientation Course](#) in its entirety during the first 2 weeks of assignment
- Read the lessons in the curriculum until presented concepts are clear
- If available, review resources in [LiveBinder](#) for the concepts when additional clarity is needed
- Depending on the support level (Diamond, Platinum, etc.), ask a parent or teacher to provide additional explanation if concepts in the lesson are difficult to grasp
- Take written notes of important information presented in the lesson
- Keep up with the daily schedule in the curriculum at least on a weekly basis
- Review the solutions to assignments after completing each one to master the material and identify where additional studying may be needed
- Inform teachers of any errors within lessons so that teachers can submit feedback to the developers
- Abide by the [plagiarism](#) and [blank submission](#) policies

Standard of Conduct:

Standard of conduct principles aim to produce a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is what learning the ways of God is all about; not just learning the "right thing to do" or how to "get by," but having the nature of Christ formed in us ([2 Pet. 1: 3–4](#)). Therefore, the following are examples of principles set forth as a standard of student behavior:

- **Faithfulness** – Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; being patient and forgiving.
- **Honor** – The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
- **Harmony** – Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
- **Honesty** – Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
- **Purity** – Holy to the Lord; modesty and decency; being noble and lovely.
- **Order** – Accepting discipline and being self-disciplined; being neat and orderly; organized and clear-thinking.
- **Stewardship** – Accountability and responsibility; serving; diligence and perseverance; bringing things to excellence; sowing and reaping.

Habits of Successful Students:

Ask for Help. Online learning requires a level of effort and commitment that you may not be used to. You have a support system that includes your parents, [your teachers](#), and [your counselor](#). Ask for help

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when you need it and accept it when it's offered.

Check [LiveBinder](#) for **Additional Resources**. LiveBinder is a school-wide library of resources that Enlightium teachers have created in order to empower independent student learning by equipping students with access to relevant, on-demand resources that will help them work through their assignments. LiveBinder is packed full of resources that are broken down by concept and/or by Course/Unit/Assignment/Question.

Set up an Effective Learning Environment. A quiet and organized place to do your schoolwork, free from distractions and equipped with good lighting and a comfortable chair will make it easier for you to concentrate and complete your work successfully. When you're working on your schoolwork, avoid using social media and other distractions. Installing an application that blocks social media and other distracting sites during certain hours may be helpful as well. Read our articles on [6 Thoughts About Homeschooling Organization and Designing a Learning Environment](#) and [Five Tricks for Blocking Outside Noise So Students Can Focus](#) for additional suggestions.

Get and Stay Organized. When you set up your learning space, make sure you have plenty of room to work. Even though you're attending a "virtual" school, you will still need pencils, paper, and notebooks. Take notes while you work through lessons — it's a great way to help commit the material to memory.

Manage Your Time. Be sure to set aside an average of 30–50 minutes each school day for each lesson assigned in the schedule. [Work in every course every school day](#). With online learning, students can easily fall behind in their coursework if they do not keep a steady pace, at least keeping up with the weekly scheduled allotment.

Take a Break. It doesn't do anyone any good to work for hours and hours on end—that's a good way to get burned out quickly. Listen to your body and your mind. When you find yourself getting stiff or your mind wandering, it's probably time for a break. [Get up and stretch. Go outside for a jog](#). You can also schedule your breaks by using a [timer](#).

Have a Plan B. Let's face it — when you're working online, something is bound to go wrong. Maybe you'll lose your internet connection or your computer will pick up a virus, or you'll accidentally spill orange juice on your keyboard. [Prepare for contingencies now](#) — ask friends or relatives if you can use their computer in case of an emergency, find a library with computers, or if you have access to a laptop, find a bookstore or coffee shop in your area that has Internet access.

Connect with Other Students. Don't get isolated — there are plenty of ways for you to connect with other students at Enlightium and your local church. Enlightium provides various avenues to help foster your social life, from bi-weekly [Bible studies](#) to [Enlightium Social](#) and various [school contests and competitions](#). Enlightium Social provides students with an outlet to express shared interests and hobbies, ask course-related questions, or simply start spontaneous conversation. In addition, Enlightium encourages students to seek out a local youth ministry where they might connect with other students in the service and mission of Christ.

Three School Rules:

1. Students should keep all communications honoring God.
2. Students should obey parents and teachers as they work collaboratively on their education.
3. Students should do their best to complete their schoolwork with integrity.

Discipline Policy:

The primary goal of Enlightium school discipline is to keep students wholesome and productive by:

1. Assisting students in developing a lifestyle that is pleasing to the Lord.
2. Applying biblical principles in handling daily issues or problems ([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 response to authority so that students will be better prepared to yield their will to God's will.
5. Encouraging students to accept responsibility for their words and their actions ([1 Thess. 5:11](#); [Matt. 12:36-37](#)).

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

LEVEL I: This level of offense includes areas usually addressed by the teacher. This low-level violation usually does not involve the Principal; it is a warning stage. A teacher will inform parents via email that explains the specifics of the incident. Examples of Level I violations include falling behind in the coursework, not submitting projects (or submitting projects blank), minor offenses of inappropriate academic activity such as plagiarism, or being disrespectful to teachers (including foul language).

LEVEL II: This level of offense goes beyond Level I in regards to severity or repetition of some lesser offenses. It is at this level that the [Principal](#) becomes involved and records of actions and disciplinary responses begin to be kept in the student's file. Teachers must report Level II offenses immediately to the Principal. The Principal will notify the parents of the incident via email or phone call. Examples of Level II violations include repeated violations of Level I as well as cheating, threatening or making inappropriate comments to teachers or staff.

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

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

[Suspension:](#)

The [Principal](#) may place courses on hold for some time (suspension) as a consequence for Level II or Level III misconduct or if communication with parents, regarding an urgent matter, cannot be made. If a student shows sincere repentance, writes an apology to appropriate parties, and plans for improvement, the student may continue with their schoolwork; otherwise, the student may be withdrawn.

[Discipline in Regards to Honor Program:](#)

Those students that are a part of Enlightium [Honor](#), [Concurrent Credit*](#), or [Advanced placement \(AP\)](#) courses should expect to be held to high standards regarding academic rigor and integrity.

* Inappropriate academic behavior in a Concurrent Credit course will be reported to Northwest Nazarene University, and all disciplinary action will be taken through their guidance.

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

Bible Translations:

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

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

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

Approved Formal Equivalence Translations

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

Dynamic Equivalence Translations:

- NIV
- NLT

Dress Code at Enlightenment Sponsored Events:

Our dress should help develop Christian character and reflect our separation from the world ([2 Cor. 6:14-7:1](#); [1 Tim. 2:9-10](#); [1 Peter 3:3-4](#)). A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community. Our dress should support our position as a witness to the world. We are ambassadors of Christ ([2 Cor. 5:14-20](#); [1 Peter 2:12](#)). Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts ([Gen. 1:27](#), [2:18-25](#); [1 Tim. 2:8-15](#)).

Appearance at Enlightenment Sponsored Events:

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

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VII. PARENT'S ROLE

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

As students become more independent at the middle school level (grades 6-8), parental roles gradually diminish and the students' accountability increases. 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 need to keep their students accountable for assigned schoolwork and monitor their progress at least on a weekly basis.

Parental Requirements:

Review the [Parent Orientation](#) in its entirety. Provide the student with a suitable [learning environment](#) at home, a sufficient internet connection (cable internet is recommended), and a working desktop or laptop computer with virus protection. Read more about the [technology requirements](#) at Enlightium.

Require the student to spend as much time as needed to master the material, which is typically 30-50 minutes per lesson/per day five days a week. Be available to ensure their student's success and encourage good study habits. Log in to the [student's account](#) (preferred) or [parent portal](#) to check on the student's progress at least on a weekly basis (preferably daily). The parent portal is linked to the student's Ignitia account and will give the viewer access to the student's percentage completed for each class and unit, current grade for each course, final grade for each lesson, quiz, and test, and due dates.

Check the personal email provided to Enlightium Academy on the enrollment form for important messages from Enlightium. Notify our team of planned absences or family vacations using the [Absence Form](#), and ensure students work ahead or catch up on the missed work.

Be aware of your state's private school online education requirements by checking your state's Department of Education website. Some states require verification of enrollment, since students are working from a home environment. To determine your state's academic requirements, look up your state from [Enlightium's list of state articles](#), at [HSLDA.org](#), and at [projects.propublica.org](#). The following may be required, which will need to be [communicated to your student's counselor](#):

- A Verification of Enrollment (VOE) or Enrollment Verification Status (EVS) to verify the student's enrollment at Enlightium. Click [here](#) to learn more about VOE.
- [Specific electives](#) to be taken at Enlightium
- Attendance records and portfolios
- A letter of intent filed with the state. Click [here](#) to learn more about the Intent to Homeschool form
- Additional testing may be required in some states for students obtaining an online high school diploma. Please check with your state's Department of Education

Meet all financial obligations promptly. Tuition payments provide Enlightium the opportunity to employ quality faculty, counselors, and staff, as well as provide students access to cutting-edge resources that

assist in learning.

VIII. CREDITS AND GRADUATION REQUIREMENTS

High School Graduation Requirements Policy:

The goal of Enlightium Academy is to prepare students to meet the 21st century demands of their post-high school education, work, and personal lives. High school students are required to meet [Enlightium's graduation requirements](#) and their state's graduation requirements:

- College preparatory students and 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](#) to receive an honors diploma.
- High school 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 with academic or health challenges who are pursuing an **occupational diploma** must meet or exceed the requirements outlined within the diploma type.

Students who first enroll at Enlightium during their senior year are required to complete at least 25% of the course work or take at least 3.5 credits in order to receive a diploma from Enlightium; the student's counselor will assist in determining which courses need to be taken by the student. [Dual Enrollment](#) students must take at least 1.5 high school credits each year at Enlightium, in addition to required Dual Enrollment credits to obtain a diploma through Enlightium.

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

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

Advanced Placement Program (AP):

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

Concurrent Credit (CC):

The [Concurrent Credit \(CC\) Program](#) at Enlightium Academy is a partnership between Northwest Nazarene University and Enlightium Academy that offers students the opportunity to earn college credit while still enrolled in high school. Enrolling in this program shows that students are willing to accept the challenge of college coursework.

Dual Enrollment (DE):

Eligible Enlightium Academy students may take online or in-person courses at a college of their choicewith the [Dual Enrollment \(DE\) Program](#). The eligibility is determined by the college advisor. In order for students to pursue this type of opportunity with Enlightium, they must consult the [Dual Enrollment counselor](#) and fill out an [Enlightium Academy Equivalency Verification Form](#) (EVF) prior to dual enrolling in their local college and registering for college courses. In collaboration with the DE

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counselor, eligible students are required to take a minimum of 1.5 credits of high school level Enlightium courses each year that they are enrolled as a DE student to be eligible for an Enlightium Diploma.

Types of Diplomas Offered by Enlightium Academy:

1. *College Preparatory/Honor Courses/Honors Diploma:

Subject	HS students who are pursuing an Honors Diploma are required to take:	Credits
Bible	Up to four Bible courses (one each year)	Up to 4
English	Four English courses (with an emphasis on writing and literature in grades 11 and 12)	4
History	Three history/social studies courses (including State History , Civics , and Economics)	Up to 4
Math	Four math courses (grade 12 math courses may overlap with the grade 12 math-based quantities coursework)	Up to 4
Science	Four science courses , two of which should be in a laboratory science (Physical Science , Biology , Chemistry , and/or Physics)	4
Personal Pathway	One credit of Personal Pathway elective	1
CTE	One credit of Career and Technical Education elective (minimum 0.5 ECLR required during grades 11-12)	1
Fine and Performing Arts	One credit of Fine and Performing Arts elective	1
Physical Education	PE (1.5 credits) & High School Health (0.5 credits)	2
World Language	Two consecutive years of the same World Language (including reading, writing, speaking, and listening comprehension)	2
Total Required Credits	Minimum of 24	

2. Standard Courses/Academic Diploma:

Subject	HS students pursuing an Academic Diploma are required to take:	Credits
Bible	Up to four Bible courses (one each year)	Up to 4
English	Four English courses (with an emphasis on writing and literature in grades 11-12)	4
History	Three history/social studies courses (including State History , Civics , and Economics)	3
Math	Three math courses (including Algebra I , Geometry , and Algebra II or Consumer Math (grade 12 math courses may overlap with math-based quantities coursework)	3
Science	Three science courses , two of which should be in a laboratory science (Physical Science , Biology , Chemistry , and/or Physics)	3
Personal Pathway	One credit of Personal Pathway elective	1
CTE	One credit of Career and Technical Education elective (minimum 0.25 ECLR required while in high school)	1
Fine and Performing Arts	One credit of Fine and Performing Arts elective	1
Physical Education	PE (1.5 credits) & High School Health (0.5 credits)	2
World Language	Up to two World Language courses (the requirement may be waived based	Up to 2

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on post-high school plans)

Total Required Credits Minimum of 22

3. Alternate Pathway Graduation Requirements (Occupational Diploma):

Subject	HS students who are pursuing an Alternative Pathway required to take:	Credits
Bible	Four Bible courses (one course each year, 0.5 credits year long)	2
English	A basic or intermediate English course** (with emphasis on writing and speech in grades 11-12)	4
History	State History, U.S. History , Government, and Economics	3
Math	Foundations or General Algebra, Foundations or General Geometry and Consumer Math or a Business Math course*	3
Science	Physical Science and Biology (required laboratory sciences), Integrated Physics and Chemistry or Natural Sciences	3
Personal Pathway	Up to two Personal Pathway electives or two credits of work experience	Up to 2
CTE	Up to two Career and Technical education electives	Up to 2
Fine and Performing Arts	One credit of Fine and Performing Arts elective	1
Physical Education	PE** & High School Health	Up to 2
World Language	Up to two World Language courses (the requirement may be waived based on post-high school plans)	Up to 2
Total Required Credits	Minimum of 20	

*Core classes may be named using alternate terms such as "Foundations of...".

**Offline PE could include Physical Therapy or be waived due to health impairments.

Note: year-end transcripts (grades 9-12) are final when posted.

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

Cumulative Weighted GPA Calculation:

Elementary and middle school students' GPA is calculated based on in-progress and complete courses; however, if a course has reached its end date and is incomplete, then it will not count toward the GPA. Note, elementary and middle school students will not have a GPA if all courses are incomplete and will have a "0" GPA if all courses are failed.

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

Weighted GPA (W-GPA) Values:

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

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

- Students in grades 3–12 who earn a 3.00–3.49 GPA at the end of each semester, will be placed on the **Honor Roll**.
- Students in grades 3–12 who earn a 3.50–4.00 GPA at the end of each semester, will earn recognition on the **Scholar's List**.
- Students in grades 7–12 who earn a GPA >4.00 at the end of the academic year will be placed on the **Dean's List**.
- Students in grades 12 will receive the **Presidential Award** if they meet the following criteria at the end of the academic year:
 - a. W-GPA is ≥ 3.50
 - b. Meet or exceed Enlightium's requirements for community involvement within Enlightium Academy
 - c. Meet or exceed Enlightium's requirements for Community Service

In order for a student to receive an award, the entire semester's coursework must be completed by the due date. Enlightium's part-time students, including part-time Co-Op students, and students whose work is extended to summer school are excluded from these awards.

Note: the Dean's List and Presidential Award Certificates are issued to qualified students at the end of academic year.

Enlightium Academic & Honors Diplomas:

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

Graduation Ceremony and Ordering a Diploma:

Families with a student in grade 12 will be charged a \$100 fee* for the diploma. The fee is charged during the enrollment process. Diplomas will be ordered for all students that have a Graduation Information Form on file. The form will be emailed no later than the beginning of the 3rd quarter to all seniors graduating. The form must be filled out and submitted by the deadline indicated on the form. All required sections must be filled out correctly. Students graduating early will receive an emailed form no later than the end of 2nd quarter.

All electronic and hard copy transcript requests for the purpose of college or military admissions, scholarship applications (including tribal scholarships), and coalitions or state verification agencies, are made by the student through their Naviance Student account. Colleges or agencies that use other electronic delivery methods will contact your counselor directly. The first three requests for mailed hard copy transcripts during the student's senior year are free of charge; each additional transcript is \$5.

Enlightium Academy offers a [graduation ceremony](#) after the close of each school year for graduating seniors. Students are encouraged but not required to attend. Seniors who walk will receive their diploma upon walking the stage. If a student is participating in an organized local graduation ceremony, the student needs to contact the senior counselor of the date when the diploma is needed and at least one month prior to the graduation ceremony.

Students attending Enlightium's virtual graduation online may order a cap, gown and tassel from our graduation supplies partner, [Jostens](#). The transaction will be handled solely through Jostens and the order will be shipped directly to the address provided to Jostens by the family. For students that are purchasing caps, gowns, and tassels somewhere other than Jostens, Enlightium's colors are navy blue and white. Students attending the "Walk the Stage" graduation ceremony may request a cap, gown, and tassel be ordered for them by Enlightium by filling out the appropriate section on their Graduation Information form. These students may then purchase the cap, gown, and tassel directly from Enlightium or borrow the cap, gown, and tassel to wear during the ceremony. Caps, gowns, and tassels will be provided only if requested; supplies may be limited and will be provided on a first come, first serve basis.

*The diploma fee is \$200 for international students because more work is involved with handling and mailing costs.

Community Service as Graduation Requirements:

Students in grades 9-12 are required to complete 10 hours of [community service](#) for each high school grade level enrolled with Enlightium in order to meet Enlightium's graduation requirements. This allows high school students to fulfill the Enlightium Academy mission of being a light to the world for the glory of God ([Matt. 5:16](#)). Community service experience benefits students when applying for college and for employment opportunities. Community service can be completed for a non-profit and/or religious organization.

Ways students can earn community service hours include:

- Participating in the local church community
- Assisting in retirement homes and centers
- Reading and tutoring in elementary schools
- Volunteering in church settings
- Assisting in homeless shelters
- Volunteering at a humane society

Individual service projects are **highly** recommended. Community service projects allow students to see a need in their community and come up with a way to provide support for that need. It is a great way for students to give back to their community and to promote personal growth and a servant's heart.

Some examples of individual service projects that students have submitted in the past include:

- Student organized with his church a dog food drive, then the student poured the dog food in gallon-sized ziplock bags and passed the bags out to homeless dog owners throughout the city.

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- 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.
- Student took the trash cans to and from the curb of his elderly neighbor on trash day.

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

Enlightium provides the x2VOL application to students through their Naviance Student account. All community service is logged, verified, and then applied toward the student's goal within the x2VOL fully automated system. To watch a detailed how-to video about x2VOL, click [here](#).

Grading Procedures:

Upon completion of a course, each student will receive a letter grade on their report card/transcript. The letter grade will be based on the numerical grade in Ignitia. In order to determine the letter grade, teachers will round the numerical grade to the nearest whole number based on 2 decimal places. [Honors](#), [Advanced Placement \(AP\)](#), and [Concurrent Credit \(CC\)](#) courses will also affect the letter grade reflected on transcripts as indicated in the previous section.

Example: 92.4 = 92 → A-
92.5 = 93 → A

Explanation of Credits:

Honor Coursework (Grades 3-5):	Standard Coursework (Grades 3-5):
<ul style="list-style-type: none"> • 5 to 6 units^ (depending on a course) are equivalent to 1 semester • 10 to 12 units^ (depending on a course) are equivalent to 2 semesters 	<ul style="list-style-type: none"> • 4 to 5 units^ (depending on a course) are equivalent to 1 semester • 8 to 10 units^ (depending on a course) are equivalent to 2 semesters
Honor Coursework (Grades 6-8):	Standard Coursework (Grades 6-8):
<ul style="list-style-type: none"> • 5 to 6 units^ (depending on a course) are equivalent to 1 semester • 10 to 12 units^ (depending on a course) are equivalent to 2 semesters 	<ul style="list-style-type: none"> • 4 to 6 units^ (depending on a course) are equivalent to 1 semester • 8 to 10 units^ (depending on a course) are equivalent to 2 semesters
Honor Coursework (Grades 9-12):	Standard Coursework (Grades 9-12):
<ul style="list-style-type: none"> • 5 to 6 units^ (depending on a course) are equivalent to .5 credits (1 semester). Additional requirements apply for AP** & CC*** programs • 10 to 12 units^ (depending on a course) are equivalent to 1 credit (2 semesters). Additional requirements apply for AP** & CC*** programs 	<ul style="list-style-type: none"> • 4 to 6 units^ (depending on a course) are equivalent to .5 credits (1 semester) • 8 to 10 units^ (depending on a course) are equivalent to 1 credit (2 semesters)

^The total amount 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)

*** CC (Concurrent Credit)

IX. COURSE OPTIONS

Choosing Classes:

In grades PreK - 2, students study the following subjects: Bible, Phonics and Reading, Math, Social Studies, and Music and PE electives. The PreK-2 counselor will assist parents with ordering textbooks from Horizon, our curriculum provider.

In grades 3-5, five core subjects are assigned: Bible, English, math, science, and history. The [elective courses](#) are available at an additional cost.

In grades 6-8, five core subjects are assigned: Bible, English, math, science, history, and the optional two one-semester elective courses that are included in the tuition from the list of [elective options](#). If parents would like to add any elective courses in addition to the five core subjects, they can select the desired course(s) in the enrollment form or [contact the counselor](#).

Since [some states require additional electives](#), students may satisfy these requirements by taking [offline electives](#) where they complete extracurricular activities and receive credit. A fee will apply if the online or offline electives are assigned in excess of a full-time courseload (5 courses for grades 3-5 and 6 courses for grades 6-8).

In grades 9-12, the high school counselor facilitates the selection of [five core subjects](#) and [electives](#) in accordance with a typical high school schedule. The counselor initiates contact with students (carbon copy is sent to parents) via email by sending a link to the student's [Course Planner](#). If further discussion is needed to ensure that the student is on track to graduate, it can take place [via email or by setting a Calendly appointment](#) depending on the counselor's or student's preference and based on the complexity of the situation. If students or parents do not respond to the counselor's initial confirmation or request to choose electives within two days from the date the link was sent, the counselor will assign appropriate courses needed to meet graduation requirements. Students have 14 days from the time a class was assigned to request dropping or switching a course. Otherwise, the course will be reflected on the student's transcript as a withdrawal "W."

Credit Recovery (CRx):

Credit Recovery (CRx) courses are assigned to students who took a course but did not pass it. The counselor will evaluate a report card/transcript and contact the previous school's counselor if more information is needed. The counselor will then communicate to the parents via email if the student can benefit from a credit recovery option or needs to retake a failed course. By taking a credit recovery option, the student is able to earn credit without retaking the entire course. Instead, the student will complete testing on concepts and relearn only the material that has not been mastered. Please note that a credit recovery option is not available for [NCAA](#), [Honors](#), [Advanced Placement \(AP\)](#), [Dual Enrollment \(DE\)](#), or [Concurrent Credit \(CC\)](#) courses.

The CRx courses are broken down into sections called "units." At the beginning of every unit there is a pre-test. Based on students' responses to questions on the pre-test, the system will only assign those lessons that cover material from questions that were answered incorrectly. Since there is a pre-test for every assigned unit, it is difficult to predict how long it will take a student to complete all units, as it strongly depends on how 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.

X. COURSE WORK

Reassignment and Mastery Learning:

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

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

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

Students are not allowed to make corrections on quizzes above 70%. Students are not allowed to submit corrections in previously completed units if they are within three weeks of the end of the course. Teachers reserve the right to refuse quiz corrections. Examples of reasons that a teacher may refuse to allow students to submit corrections include, but are not limited to, the student:

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

If a teacher sees a need for a student to attempt a quiz a second or third time, the teacher may assign a quiz with similar questions. Additional attempts will not be granted unless an exception is made at the discretion of the teacher (for example, if confirmed technical errors have occurred).

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

Projects: Projects are essential in showcasing the student's mastery in every subject. Students should put forth their very best effort in every project. Any technical errors must be confirmed by parents or evidenced by documentation that Enlightium deems sufficient. Also, efforts to resolve the issues with [Ignitia Technical Support](#) must be evident. Students who have had previous technical issues should take additional precautions to avoid technical issues based on the recommendations provided in the [Student Orientation course](#) or provided by Enlightium staff or faculty.

Based on students' performance, the counselor reserves the right to extend students into [summer school](#), if necessary. Additional fees may apply. Parents can opt out of the extension, which must be [communicated to the student's counselor](#) in writing, and in doing so agree that the student will receive a grade(s) at the end of the term as is.

Incomplete Assignment Policy:

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

Extra Credit and Custom Projects:

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

Students in the Gold, Platinum, and Diamond packages can request to meet certain project requirements in a different fashion to express themselves creatively. A project requirement may instead be met by creating a visual-based project. If a specific project cannot be replaced, a student can raise the average project grade by submitting a [custom project](#)* as an additional project in a given unit. For example, a student can request that an upcoming trip to a museum or historical landmark may help meet a certain project's requirements or be accepted as an additional project. The student may write an essay with grade-level appropriate length, grammar, and formatting. A photograph of the student at the location will be required. All such reports should be pre-arranged with the teacher in order to receive credit for the work.

Teachers may award a half credit, up to a final score of 70%, on certain quizzes for detailed corrections with explanations for missed questions.

Blank Answers on Lessons:

Students are expected to try their best and to answer all questions that are assigned to them. Should a student leave a question blank, the teacher will grade the problem as is, provide instruction, and will ask if the student would like to redo the problem. If the student requests a second chance, the teacher will re-assign the problem. If a student repeatedly submits blank answers, teachers retain the right to deduct an additional 15 points from the total score of the lesson. For example, if a student submits an answer blank on a lesson and scores an 80, the final grade will be 65 (80 - 15 = 65).

Note: submissions that show a lack of effort (i.e. one-word answers) will be treated as a blank submission. A pattern of submitting blank work is considered inappropriate academic behavior. If this pattern appears in a student's work, teachers will reach out with support for the student and parents will be contacted in order to resolve the issue. If a resolution cannot be reached that rectifies the behavior, Enlightium may not allow the student to re-enroll so that the family can find a more suitable educational environment that offers the needed support for that unique student.

If your student is filling out all answers but they are showing as blank after submission, [review this troubleshooting article](#).

Blank Answer Submissions Policy:

1st offense - Warning, explanation of Enlightium's policy, and reassignment.

2nd offense - Zero (0) is given for the question. The parent is notified by email.

3rd - 9th offense - Zero (0) is given for the question. The parent is notified by email, and teachers will begin deducting 15% from the total assignment score.

10th offense - Parents will be contacted directly by the [Principal](#).

XI. ACADEMIC DISHONESTY

Cheating:

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own information, which involves both stealing and lying:

- Plagiarizing research papers and compositions
- Allowing others to use or have access to one's own work (such as posting the questions and/or answers online)
- Using unauthorized assistance on tests or quizzes, and similar behaviors
- Posting content from Ignitia publicly onto the Internet, even as a means of studying, 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 computer/calculator use

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

1st offense - The teacher addresses/explains to the student what cheating is, provides a warning, then reassigns the assignment(s). Parents are alerted via email.

2nd offense - The teacher awards a zero on the assignment(s). Parents are alerted via email.

3rd offense - The teacher awards a zero on the assignment(s). Parents are alerted via email and the [Principal](#) calls or emails the family to explain the severity of the situation and the potential consequences, including the family paying for a monitoring software subscription. The parent may be required to block any websites specified by Enlightium. The Principal may block the next assignment until the parents provide a screenshot showing the website(s) have been blocked.

4th offense - The teacher awards a zero on the assignment(s). Parents are alerted via email. The Principal will require a meeting with the parents and the student.

5th offense - The teacher awards a zero on the assignment(s). Parents are alerted via email. An official withdrawal warning is issued via email to the parents.

6th offense - The administration and counselor committee decides if the student's enrollment at Enlightium should be terminated. The parent will be notified by phone or email of the committee's decision.

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

Plagiarism:

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

XII. DOCUMENTATION

Report Cards:

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

- If any of the extra credit forms are submitted, the extra credit will show on the final report cards as part of the final grade. Any offline elective credits or premium electives taken will be recorded at the end of the school year or semester, depending on the length of the course.

Official Transcripts:

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

- To watch a how-to video on “Submitting a request for Official Transcript to be sent to an organization etc, that is not a college,” click [here](#).
- To watch a how-to video on “Submitting a request for Official Transcript to be sent to a college,” click [here](#).

Official Hard-Copy Transcripts: All official hard-copy transcripts sent to families must be requested and paid for through [Enlightium's Transcript Request page](#). The first official hard-copy transcript that Enlightenment provides is free of charge for high school students; each additional official hard-copy transcript will cost \$5. All official hard-copy transcripts sent to colleges, universities, scholarship foundations, military, coalitions, etc. are requested by the student through their Naviance Student platform. No fee applies for students enrolled in the Diamond Package.

Releasing Records to Accepting School:

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

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

Progress Monitoring:

Tracking student progress can be a challenge for parents when transferring their students to an online school from a traditional schooling environment. At Enlightium, we developed a progress report notification that is sent weekly via email to keep parents informed and empower them with the information needed to keep their students accountable, and to help meet or exceed their [state attendance standards](#) and maintain our [accreditation](#) requirements. This email will provide a summary of key metrics like assignments completed vs. assignments due in the previous week, time spent, average score, and other data that will help parents gauge if their student is keeping up with the material and identify any red flags early on. This information, along with regular communication with the student and checking the parent or student portal, can provide the accountability a student needs to succeed in an online environment. More information about progress monitoring, including possible interventions in the event of low academic progress, can be found on our Academic Interventions [page](#).

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

Due Dates and Daily Schedule:

Enlightium operates within an [academic school year consisting of 180 instructional days](#) with a defined first and last day of school. Students enrolled from the beginning of the school year are expected to complete all assigned courses within the 180 school days, unless a [summer school extension](#) is provided. The daily schedule is assigned within the [Ignitia platform](#) that lists the assignments to be completed on each school day. Students are free to complete the daily assignments at any time throughout the day. [Here is a recommended day planner](#) that is proven to be effective for online students.

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

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

Transfer Students:

Transfer students and students who enroll later in the academic year and need to finish more schoolwork at Enlightium than is reasonable during the remaining school days may be given an extension at no cost if arranged with the counselor in advance.

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 give an extension into the summer school without an extension fee, as the cost of the standard tuition will extend into summer.

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Attendance Policy:

Online schooling provides flexibility. However, attendance could become an issue if not managed properly. In online school settings, the attendance policy simply requires that students log on, complete lessons, and “attend classes” by progressing in their school work. A student is considered inactive for any given week if they have completed **less than 20% of assigned work for a given week** unless the absence from school work is prearranged and approved. This should be done at least one week in advance using the [Absence Form](#) in order for the absence to be excused.

Types of Absence:

Enlightium recognizes several reasons for student absence. If an student’s absence exceeds the listed number day of days below, Enlightenment’s Absence Approval Team will review the student’s absence:

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

One Week of Inactivity:

Enlightium’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:

Enlightium’s Responsibility:

- To identify the student as “At-Risk” and refer for Tier 2 academic intervention
- To notify the parent

Parental Responsibility:

- To make sure that the student resumes activity the next business day. Explanation of the inactivity is required; documentation may be needed per Enlightenment’s request.

Three Weeks of Inactivity:

Enlightium’s Responsibility:

- To keep the parent informed of the student’s “At-Risk” status via email
- The principal’s office to initiate follow-up and intervention Tier 1 support and accountability

Parental Responsibility:

- To make sure that the student resumes activity the next business day. Explanation of the inactivity is required; documentation may be needed per Enlightenment’s request.

Four Weeks of Inactivity:

Enlightium’s Responsibility:

- If no progress is made under Intervention Tier 1 support and accountability, require Tier 2 support and accountability and issue a withdrawal warning letter 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 the next business day. Explanation of inactivity is required; additional documentation may be needed per Enlightium's request.

Five Weeks of Inactivity:

Enlightium's Responsibility:

- If Tier 2 support and accountability has not been set up due to a lack of communication from the parent(s) and/or student, issue a withdrawal notice via email and follow up with the exit phone call to the family informing them of the decision

Parental Responsibility:

- Parents may appeal* the withdrawal decision. A [withdrawal fee](#) will apply to both voluntary and involuntary enrollment termination.

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

At-Risk Status:

If a student falls behind the school schedule for two weeks or more in total across all classes, the student will be considered At-Risk (unless parents pre-arrange an absence due to travel, health, or family matter). Parents of students who are At-Risk will be notified via email. If 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 considered for Tier 2 academic intervention support and accountability. This may include, but not limited to mentorship, mandatory tutoring time, webinar or small group participation, and/or participation in the Bridge Program. Failure to engage with these measures, especially coupled with unsatisfactory progress in the student's coursework, may result in a phone call from the principal or paid consultation with an Interventions Specialist based on the student's need for additional intervention support.

If the intervention support does not result in satisfactory improvement for any reason, the student will be considered for Tier 3 intervention or withdrawal from Enlightenment. All requests to appeal the withdrawal decision will be evaluated by Enlightenment administration and are subject to the fee and conditions described in the previous section.

Account Hold Due to Low Communication:

Enlightium 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 and Extensions:

Students who started at the beginning of the school year and did not complete all assigned courses within a semester as a high school student or within the school year are given an opportunity to apply for a paid [extension](#). Students who fail to apply for the summer extension will, depending on how much coursework is incomplete, receive an incomplete grade or have remaining work zeroed out (if greater than 75% progress) at the end of the semester for high school students and at the end of the year for elementary and middle school students. Enlightenment also reserves the right in such cases to set up the

summer extension and bill the account for the summer extension fee. The deadline for applying for summer school can be found on Enlightium's [Summer School page](#).

Enlightium administration and counselors reserve the right to extend students' course(s) into summer school and apply the fee if they believe the student will be best served by the extension. Parents will be notified of such decisions promptly and will have the opportunity to opt out.

If the student enrolled mid-year and was behind in coursework by at least one quarter, the fee may be waived or reduced for the initial extension if extending at the time that classes are assigned. Counselors will aim to assign a reasonable time frame for the amount of coursework assigned and thus subsequent extensions will result in a separate \$75 quarterly extension fee, limited to the end of the summer school.

If a student does not complete all assigned courses by the summer extension deadline, Enlightium reserves the right to not allow them to re-enroll for the next school year based on how much progress has been made across all courses. If approved, the student may re-enroll to complete the course the following school year and may need to restart the course(s).

Do-Not-Readmit Policy:

The Enlightium Academy team is committed to working with students from wherever they are in their educational journey upon enrollment at Enlightium. However, in order to be successful, both the student and their parents need to fulfill their responsibilities. Students are required to keep up with the assigned workload and finish it on time by the end of each quarter and semester. It is the parents' responsibility to check and know if their student is progressing in all courses and to keep the student accountable to work daily. The Intervention Team notifies parents every week of their student's progress.

If the student falls behind academically each quarter and parents are unresponsive to communication (e.g. from counselors, Intervention Team, principal's office), the student is at risk (due to truancy or failing grades) to not be readmitted to Enlightium in the following school year. Students who fail to do at least 50% of assigned coursework by the end of the 3rd quarter will be placed on Enlightium's Do-No-Readmit List. However, they will be given another chance to catch up during the 4th quarter and summer school for an additional fee. In order for a student to be promoted to the next school year, a minimum of 80% of the assigned coursework must be completed by the end of school year with passing grades. Elementary and middle school students (grades 3-8) need to complete and pass at least English, math, and science courses. High school students (grades 9-12) need to pass (earn credit in) at least English, math, and science courses. Enlightium Academy reserves the right to not readmit families who have a past due balance from previous years who have been unable to make tuition payments on time, or who are deemed unable to meet financial obligations based on previous payment history, credit worthiness, or other factors. In such cases, the family may still be readmitted if the tuition is paid upfront.

Promotion/Retention Policy:

At the end of each academic year, counselors review all students' progress in grades 1 through 8 and promote them to the next grade level.

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

- If a student failed three or more core subjects, where at least one of them is either English or math
- If a student failed both English and math
- If the student has shown significant evidence of academic dishonesty

Enlightium Academy has the right, per [accreditation requirements](#), to retain a student for one year if a student performed below a 2.0 GPA in all courses. Enlightenment Academy reserves the right to not retain a student for more than one year as necessary.

XIV. TUITION AND BILLING

Tuition:

Tuition for a full-time student is based on the student's grade level and the support package in which the student is enrolled. The pricing found below is based on a full year without any [discounts](#) applied:

Primary School (grades Prek-2)

- \$800/year + the cost of books ([varies by grade level](#))

Elementary School (grades 3-5)

- Bronze Package: \$1,000/year (up to 5 credits)
- Silver Package: \$1,500/year
- Silver Premium Package: \$2,000/year
- Gold Package: \$2,500/year
- Platinum Package: \$3,750/year
- Diamond Package: \$5,000/year

Middle School (grades 6-8)

- Bronze Package: \$1,200/year (up to 5 credits)
- Silver Package: \$1,800/year
- Silver Premium Package: \$2,400/year
- Gold Package: \$3,000/year
- Platinum Package: \$4,500/year
- Diamond Package: \$6,000/year

High School (grades 9-12)

- Bronze Package*: \$1,400/year (up to 6 credits)
- Silver Package: \$2,100/year
- Silver Premium Package: \$2,800/year
- Gold Package: \$3,500/year
- Platinum Package: \$5,250/year
- Diamond Package: \$7,000/year

* Only available to students in grades 9-10

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

- Elementary school (grades 3-5): 5 classes
- Middle school (grades 6-8): 6 classes
- High school (grades 9-12): 7 courses

Part-time tuition is based on the following breakdown:

- Silver: \$350 per credit (0.5 credit minimum)
- Gold: \$700-\$1,000 per credit depending on the number of credits taken (1 credit minimum)

Additional Fees:

Add-Ons include additional costs for premium [World Languages](#), [Advanced Placement \(AP\) courses](#), and [Tier Three intervention options](#). Details can be found at Enlightium Academy's [Add-Ons page](#).

Discounts:

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

- When enrolling children within one family, **multi-student discounts** may be applied retroactively if within one month of enrolling the first child. If additional children are enrolled after one month of enrolling the first child, the multi-student discount applies only to additional children.
- To qualify for the **pastoral or active missionary discounts**, the family must be living as missionaries overseas or serve as a lead pastor of a church.
- To qualify for **first responder, active military, or veteran discounts**, the proper documentation must be submitted. First responders (Firefighters, Police Officers, and Paramedics) must provide a form of identification showing first responder employment. Active military must produce a Leave and Earning Statement (LES); the Social Security Number may be blacked out. Veterans must produce a DD214; the Social Security Number may be blacked out.

Tuition for Part-Time Students:

Part-time enrollments may be paid over as many months as credits taken by the students (ex: 3 credits can be paid over 3 months). Students in grade 12 may qualify as full-time with at least 4 credits. Depending on the discounts applicable, the parent may elect to pay under the part-time pricing model, while still being considered a full-time student for record-keeping purposes.

Billing Options:

All monthly payments must be paid via debit or credit card; additionally the following information may be required if selecting other method payments: banking account information (savings/checking account, depository name, or routing and account numbers). If an alternative payment method is approved such as ACH withdrawal or check, a \$10 processing fee per payment will apply. The payments must be initiated before the classes are assigned unless otherwise approved by Enlightium administration. After the first payment is made, the payment day may be changed to a specific day of the month if requested.

The first tuition payment will be scheduled on the card that was used to pay the enrollment fee within five days after the enrollment form is processed or before the 25th of each month, unless another arrangement is approved. The amount charged will be based on information provided in the enrollment form such as the student's grade and package chosen. If the final tuition differs from what the enrollment form states, the difference will be communicated to the family via email and remaining payments will be adjusted accordingly. If tuition was paid upfront, the difference will be refunded (if overpaid) or scheduled (if underpaid).

If a payment needs to be rescheduled after 14 days of the courses being assigned, there will be a \$15 late fee for each payment after the initial payment arrangement is made. The tuition should be paid by the end of the school year. Under certain circumstances, a family may have tuition payments scheduled into the summer months as the tuition is based on the coursework assigned, not the amount of time accessing the curriculum, and will be due even if the student has completed the school year. Requesting to extend payments past May will result in a fee of 20% per payment being scheduled that is past the school end date*. Enlightium reserves the right to hold records until the tuition has been paid

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

*Payment for students in the Diamond Package will not have fees applied. Also, returning families with no missed payments in previous years may request to have this fee waived.

In the case of an improper chargeback submitted by the parent, Enlightium will pass on the chargeback fee to the family account balance at the amount of \$40 per chargeback.

[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 [calling the Accounting 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 a 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. If the student is withdrawn, a \$50 reinstatement fee will apply in addition to the past due payment(s).

Accounts will be scheduled for collections 30 days after student withdrawal if a payment arrangement is not made.

If payments are not scheduled, in error, it is the parent's responsibility to inform Enlightium that payments need to be scheduled, and the parent will remain responsible to pay by the end of the school year or summer school.

[Upgrading/Downgrading:](#)

Parents may elect to upgrade or downgrade their student's support between packages (Diamond, Platinum, etc.) during the school year. The tuition adjustment after upgrading or downgrading is calculated based on the number of units opened and the remaining units to be completed. The completed units will need to be paid for at the original support level, and the unfinished units will be calculated at the newly chosen support level. If three assignments or less are completed in a unit, that unit will not count as an opened unit. Under certain circumstances, Enlightium may calculate the fee based on the number of months spent at Enlightium in the case of the student being very behind in coursework, despite repeated communication efforts from Enlightium.

A \$75 fee for upgrading or downgrading a tuition package will apply if done after the 14-day trial period; the fee may be requested to spread over monthly payments with an additional \$25 scheduling fee (total fee of \$100). Students enrolled in the Gold, Platinum, or Diamond support package will not have any fees applied to upgrade or downgrade.

[Class Drop/Exchange Policy for Full-Time Students:](#)

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

- High school full course load = 7 credits
- Middle school full course load = 6 courses

- Elementary school full course load = 5 courses

A course may be exchanged with another course during the 14-day trial period at no charge. Likewise, if dropping a course results in part-time status, a refund only applies within 14 days of their assignment. A full refund on such courses may be issued after the 14-day period only if fewer than three assignments were completed. If the student is behind schedule in the respective classes, the refund will be based on the number of months the student was enrolled in that class. Additionally, a [withdrawal fee](#) will apply on such courses that are dropped after the 14-day trial period.

Families may petition to waive the withdrawal fee after 14 days of class assignment only if the student is unable to complete a course(s) due to physical and/or mental debilitation or unusual or other extenuating circumstances beyond the student's control. The petition must be submitted with supportive documentation to the counselor and approved by administration.

As [Honor courses](#) are separate from [standard courses](#), there is a \$75 course transfer fee to transfer grades from one course to the other after 14 days. However, if a student finds the pace or rigor of the Honors program too demanding, the program can be changed to the standard courses within 14 days from the start of courses without a fee being applied.

Note, after 14 days, the course can still be dropped or exchanged; however the original course will remain on the transcript as a "W". Before 14 days the course will not be on the transcript.

[14-Day Trial Period:](#)

Families with a new student are offered 14 days after the student's courses are assigned to decide if the Enlightium online program will be the best fit for their child. If a family decides to withdraw within those 14 days, a withdrawal fee will not be charged and all paid tuition will be refunded. The enrollment fee is only refundable if the online [withdrawal form](#) is submitted within three calendar days of enrolling.

XV. WITHDRAWAL PROCEDURES

Reason for Withdrawal:

During the school year, circumstances may arise that require a family to withdraw their child from Enlightium Academy. We may also issue a withdrawal notice for a student due to the reasons discussed in this handbook including, but not limited to: (a) the student consistently fails classes, the student demonstrates unresolved behavioral issues, (c) the student not meeting the terms of conditional enrollment, (d) the family demonstrates a lack of partnership with Enlightium's mission, or the family is unable to meet financial obligations. 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 Enlightium to enroll in another school, the family should notify the Enlightium school office at the time the decision is made by submitting Enlightium's [Withdrawal Form](#). A staff-initiated Withdrawal Form may be submitted on the parent's behalf in such cases as lack of response from parents or for other account management reasons. 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. However, records may be released if half the balance is paid and a third-party contract is created with [Tuition Options](#) for the other half of the balance.

Withdrawal Fee:

Enlightium Academy will apply a staggered withdrawal fee schedule at 20% for withdrawing between 14-30 calendar days, 30% for 31-60 days, and 40% for 61-90 days from beginning coursework. There will be no refund after 90 days. *For example, if the remaining tuition for the school year equates to \$1,500 and the student has been enrolled for 61-90 days, the withdrawal fee would be \$600 ($\$1,500 \times .4 = \600). If the student is behind, Enlightium will calculate the withdrawal fee based from the time the student had access to the curriculum to the day of withdrawal notification. A report card/transcript will not be released until the withdrawal fee and completed coursework is paid.*

Refunds for overpayment will be issued per request to the card used to pay if the refund is issued within 30 days of the transaction date; otherwise a check will be sent to the parent. For international customers, the refund will be wired and the bank wire fee will be deducted from the refund. Students in grades PreK-2 who have purchased books prior to withdrawal will [need to handle book returns separately with the supplier](#).

Appealing the Withdrawal Process:

Enlightium values our families and understands the unique circumstances that may affect a student's unsatisfactory academic performance. Enlightium's appeal process ensures that your family has the opportunity to explain your situation and it provides Enlightium administration with the opportunity to gain a thorough understanding before making a decision concerning your student's re-enrollment. We encourage students and parents to take adequate time to review and answer the questions in the appeals process. The administration will evaluate reasons for withdrawal and strategize on improvements in coursework and/or academic behavior of the student.

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

XVI. WHOM TO CONTACT WHEN YOU HAVE QUESTIONS

Teachers:

- Content questions
- Retaking quizzes
- Working ahead or catching up in a particular course
- [Tutoring sessions questions](#)
- [Parent-teacher conferences](#)

See [Faculty Department Contact Information](#).

Counselors:

- Personal/family issues
- Questions about [Advanced Placement \(AP\) courses](#), [Concurrent Credit \(CC\) courses](#), [Dual Enrollment \(DE\) courses](#), [offline elective courses](#), [NCAA](#), [Naviance](#) and x2VOL, ECLR lessons, [community service](#), or the ACT, PSAT, or ACT
- Credits/Graduation [progress](#)
- Adding/Dropping Classes
- [Summer School Information](#)
- Assignment scheduling and pace

See [Counselor Contact Information](#).

Registrars:

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

See [Registrar Department Contact Information](#).

Intervention Team (Tier 1 & 2 support):

- [Overall attendance and progress](#)
- At-risk status
- Time management suggestions
- Utilizing the [parent](#) or [student portal](#) to track progress

Intervention Team (Tier 3 support):

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

See Intervention Team [Contact Information](#)

Accounting Department:

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

See [Accounting Department Contact Information](#).

Technical Support:

- [DIY fixes \(Ignitia Troubleshooting Handbook\)](#)
- [Technical requirements](#)
- Ignitia Technical Support: (877) 251-6662

Additional Contact Resources:

- [Gifted and Higher-Level Learner](#)
- [World Languages](#)
- [Enlightium Social \(eSocial\)](#)
- [Student ID cards](#)

Binding Agreement:

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

Families should faithfully support the school through prayers and a positive attitude. Complaints or concerns should be shared through the proper channels: the Enlightenment [Principal](#) or [Academic Administrator](#) and if needed with the [Executive Director](#).

If you have questions, please reach out to our friendly customer service team at support@enlightiumacademy.com or by calling 866-488-4818 option 8. If you have concerns or complaints during your experience with Enlightenment, please submit them to our administration [here](#).

XVII. ADDENDUMS

December 21, 2020

- Types of student absences added. For additional details please see section "XIII. DEADLINES, PROGRESS EVALUATION, TRUANCY, AND AT-RISK STATUS".