



ENLIGHTIUM ACADEMY

Family Handbook 2018-19

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Welcome to Enlightium Academy!

We rejoice that God uses us to do His work in advancing His kingdom through Christian education provided by Enlightium Academy (EA). With your participation as parents, godly instruction by EA teachers and staff, and active participation of our students, we can equip the next generation with spiritual formation, academic excellence, and physiological well-being.

This Family Handbook is designed to assist you as you begin your academic journey with EA. Our hope for your family is that you would celebrate the abundant spiritual impact that EA will have upon your child, the strong pattern of learning that they will develop in core academic subjects, and, most importantly, the opportunity your child will have to honor Jesus Christ, our Savior, in every part of his/her life and education.

We congratulate you on embarking upon this marvelous journey with your family and encourage you to be active participants in your child's education at EA.

Mission Statement:

The heart of the mission at EA is to bring glory to God in all we do, serve Jesus Christ wholeheartedly, and share the gospel with EA students through our Bible-based curriculum and Christian teachers. This mission is the basis for our educational philosophy, as articulated in our motto and Bible verse, *"Driven to make a difference in hearts and minds", and "In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven" (Mat. 5:16)*. 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 families, and encouraging students to pursue their individual God-given passions and interests.

EA Motto:

Driven to make a difference in hearts and minds. "...I will put my laws in their hearts, and I will write them on their minds." [Hebrews 10:16 NIV](#)

Statement of Faith:

1. We believe that the ultimate guide to faith and life is the Bible, which is inspired, infallible, and inerrant.
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.
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.
4. We believe that Jesus Christ is alive today and is seated at the Father's right hand, where He intercedes for all believers.
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.
6. We believe that God created mankind in His own image, but that every person is born a sinner

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and has sinned against God.

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.
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.
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.
10. 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.
11. We believe in the physical resurrection of Jesus Christ.
12. We believe that Jesus Christ will come again to judge the wicked, reward the righteous in Christ, and establish His reign on earth forever.

Spiritual Goals:

1. Provide Biblical training that will teach the [Statement of Faith](#) of evangelical Christian beliefs and principles.
2. Provide a strong academic program that satisfies accreditation academic requirements and prepares young people to live successfully in this world. This will be based on evangelical, biblical, and educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, and history.
3. Provide godly Christian teachers who will be role models for the students that they teach. Challenge students to develop Christ-likeness in the following areas as an outgrowth of the development of the Christian mindset (consistent life view with Christ preeminent).
 - a. Spiritually - Teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk ([II Thessalonians 3:3](#)).
 - b. Mentally - Develop a Christian way of thinking that places Christ preeminent in all of life, stressing that all of life is spiritual ([Philippians 2:5](#)).
 - c. Physically - Learn to care for and develop our body so that we may serve God to the fullest, because our body is the vehicle given to us by God in which we live our lives to bring glory to God ([II Corinthians 6:16](#)).
 - d. Socially - Learn to develop biblical human relationships in which we serve people, not use them ([Matthew 20:25-28](#)).
 - e. Emotionally - Develop a stable personality which is based on one's self-worth in God's sight and which emphasizes self-control and the other fruits of the Spirit ([Galatians 5:21-22](#)).

Philosophy of Education:

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

Educational Process:

EA strives to instill the evangelical Christian mindset into young people based on the principles in [Romans 12:1-2](#):

1. Dedication of themselves to God (belief and commitment).
2. Non-conformance to the world (i.e. humanism, the exaltation of man and gratification of self).
3. Transformation by the renewing of their minds to be Christ-like in all that they think and do.

Academic Endeavors:

1. Promote high academic standards within the potential of the individual as uniquely created by God by helping the student realize his/her full academic potential.
2. Help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
3. Teach and encourage the use of good study habits.
4. Teach the student how to conduct independent research and how to reason logically.
5. Motivate the student to pursue independent study in areas of personal interest.
6. Develop creative and critical thinking and the proper use of biblical criteria for evaluation.
7. Promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. Discuss current affairs in all fields and relate them to God's plan for man.
9. Produce an understanding and appreciation for God's world and awareness of man's role in his environment and his God-given responsibilities to use and preserve resources properly.
10. Develop a practical reason for learning the content of mathematics, English, history, science, physical education, etc., and allow the student to see a purpose in his/her education and how it can be used.

Expected Student Outcome (ESO):

1. *Spiritually.* EA graduates will understand the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk ([II Thessalonians 3:3](#)).

2. *Academically.* EA graduates will develop a Christian way of thinking that places Christ preeminent in all of life and stresses that all of life is spiritual, and acquiring a strong academic program that prepares him/her to live successfully in this world ([Proverbs 9:10](#), [Proverbs 3:1-26](#)).
3. *Physically.* EA graduates will understand that our body is the vehicle given to us by God in which we live our lives to bring glory to God (1 Thess. 5:23; [II Corinthians 6:16](#)).
4. *Socially.* EA graduates will know how to develop biblical human relationships in which we serve people as well as leading others in a Christ-like manner. ([Matthew 20:25-28](#)).
5. *Emotionally.* EA graduates will develop a stable personality which is based on one's self-worth in God's sight and which emphasizes self-control and the other fruits of the Spirit ([Galatians 5:22](#)).

Accreditation/Membership/Approvals:

EA is fully accredited by AdvancED/Northwest Accreditation Commission (NWAC) and by the Association of Christian Schools International (ACSI). EA is approved by National College Athletic Association (NCAA) and the Virginia Council for Private Education. EA is a member of National Honor Society, National Junior Honor Society (NHS/NJHS), and Merit Scholar Society. EA is approved by College Board for Advanced Placement (AP) and by Northwest Nazarene University for offering Dual Enrollment/Concurrent Credits (CC). EA received a Seal of Approval by Homeschool.com and an A+ rating with the Better Business Bureau (BBB). Further, EA is approved by Pearson to conduct a nationally recognized standardized test "Stanford 10". Click [here](#) for a full list of accreditations, memberships, and approvals.

I. ADMISSION AND RE-ENROLLMENT

Admission Policy:

1. As a result of EA's purpose and mission statement, it is crucial that parents recognize and agree with the fact that teachers will discuss in their school communication via messaging or phone their faith in Jesus Christ. They will also encourage students in their faith and address their performance from a biblical perspective.
2. Students in grades 6-12 should be in agreement with parents to be enrolled at EA. They also must agree to follow the guidelines and standards that the administration has set forth, which are laid out in this Family Handbook.
3. Parents and students who have unresolved personal conflicts with their previous school should have a desire for resolution and should develop a biblical plan to move toward reconciliation before or when enrolling at EA.
4. If a conflict should arise between a household and the previous school that cannot be resolved between the two parties, parents shall agree to allow the EA Principal to mediate the conflict and determine a solution.
5. Students with distinctive academic needs or health impairments may be admitted at EA. However, EA does not assess or update an Individualized Education Program (IEP) or an unofficial Individualized Service Plan (ISP).

EA will customize curriculum assignments and academic standards in collaboration with the resident district and based on the official ISP provided by the resident district. Thus, students with learning challenges will be evaluated carefully, with consideration of the type and severity of the challenge and EA's capacity to accommodate the student's unique needs.

Students with health impairments will be admitted and EA's AIMS/504/ISP Coordinator 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. The EA 504 team will collaborate to assist in the development of an individual student's Section 504 plan, based on EA's capacity to accommodate the student's unique needs.

6. EA reserves the right to deny enrollment/re-enrollment to a student if EA is unable to meet the student unique needs.
7. EA does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in its admission, educational policies, and programs administered by the school.

Enrollment Steps:	Re-enrollment Steps:
<ol style="list-style-type: none">1. Fill out the online enrollment form and pay the fee.2. If possible, fax or email the student's current grades or unofficial/official transcripts.3. Fill out and sign the Records Release Form; fax or email the form to EA.4. Complete the EA Placement Tests.5. Provide any other paperwork or complete other tests as determined by the EA admissions team or the student's counselor.	<ol style="list-style-type: none">1. Pay the enrollment fee.2. Fill out the online enrollment form.3. Complete prerequisite tests as applicable.

Legal Custody and/or Right to Enroll the Student and Access to Account information and Changes:

1. In order to be authorized to make academic choices on behalf of the child, a person must have legal custody of the child or provide documentation of rights.
2. Single parents, grandparents, or foster parents shall provide written documentation to show that they have the legal right to enroll a child, such as a court decree or private settlement agreement.
3. If divorced parents share legal custody of a child (evidenced by written documentation provided to EA of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required in which case emergency action must be taken in the best interest of the child. Generally, unless written documentation is provided specifically excluding a parent's right to the academic records, geographic information may be provided to an inquiring parent listed on the enrollment form.
4. 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 child's parents/legal guardians regarding educational decisions, and any such authority granted to the grandparents must be communicated in writing to EA. Generally, any individual listed as the primary or secondary parent/guardian on the enrollment form may have rights to the student's information and make changes to the account.
5. Legal custody of a child by at least one of the parent/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 child and authority to make educational and medical decisions for the students they are attempting to enroll.
6. 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 EA receives a court order stating otherwise.

II. PROGRAMS OFFERED—ACADEMIC SUPPORT

Primary School Students (Grades PreK–2):

The Primary School Package is EA's book-based parent-led program for preschool to 2nd grade. In this program, parents take the role of a teacher and work with our primary school coordinator each month to ensure that there is an adequate pace of the student's progression through the curriculum. Parents will also receive tips and best practices that can help resolve challenge areas, strategize regarding supplemental resources, and evaluate the submitted grades with the corresponding work samples that are provided on a regular basis. Unused books purchased for primary school students (grades PreK–2) cannot be returned after 30 days of being ordered. Please email the Primary School Coordinator at primaryschool@enlightiumacademy.com for additional information.

Bronze (Grades 3–5):

The Bronze Package is designed for parents who wish to take the initiative of educating their own children using our curriculum. Parental involvement is key, as parents provide the primary academic support for their children and have the potential to receive access to the solution manuals, while our teachers grade the assignments. This package is designed for stay at home parents who have had teaching experience in the past and are ready to take on the responsibility of helping their students each day. The Bronze Package Coordinator is available to coach parents and answer their questions and provides monthly encouragement or additional resources regarding education. EA provides the curriculum, official record keeping, and grading of assignments. Parents of students enrolled in the Bronze Package are required to sign the Bronze Parent-Led Package Agreement Form.

Silver (Grades 3–12):

The Silver Package is EA's basic teacher-led support plan that provides the essentials for online schooling. It includes access to the curriculum, official record keeping, grading, tutoring with certified teachers via messages within 24 hours during school hours, detailed feedback on essays and projects, parent-teacher conferences, and counselor support. Graded feedback response times are generally within 72 hours. Add-on products can be accessed at an additional cost, such as unique world languages, standardized testing, an early start to the school year, Summer School extensions, and for high school students AP and Dual Enrollment college courses. Silver Package teachers provide monthly encouragement and/or additional resources regarding education via Ignitia to students. This support package is also the primary option available to international students not residing in the same time zones as the United States.

Silver Premium (Grades 3–12):

The Silver Premium Package is the next stage up and includes everything the Silver Package offers with the primary difference being that students in this support level will receive messaging responses within 1 hour during teacher office hours. Students in this support level can also request for an alternative project to be provided. This is beneficial if a student would like to use a creative or alternative path to present the same information, such as building a display of the solar system instead of writing an essay about it. The alternative project would need to remain academically challenging, but can allow for students to be more creative in their presentation. This program is ideal for students who are looking to work ahead and graduate early, while needing minimal yet quick support. Silver Premium Package teachers provide bi-weekly encouragement and/or additional resources regarding education via Ignitia to students.

Gold (Grades 3-12):

For families looking for a traditional private school experience, but are on a stricter budget, the Gold Package will be a great fit. This package offers extended payment plans and includes the cost of AP courses and the required AP textbooks in the standard tuition price. In addition to everything offered in the Silver Premium Package, this plan offers live tutoring through screen sharing and phone conversations. This plan is great for visual, auditory, and hands on learners. Students can message teachers with a 1 hour response time during teacher office hours. If students need additional help with more challenging concepts, they can schedule a phone call for real time one-on-one instruction. During these phone calls, teachers can initiate screen sharing to visually walk through the lesson with students and show how to solve questions visually, step by step. Students can even draw on the screen to confirm they understand it. Your student can see it, hear it, and try it. It's a powerful way for teachers to assess where your child needs additional support. Gold Package teachers provide weekly encouragement and/or additional resources regarding education via Ignitia to students

Diamond (Grades 3-12):

Our top priority support package is the Diamond Package. This package is designed for those looking for the perfect hybrid between a competitive brick and mortar private school and a seamless online learning experience. Diamond students can take, at no extra cost, as many AP, Dual Enrollment college courses, and unique world languages. All available add-on products are also included, such as an early start to the school year, an extension into the summer, standardized testing, and a counselor who assists in researching requirements of universities and develops a plan specific for your student's desired universities.

The Diamond Package includes priority teacher support through all of the available channels: messaging, phone, video, and screen share. 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 or those needing to progress at a faster pace.

The Diamond Package is also college and career oriented. It includes extended counselor hours and through the personalized counseling assistance provided, this package optimizes a student's chances of being accepted in the university of their choice. Students in the Diamond Package are also placed at the front of the line for tutoring requests, so response times generally range between 30-45 minutes. Additionally, Diamond students receive graded assignments within 24 hours of submission. In this package, EA faculty and staff will do everything in our power to meet and exceed what you would expect out of any educational environment. Diamond Package teachers provide weekly academic encouragement or additional resources regarding education via messaging through Ignitia, via phone, or video presentations.

III. TEACHER'S ROLE

Online education is generally designed for independent study; however, at EA teacher support is also provided. We believe that with additional teacher support, students can excel, master their skills, and prepare for the next grade level with confidence. Teachers seek to develop students into learners that have the skills and motivation necessary to learn independently and will provide the needed scaffolding, within the limitations of the appropriate support package, to achieve this end.

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

Teacher response times to grading, answering questions, and unlocking assignments is based on the package that the student is enrolled in. Response times may be delayed during the following events:

- End of quarter/semester due to a high volume of work submitted
- [Parent-Teacher Conferences](#)
- [Standardized Testing \(Stanford 10 Assessment\)](#)
- Company-wide inservices

Additionally, EA may communicate via the [Facebook Family Alliance page](#), website banners, and/or email of days with expected delayed response times.

Bronze Package:

The parent is the teacher in the Bronze Parent-Led Package. EA provides the Bronze Package Coordinator who grades students' assignments. However, the parents are responsible for answering students' questions and guiding the student through the curriculum. The parent/guardian is also required to sign the Bronze Parent-Led Package Agreement Form, which lists the parent's responsibilities for students in the Bronze Package. The Bronze Package Coordinator can be reached by email to discuss grading disputes only and is responsible for the following:

- Is available during teacher office hours to address technical issues and inform about EA policy as needed
- Grades students' assignments within three business days of submission
- Responds to messages regarding technical issues, non-curriculum related questions, and quiz and test unlocks within 24 hours on school days
- Conducts a check once each quarter and notifies students of failing grades; conducts a follow-up check two weeks later and contacts parents whose student has failing grades

Silver Package:

Under this package, students receive basic teacher messaging support. Silver Package teachers:

- Are available during office hours for students
- Provide additional written explanation of the lesson's content upon the student's request within 24 hours of receiving the request during school days

- Grade students' assignments and provide feedback on those assignments within three business days of submission
- Conduct a progress check once each quarter and notify students of failing grades; conduct a follow-up check two weeks later and contact parents whose student has failing grades
- Inform parents of students' areas of concern and commendation upon request
- Send monthly emails with encouragement, tips, and additional resources

Silver Premium Package:

Under this package, students receive priority teacher messaging support. Silver Premium Package teachers

- Are available during teacher office hours for students
- Provide additional written explanation of the lesson's content upon the student's request within one hour of receiving the request on school days during teacher office hours
- Grade students' assignments and provide feedback on those assignments within three business days of submission
- Conduct a progress check once each quarter and notify students of failing grades; conduct a follow-up check two weeks later and contact parents whose student has failing grades
- Inform parents of students' areas of concern and praise upon request
- Send bi-weekly emails with encouragement, tips, and additional resources

Gold Package:

Under this package, students receive priority teacher phone and messaging support. Gold Package teachers:

- Are available during teacher office hours to students and parents
- Provide additional written, verbal, or visual explanation of the lesson's content upon the student's request within one hour of receiving the request during school days and teacher office hours
- Grade students' assignments and provide feedback on those assignments within three business days of submission
- Check and answer students' messages within one hour during teacher office hours
 - Please note that some teachers may have varying hours; when a student's primary teacher is not available during EA office hours, students may have access to Co-Teachers or Teacher Assistants and the general Gold Support Phone Line

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- Inform parents of students' lack of progress and areas of concern during parent-teacher conferences, or per request
- Provide feedback on habits needed to succeed, and follow up on the habits suggested
- Send weekly emails with encouragement, tips, and additional resources

Diamond Package:

Under this package students receive EA's ultimate teacher support across all channels of communication. Diamond Package teachers:

- Are available during office hours to students and parents, always being placed in the front of the queue with top priority
- Provide additional written, verbal, or visual explanation of the lesson's content upon receiving the request during office hours during school days
- General grading is within 24 hours, unless communicated otherwise
- Check and answer students' messages within one hour during office hours. Please note that some non-core class teachers may have varying hours; when a student's primary teacher is not available, students may have access to Teacher Assistants and the Diamond Support Phone Line
- Monitor the student's progress on a consistent basis and inform parents of students' areas of concern
- Provide feedback on habits needed to succeed, and follow up on the habits suggested
- Send weekly emails of encouragement, tips, and additional resources

IV. STUDENT'S ROLE

The online program requires independent learning with teacher and parent support/collaboration. Depending on the grade level of a student, 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 at least 30 to 60 minutes per lesson.

Student Requirements:

- Read the lessons in the curriculum until presented concepts are clear
- Depending on the support level, ask the parent or teacher to provide additional explanation if concepts in the lesson are difficult to grasp
- Take notes of important information presented in the lesson
- Follow daily schedule in the curriculum
- Review the solutions to assignments after completing each one to master the material and identify where additional points may need to be awarded
- Inform the teacher of issues with the curriculum so the teacher can submit the feedback to the curriculum developers
- Abide by the [plagiarism](#), [blank submission](#), and [projects passing](#) 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 learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us ([2 Peter 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; cleanliness; 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

Seven Habits of Successful Students:

1. *Ask for Help.* Online learning requires a level of effort and commitment you may not be used to. You have a support system that includes your parents, your teachers, and your school counselor. Take advantage of these supporters — ask for help right away when you need it and accept it when it's offered.
2. *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 lessons, train yourself to resist social media — save that for break time! Read our blogs on [6 Thoughts About Homeschooling Organization and Designing a Learning Environment](#) and [Five Tricks for Blocking Outside Noise So Students Can Focus](#).
3. *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 real pencils, paper, and notebooks. Take notes and fill out student guides while you're working through lessons — it's a great way to help commit the material to memory.
4. *Manage Your Time.* Be sure to set aside a minimum of 30 to 60 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.
5. *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 fast. 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. Whatever it is, give yourself permission to relax for a bit!
6. *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.
7. *Connect to Social EA Events.* Don't get isolated — there are plenty of ways for you to connect with EA and your local church youth ministries. EA provides many and various avenues to help foster students' social life – from bi-weekly [Bible studies](#) to weekly [Theology in Action videos](#) to [Enlightium Social](#) and various [school contests and competitions](#).

While EA Bible Studies and Theology in Action provide students with Bible centered community and fellowship, Enlightium Social provides students with an outlet to express shared interests, hobbies, course related questions, or simply spontaneous conversation. In addition, EA encourages students to seek out a local youth ministry where they might connect with other students in the service and mission of Christ.

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Three School Rules:

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

Discipline Policy:

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

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily issues or problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To encourage students to accept responsibility for their words and their actions.

The three-tiered level of discipline at EA has the dual purpose of helping students develop a personal standard of conduct and to ensure that the mission and activities of EA 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 EA, 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 upon EA administration.

LEVEL I: This level of offense includes areas usually addressed by the teacher. This low level violation usually does not involve the Principal or Assistant Principal. It is a warning stage. A teacher will inform parents via email explaining specifics of the incident. Examples of Level I violations include falling behind in the coursework, not submitting projects, minor offenses of academic dishonesty such as plagiarism, or being disrespectful to teachers.

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 Assistant Principal becomes involved and records of actions and disciplinary responses begin to be kept in student's file. Teachers must report Level II offenses immediately to the Assistant Principal. The Assistant Principal will call the parents explaining specifics of the incident. Examples of Level II violations include repeated violations of Level I and cheating, plagiarism, or threatening/inappropriate comments or emails to teachers/staff.

LEVEL III: This level of offense is severe enough to warrant probation of the student, 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 EA, parents, and the student to discuss the matter of discipline. Examples of Level III violations include repeated incidents of Level II violations, ongoing disrespect/foul language towards teachers/staff or other students (ex: through Enlightium Social), large scale cheating or a repeated offense, or constantly submitting blank assignments and not responding to the teacher about it or re-attempting (lack of effort to improve).

The Principal may require a meeting with students and parents to discuss discipline or academic issues. The EA administration 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 such a meeting within a reasonable time frame could result in the dismissal of the student. Additionally, EA

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reserves the right to assign additional requirements such as monitoring software or examinations at their discretion.

Conduct Probation:

Under certain circumstances, a student may be placed on conduct probation for no less than one quarter. Probation gives the student opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

Reasons for probation:

1. Rebellious spirit which is unchanged following counsel.
2. Continued negative attitude toward school and/or bad comments to/about a teacher.
3. Cheating issues.
4. Ongoing plagiarism.
5. Insufficient academic progress.

Suspension:

The Assistant Principal or Principal may place courses on hold for some time ("suspension") as a consequence for misconduct of Level II or III, or if communication with the family regarding an urgent matter cannot be made. A follow-up phone conference will be done by Principal on the final day of suspension. If a student shows sincere repentance, writes an apology, and plans for improvement, he/she may continue with his/her schoolwork; otherwise, the student may be withdrawn from EA.

Discipline in Regards to Honors Programs:

Those students that are a part of EA honors should expect to be held to high standards regarding academic rigor and integrity. Inappropriate academic behavior such as cheating, plagiarism, and lack of the effort could result in a student's removal from honors courses.

V. PARENT'S ROLE

Parents play an important role in helping their children become independent learners. The crucial time in academic development is at the elementary level (grades 3-5), where parental involvement is needed on a daily basis. Parents are required to supervise their children and be sure that they read lessons, take notes, answer questions, and review teacher's communication. In other words, they play a role of a coach, yet teaching children to work independently. Read school founder Elena Solodyankin's article concerning [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 weekly on their student's work completion. This can be done by checking for text or emails notifications from the Progress Department (see [chapter XII](#)) and [logging into the student's Ignitia account](#) to view grades, assignment due dates, and messages from teachers.

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 on a weekly basis. This can be done by checking for text or emails notifications from the Progress Department (see [chapter XII](#)) and [logging into the student's Ignitia account](#) to view grades, assignment due dates, and messages from teachers.

Parents/Guardians Requirements:

- Review the [Open House video and slides](#).
- Provide the student with a [learning environment](#) at home
- Provide the student with a high speed internet connection (cable internet is recommended) and a working computer with virus protection. Read more about the [technology requirements at EA](#)
- Require the student to spend as much time as needed to master the material, which is typically 30 to 60 minutes per lesson
- Be available to help students understand concepts presented in the lesson to ensure their success and work with teachers as needed
- [Log in to the student's account \(preferred\) or parental portal](#) on a weekly basis to check on student's progress (see [Parent Portal](#) info below)
- Check personal email that's listed in the enrollment form for important messages from EA Administration
- Notify the Progress Department of planned absences or family vacations via the [Absence Form](#)
- Be aware of local and state homeschooling requirements by checking your State Education Department's website. While most states recognize an online school as a standard school, some states still require verification, since students are working from the home environment. Keep in mind that EA is teacher-led and fully accredited. To determine your state's specific requirements, look up your state on [EA's blog page](#), at [HSLDA.org](#), [projects.propublica.org](#), and/or contact your resident district homeschooling department. The following may be required, which will need to be communicated to your student's EA counselor:

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- A Verification of Enrollment (VOE) to prove the student's enrollment with EA. Click [here](#) to learn more about Verifications of Enrollment
 - Specific electives to be taken at EA
 - Attendance records and portfolios
 - A letter of intent filed with the state. Click [here](#) to learn more about the Intent to Homeschool Form
- Fill out and sign any program specific agreements, as applicable; i.e. the EA Bronze Package Parent Agreement Form, emailing it to admissions@enlightiumacademy.com

Parent Portal:

Parents/guardians may have a [parent portal](#) created for them upon request. The parent portal is linked to each of the student's Ignitia accounts and will give the viewer access to the student's:

- Current courses
- Percentage completed for each class and unit
- Current grade for each course
- Final grade for each lesson, quiz, and test
- Completion and due dates for all assignments

Though the portal has some detailed reports regarding the number of assignments completed, it will not provide all details available. Some additional reports may be requested from progress@enlightiumacademy.com as described on the [Progress Department page](#).

Parents with Tutoring Login Credentials:

Parents with tutoring login credentials:

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

VI. PROGRAMS OFFERED-ACADEMIC LEVELS

Placement (Entrance) Tests

A placement (entrance) test is required at EA for English and math subjects. If specific weak areas are evident based on previous school academic performance and placement (entrance) testing, the appropriate core subjects will be assigned in collaboration with parents.

Honor Courses

Students in grades 3–8 who score above average for their grade level on EA placement (entrance) tests and who display above average performance on the previous school progress report (B and above) may be considered for EA Honor courses. If that criteria is not met, parents can request with EA counselor's recommendation/approval for the student to be enrolled in EA Honor courses. These courses demand more effort from students since they move at a heightened pace and explore more curricula.

The criteria for EA 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 EA transcripts as "HR". Additionally, Honor courses are not yet NCAA approved and need not be assigned to students seeking eligibility to compete as an athlete at the collegiate level. Honor courses have a weighted GPA value of +0.5 to the student's final GPA.

As Honor courses are separate from standard courses, there is a 15% 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.

Advanced Placement & Dual Enrollment Courses:

Advanced Placement (AP) and Dual Enrollment/Concurrent Credit (CC) programs are available for students in grades 10–12 in Honor courses. Special permission from their counselor is needed for students in grades 9. Please review EA's website for more information on [Advanced Placement](#) and [Concurrent Credit](#) requirements and opportunities. Advanced Placement is identified on transcripts as "AP" and Concurrent Credit as "CC" and have a weighted value of +1.0 to the student's final GPA.

NCAA & EA Core Subjects:

EA offers NCAA-approved courses to students in grades 9–12. The final approval for meeting NCAA course requirements is done 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.

Standard Program:

Each student's counselor will determine if a student will be placed into the Standard program based on EA satisfactory placement scores and previous school records. Parents can request that an exception be made for their student despite the satisfactory placement scores, and instead make a collaborative decision with the EA team solely on the previous school records.

Bridge Program:

Qualification: Academic and Mental Health Setbacks

Students may be placed in the EA Bridge Program if they:

- Have short-term academic challenges due to failing grades, low progress, or course inactivity
- Score significantly below average on EA placement (entrance) tests
- Performed poorly in previous schools
- Are going through an emotional crisis (depression, anxiety, suicidal ideation, significant loss, or trauma) that need ancillary services

The Bridge Program coordinator will work to provide resources and any appropriate academic or scheduling changes for a specific period of time, allowing the student time to get caught up and transition back to a standard academic program. Parents, EA's Principal, counselors, teachers, or the Progress Department may request student enrollment into the Bridge Program.

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

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 recommendations, can be assigned up to two high school credits: World Language, math, State History, and/or a [high school elective](#).

If a Middle School student received A or B+ grades in core subject during the last academic year and the parent believes that he/she is qualified for high school course-work, he/she may be eligible for the High School Level in Middle School Program. Please follow up with the student's counselor via a Calendly appointment; counselor contact information can be found [here](#).

Early Graduation:

EA offers an opportunity for determined high school students who are well disciplined and high achievers to fulfill their graduation requirements in less than four years. Students can work with counselors to provide an accelerated graduation plan where the high school graduation requirements can be met in less time. Additionally, students may re-enroll for the next grade level early, allowing them to finish high school earlier. Please note that the entire tuition should be paid for the completed courses before the next grade level can be assigned. Also, counselors may determine an optimal course of action based on at which point in the school year the curriculum is completed. NCAA students are not eligible for the early graduation track.

Naviance Student:

Students in grades 6-12 will be required to navigate through Naviance Student with a unique email account. Naviance will act as a hub for students to access their Ignitia coursework, track their [community service hours](#), connect with their guidance counselor, explore personal aptitudes and specific careers of interest based on industry-leading personality assessments. Students will have an opportunity to construct résumés and admissions letters, plus have access to the most up-to-date information on the SAT, the ACT, scholarships, colleges, and universities. Naviance also provides a way for students to apply for scholarships, apply to colleges, and request all necessary college application documents (i.e., recommendation letters, secondary school profile, and official transcripts).

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VII. CREDITS AND GRADUATION REQUIREMENTS

Academic Graduation Requirements:

A minimum of 22 credits are required to meet the graduation requirements and be issued a diploma from EA. Please note that some of the electives can be met through offline electives at 60 hours per .5 credits.

Graduation Requirements:

• Bible*	4.0
• English/Language Arts	4.0
• Mathematics	3.0
• History/Social Studies	3.0
• Science (2.0 lab credits)	3.0
• Fine & Visual Arts	1.0
• Physical Education	1.5
• High School Health	.5
• Career/Technical Ed.	1.0
• Personal Pathway Electives	1.0
• World Languages**	2.0
Total Credits	22.00

*1.0 credit per year required each year enrolled At EA

**Only required for college-bound students

Community Service (10 hrs./year for each year enrolled at EA)

Students who plan to attend 4-year universities are recommended to meet the following requirements:

- 3-4 credits of math*
- 4 credits of English
- 3-4 credits of history (including U.S. History and Government & Economics)*
- 3-4 credits of science (including two science courses with lab work)*
- 2 years of the same World Language*
- Math or math-based science during the senior year
- PSAT during the sophomore or junior year (recommended)
- SAT or ACT during the junior or senior year (required)

*It is important for students to check with universities about their admission requirements at the end of their sophomore or junior year. For example, if a student is planning to pursue a science degree, 4 years of science is recommended; if a student is planning to pursue a history/humanities degree, 4 years of history is recommended.

Ordering Diploma:

A \$50 fee will be charged for ordering and mailing the diploma. The fee is charged at registration and can be paid in full or be part of monthly tuition payments. Official electronic transcript requests for college applications will be made through Naviance Student and are free. The first request for mailed official transcripts (up to 3) during the senior year is free of charge; each additional request for an official transcript is \$5 and can be purchased on [EA's Transcript Request page](#). If a student is participating in an organized local graduation ceremony, the student needs to notify EA's Registrar

Department of the date when the diploma is needed and at least one month prior to the graduation ceremony. Students may order a cap and gown for an additional fee by contacting the EA registrar or can order it themselves via the Internet. EA colors are navy blue for boys and white for girls.

Community Service Graduation Requirements:

To fulfill EA's mission of being a light to the world for the glory of God, and in being driven to make a difference in hearts and minds, EA high school students are required to complete 10 hours of community service per grade level enrolled with EA in order to graduate and receive a diploma.

Community service can be completed for a non-profit and/or religious organization. It is a great way for students to give back to their community and to promote personal growth. Here are some ways students can earn their community service hours:

- Participating in the local church community involvement
- 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

Students will track their hours online by logging into x2VOL, a service offered within Naviance Student. This service makes tracking, logging, verifying, and applying hours to meet the service requirements quick and easy. x2VOL will allow students to reflect upon their community service experiences, upload documents and pictures, and print service transcripts all in one place. A verification request is automatically sent via email when the community service hours are submitted for approval.

Grading Scale

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

Calculating W-GPA

The Cumulative Weighted GPA is calculated 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 courses with the grade of P for pass are not included in the GPA

calculation. The courses that have added weight to the GPA are Honors, AP, and Concurrent Credits (CC) courses.

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

EA Academic & Honor Diplomas:

The academic diploma requirement is a minimum of 2.0 GPA on a 4.0 scale. Students who are pursuing an Honor diploma with EA are required a minimum of 3.5 GPA on a 5.0 scale.

Grading Procedures

Upon completion of a course, each student will receive a numerical grade and a letter grade on their report card/transcript. The numerical grade given will be the grade determined by Ignitia, the curriculum used by students in grades 3-12. In order to determine the letter grade, teachers will round the numerical grade to the nearest whole number.

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

Explanation of Credits

Honor Coursework (grades 7-12):	Standard Coursework (grades 7-12):
<ul style="list-style-type: none"> ● 5-7 units* (chapters), depending on a course, are equivalent to .5 credits (1 semester). Additional requirements apply for AP & CC programs ● 10-13 units* (chapters), depending on a course, are equivalent to 1 credit (2 semesters). Additional requirements apply for AP & CC programs ● Programs identified on transcripts: <ul style="list-style-type: none"> ○ * HR (Honor Coursework) ○ ** AP (Advanced Placement) ○ *** CC (Concurrent Credit) 	<ul style="list-style-type: none"> ● 4-6 units* (chapters), depending on a course, are equivalent to .5 credits (1 semester). ● 8-10 units* (chapters), depending on a course, are equivalent to 1 credit (2 semesters). <p>*The total amount of units varies from course to course depending on the length and content of each unit.</p>

VIII. COURSE OPTIONS

Choosing Classes:

In grades 3–8, five core subjects are assigned: Bible, English, math, science, and history. If parents would like to add an elective course in addition to five core subjects, they need to contact the student’s counselor via email and request an additional elective. Some states require additional electives to be taken. Students may complete these requirements with offline activities and receive credit on student grade reports. A fee may apply if the offline electives are assigned in excess of a full-time course load. The minimum requirement for offline elective is 120 hours for a full credit to be earned.

- 3rd–5th Grade Bronze, Silver, Silver Premium, Gold, and Diamond Counselor: Ms. John, elem.counselor@enlightiumacademy.com
- 6th–8th Grade Diamond Counselor: Ms. Allen, k.allen@enlightiumacademy.com
- 6th Grade Silver, Silver Premium, and Gold Counselor: Ms. Crisp, s.crisp@enlightiumacademy.com
- 7th–8th Grade Silver, Silver Premium, and Gold Counselor: Ms. Vagin, ms.counselor@enlightiumacademy.com

In grades 9–12, the high school counselor assigns five core subjects in accordance to the pattern (which can be found on our website under [Curriculum](#)). The counselor initiates contact with parents via email about discussing the needed core subjects and electives to ensure that students are on track to graduate. The actual discussion can take place via email or over the phone, depending on the support level, the counselor’s preference and the complexity of the situation. If parents do not respond to the counselor’s initial confirmation or selection request and do not choose electives for their student within two weeks from the date of the enrollment contract being signed, the counselor will assign any appropriate electives needed for graduation requirements.

- 9th–12th Grade Diamond Counselor; NCAA, AP, & CC Coordinator; College Consultant: Ms. Allen, k.allen@enlightiumacademy.com
- 12th Grade Silver, Silver Premium, and Gold Counselor; Naviance & x2VOL Administrator; AIMS/504/ISP Coordinator : Ms. Yohe, n.yohe@enlightiumacademy.com
- 11th Grade Silver, Silver Premium, and Gold Counselor; Events Coordinator: Ms. Towner, d.towner@enlightiumacademy.com
- 10th Grade Silver, Silver Premium, and Gold Counselor: Ms. Seo, k.seo@enlightiumacademy.com
- 9th Grade Silver, Silver Premium, and Gold Counselor; Middlebury Program Coordinator: Ms. Van Egdome, a.vanegdom@enlightiumacademy.com

Credit Recovery (CRx):

Credit Recovery (CRx) courses are assigned to students who took a core course but did not pass it. The counselor will evaluate a report card/transcript, contact the previous school counselor, if needed, and communicate to the parents via email if the student can benefit from a credit recovery option or needs to retake a failed core class. 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 he/she has not mastered. Please note that a credit recovery option is not available for [NCAA](#), [Honors](#), [Advanced Placement \(AP\)](#), and [Concurrent Credit \(CC\)](#) courses.

Most CRx courses are broken down into eight 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.

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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 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.

A CRx course cost is the same as the standard course. In the event that multiple CRx courses are required based on multiple failed classes from the previous school year(s), a CRx course cost may be prorated based on the percent grade of the failed classes. Your student's counselor will work with you and the accounting team on developing the custom tuition cost.

IX. COURSE WORK

Reassignment and Mastery Learning:

Lessons: Students are given two attempts to reach the threshold of 73%. If the threshold of 73% is not reached with the second attempt*, students will keep the highest grade received.

Quizzes: Students may have a second attempt on a quiz if the first attempt score is lower than a C grade (73%). 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 that were marked incorrect in the form of help requests to teachers. Students will not be allowed to make corrections on quizzes above 70%. Students will not be allowed to submit corrections or take alternate tests in previously completed units if they are within three weeks of the end of the course. Teachers reserve the right to refuse quiz corrections to students at the teacher's discretion. Examples of reasons that a teacher may refuse to allow students to submit corrections include but are not limited to the student:

- Not taking full advantage of both attempts on a quiz by 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 succeed

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 problems. Additional attempts may not be granted unless 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 the alternate test in place. Teachers may require the student to submit corrections to the original test through the help request box. If a student scores lower on the alternate test, the student may request the teacher to accept the higher score.

Projects: Projects are essential in showcasing the student's mastery in every subject. In order to receive credit for a course, the projects in a course must have an average of 60% or above.

Technical errors must be confirmed by parents/guardians and Ignitia technical support, or evidenced by documentation that EA deems sufficient. Also, efforts to resolve the issues with technical support must be evident.

Counselors reserve the right to extend students into Summer School as necessary. [Summer School fees](#) may be applicable. 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 grade(s) as is.

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

Extra Points and Alternative Projects:

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

Students can request to meet certain project requirements in a different fashion, to express themselves creatively. A project requirement may instead be met by creating a visual based project. If a specific project cannot be replaced, a student can still raise the average project grade for a unit by submitting an alternative project as an additional project to a given unit. For example, per approval, 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. He/she may write an essay with grade level appropriate length, grammar, and formatting. The essays have length requirements based on the student's grade information and 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. This is a way to replace a project, or raise the average project grade for the unit.

Teachers may award 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 the student if he/she 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 additional 15% from the total score of the lesson.

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 that submissions that show a lack of effort (i.e. one word answers) will be treated as blank.

A pattern of submitting blank work is considered inappropriate academic behavior. If this pattern shows in a student's work, parents will be contacted in order to resolve the issue. If a resolution cannot be reached that rectifies the behavior, EA may withdraw the student so that the family can find a more suitable educational environment with the support needed for that unique student.

Blank Submissions Policy

- 1st offense - Warning, explanation of EA policy, and reassignment. Parent is notified by email
- 2nd offense - Zero is given for the question. Parent is notified by email
- 3rd offense - Zero is given for the question and an additional reduction of 15% from the assignment score (all future offense will receive the 15% reduction). Parent is notified by email
- 4th offense - Zero is given for the question. Parent is notified by email
- 5th offense - Student is placed on behavioral probation. Parent is contacted by the Assistant Principal by phone and/or email
- 6th offense - Withdrawal warning is issued by email
- 7th offense - Possible withdrawal

X. ACADEMIC DISHONESTY

Cheating:

Cheating is defined as copying homework, handing in another's work, plagiarising in research papers and compositions (as addressed below), allowing others to use or have access to your work (such as posting the questions and/or answers online), and using unauthorized assistance on tests or quizzes. Posting content from Ignitia publicly onto the Internet, even as means of studying, is considered cheating.

Additionally, types of academic dishonesty include:

- Bribery
- Misrepresentation
- Fabrication
- Collusion
- Intentional duplicate submission
- Academic misconduct
- Improper computer/calculator use
- Improper online and/or blended course use
- Plagiarism

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If the teacher has identified evidence that suggests cheating occurs, 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) and notifies the parent by phone or email
- 3rd offense - The teacher awards a zero on the assignment(s), and the parents and the Assistant Principal are notified via email. The Assistant 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 instructed by EA. The Assistant Principal may block the next assignment until the parent provides a screenshot showing the website(s) have been blocked
- 4th offense - The teacher awards a zero on the assignment(s) and notifies parents by email. The Assistant Principal will require a meeting with the parents and the student. The student is placed on behavioral probation
- 5th offense - The teacher awards a zero on the assignment(s) and notifies parents by email. A "Withdrawal Warning" is issued via email to the parents
- 6th offense - The administration and counselor committee decides if the student's enrollment at EA 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 will be addressed if cheating continues, which is a 0 grade for the entire course and possible expulsion from EA. Additionally, the time spent and pattern of behavior in submitting the assignments may be used by EA to determine if a student will need to utilize monitoring software and/or redo any work or take proctored alternate tests.

Plagiarism and Self-Plagiarism

Plagiarism occurs when a student uses wording or ideas from a source in an essay, assignment, quiz, or test without identifying the source by citation. *Plagiarize* (and *plagiarism*) comes from the Latin *plagiarius*, which translates to “kidnapper.” When *plagiarius* first entered English in the form *plagiarist*, it kept its original reference to kidnapping, referring to a person who stole the words. Merriam-Webster stated that the plagiarism is the act of using another person's words or ideas without giving credit to that person. When referring to the content of another person, it must be significantly rephrased to prove the student's comprehension of the material.

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

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

Plagiarism is a form of cheating and each occurrence will be counted as a cheating offense. Learn more about plagiarism on [EA's plagiarism blog series](#).

XI. DOCUMENTATION

Report Cards:

Report cards are emailed to families on a quarterly basis. Final report cards and transcripts are emailed at the end of the year. If any of the extra credit forms are submitted, the extra credit will show on the final report cards. Offline elective credits, if taken, will be recorded at the end of school year.

Official Transcripts:

Electronic Official Transcripts: All official transcripts to colleges and universities are free when requested through Naviance Student.

Hard Copy Official Transcripts: All hard copy official transcripts must be requested and paid for through [EA's Transcript Request page](#). The first official transcript that EA provides is free of charge for high school students; each additional official transcript will cost \$5.

Requesting Records:

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 the EA registrar via email (registrar@enlightiumacademy.com) or fax (888-317-6571). EA student's records will be released once any existing balance is paid in full and a [withdrawal form](#) is received.

XII. DEADLINES, PROGRESS EVALUATION, TRUANCY, AND PROBATION

Due Dates and Daily Schedule:

EA operates within an academic school year consisting of 180 instructional days with a definite first and last day of school. 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. To achieve this goal, students are provided with a daily schedule within the curriculum that lists the exact assignments to be completed on each school day. Students are free to complete the daily assignments at any time throughout the day.

Each student is monitored on a weekly basis, and will be considered current if he/she fulfills the weekly schedule requirements; the student's parent(s) or guardian(s) will receive a report of the student's progress during the following week by email, as well as a text message if the parent(s) or guardian(s) purchased text alerts. However, per parental request and counselor approval, a course schedule can be customized to accommodate unusual circumstances for students that are behind in their coursework. Otherwise, the assigned work must be completed by the scheduled due date to avoid Summer School, extension fees, and/or incomplete courses/zeros on assignments/failing grades.

Due Dates and Transfer Students:

Transfer students and students who enroll later in the academic year and need to finish more schoolwork at EA 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 for 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.

The Progress Department and Academic Evaluation:

Tracking student progress in schoolwork can be a challenge for parents in an online, home-based education. For this reason, EA has developed the Progress Department to assist families with students in grades 3-12 in keeping track of student progress. This department's sole purpose is to help parents keep their students accountable, to promote student success in keeping up with schoolwork, and to provide sufficient expectations to help meet or exceed state homeschooling attendance standards and maintain [accreditation](#) requirements.

EA Progress Department mission: *"The Progress Department's goal is to help students become independent learners and responsible for their schoolwork so that they can glorify God through their success. We intend to accomplish this by keeping students accountable through timely and accurate communication about their performance and by continuously improving and optimizing workflows."*

More information about the Progress Department can be found on our [Academic Progress and Accountability page](#). It is our purpose at EA to hold students to a high academic standard. To ensure higher academic performance, we conduct several regular and one-time evaluations (discussed below) of students' progress throughout the year.

Progress Check:

Once a week, the EA Progress Department conducts a school-wide progress check. This check consists of reviewing the number of assignments completed during the previous week by students compared to the expected amount of assignments needed to keep up with the assigned schedule. Parents are informed of the results via email, as well as sent a text message if text alerts have been purchased. This notification does not assume a penalty, but rather helps ensure that parents are aware of the student's attendance and activity.

Attendance Policy:

The following breakdown outlines both the parental responsibility and the actions of the EA Progress Department when a student meets the criteria for inactivity as described below.

A student is considered inactive for any given week if he/she has 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](#) on our website in order for the absence to be taken into account.

One Week of Inactivity:

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

Parental Responsibility – to make sure that the student resumes activity as soon as possible. If a student is not able to resume activity, we ask the parents to provide an explanation of the inactivity by filling out the [Absence Form](#).

Two Weeks of Inactivity:

EA's Responsibility - to notify the parent via email and a phone call/broadcast, and to place the student on [low progress probation](#).

Parental Responsibility - to install monitoring software and make sure that the student resumes activity the next business day. If a student is not able to resume activity, the parents are required to provide an explanation of the inactivity by filling out the [Absence Form](#) and calling the Progress Department at 866-488-4818 option 3.

Three Weeks of Inactivity;

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

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 EA Progress Department request.

Four Weeks of Inactivity:

EA's Responsibility - If a parent has not yet contacted EA, the Administration will issue a withdrawal notice via email.

Parental Responsibility - After the 4th week of inactivity and prior to the withdrawal notice being sent, parents are required to make sure the student resumes activity the next business day. Explanation of the inactivity is required; additional documentation may be needed per EA Progress Department request. If the inactivity is due to social or emotional challenges, an alternative to withdrawal may be to enroll in EA's [Bridge Program](#). This program is designed to help the student learn to cope and understand their thoughts and emotions to take charge of their education.

If the student has not resumed activity before the withdrawal notice is issued and a parent has made no contact, the student is considered truant and will be withdrawn from EA. Please, note that a [30% withdrawal fee](#) will apply to both voluntary and involuntary enrollment termination. Also, a \$50 reinstatement fee will be charged for students who are reinstated with administrative approval after being withdrawn.

Low Progress Probation:

If a student falls behind schedule for two weeks or more on average in all classes, he/she will be placed on low progress probation and may be required to sign a probationary contract. Students placed on low progress probation are at risk of being withdrawn from EA for inadequate attendance if they continue falling behind.

Students will be notified via email and standard mail if they are placed on low progress probation. If, after two weeks, adequate effort is not demonstrated, the student will be withdrawn from EA. All reinstatement requests will be evaluated by EA administration and are subject to a \$50 reinstatement fee.

If a student does not show adequate progress, but does demonstrate a willingness and effort to improve by completing more than in previous weeks, he/she may be directed to the appropriate counselor for study tips and suggestions, but will remain on probation. Students that have their probationary period extended without extenuating circumstances will also be required to utilize a time and URL tracking software during school work along with other measures recommended by the Progress Department or the student's counselor to provide additional accountability to encourage improvement; EA also reserves the right to charge an additional \$20 monthly fee for the cost of this software. Further, if any websites prove to be a common distraction or source of academic dishonesty, EA may request such websites to be blocked in order for the student to remain in good standing at EA. In such a case, the student will not be withdrawn from EA unless it is deemed by the student's counselor that continuing enrollment is not in the best interest of the student.

Academic Probation:

If a student is failing multiple courses, he/she may be placed on academic probation. A student may also be placed on academic probation as a condition of reinstatement or if deadlines (such as the end of the semester) are not met. When a student is placed on academic probation, a signed contract is often required as a condition of the probationary period. If a student is at risk of being placed on academic probation or is already on probation by another policy, a meeting with the student's counselor should be scheduled. The counselor can discuss with both the student and parents options to help the student succeed. Continuing to fail after placement on academic probation, along with a

lack of effort/cooperation, may result in the withdrawal of the student from EA in one month or more, depending on the severity of the situation.

Students who continue failing but show adequate effort and the desire to succeed will not be immediately withdrawn from EA. They will have an opportunity to talk to their counselor to discuss placement into remedial courses or the [Bridge Program](#) and/or upgrading to a package with more academic support. If failure continues and no adequate solution is found, the student may be dismissed from EA.

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

[Account on Hold Due to Low Communication:](#)

EA reserves the right to put a student's account on hold due to a lack of response from the parent regarding important communication being sent via email, such as needing a probationary contract signed or documentation for extensive absence being required.

[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 180 school days are given an opportunity to apply for a paid extension. The deadline for applying for Summer School can be found on EA's [Summer School Overview page](#). Late registration will require an additional \$50 fee. The summer extension consists of six additional weeks and costs \$250 (with the late fee: \$300) per student regardless of the number of units that student still has to complete. The support level offered for the extension is the Silver Package. If the student enrolled mid-year and was behind in coursework by at least one quarter, the extension fee may be waived or reduced per counselor's approval.

If a student does not complete all assigned courses by the summer extension deadline, he/she will need to re-enroll for the next school year and have courses reassigned. At the counselor's discretion, a student may have the coursework transferred into the next school year.

If approved to enroll into the next school year, students may still lose some work if a counselor determines transferring the coursework is not in the best interest of student learning and graduation track, based on how much coursework was completed, over what time period, and the grades received.

[Incomplete Assignment Policy:](#)

If students do not request an extension, the student may receive an incomplete grade on the report card/transcript. For students who are close to completing a semester course, a minimum of 75% or greater, a 0% may be assigned for incomplete assignments in order to avoid an incomplete grade and in order to progress toward timely graduation.

[Promotion/Retention Policy:](#)

At the end of each academic year, counselors are reviewing all students' progress in grades 1-8 and promoting 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 EA 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:

- If a student failed two or more core subjects, especially in English and math
- If the student has shown significant evidence of cheating/plagiarizing

The Enlightenment Academy has the right, per accreditation requirements, to retain a student for one year if a student performed below 2.0 GPA in all courses. EA AIMS/ISP/504 Coordinator might be involved to evaluate the student's progress and recommend other interventions as necessary.

Enlightium Academy reserves the right to not retain a student for more than one year in the same grade level.

XIII. TUITION AND BILLING

Tuition:

Tuition for a full-time student is based on the student's grade level and the package he/she is enrolled in. Below pricing is based on a full year without any discounts applied:

- Primary School (grades Prek-2)
 - Preschool: \$850/year
 - Kindergarten: \$850/year
 - 1st Grade: \$1,050/year
 - 2nd Grade: \$1,050/year
- Elementary School (grades 3-5)
 - Bronze Package: \$1,000/year
 - Silver Package: \$1,500/year
 - Silver Premium Package: \$2,000/year
 - Gold Package: \$2,500/year
 - Diamond Package: \$5,000/year
- Middle School (grades 6-8)
 - Silver Package: \$1,800/year
 - Silver Premium Package: \$2,400/year
 - Gold Package: \$3,000/year
 - Diamond Package: \$6,000/year
- High School (grades 9-12)
 - Silver Package: \$2,100/year
 - Silver Premium Package: \$2,800/year
 - Gold Package: \$3,500/year
 - Diamond Package: \$7,000/year

Full-time students typically take the following amount of courses/credits:

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

Part-time tuition is based on the following breakdown:

- Silver - \$350 per credit (0.5 credit minimum)
- Silver Premium - \$500 per credit (3 credit minimum)
- Gold - \$700 per credit (3 credit minimum)

Additional Fees:

- *Offline Electives* - \$100 per credit or \$50 per 0.5 credit, if above the full-time course load for students enrolled in the Bronze, Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package. More information can be found on [EA's Offline Electives page](#)
- *Advanced Placement (AP) courses* - \$350 per credit for students enrolled in the Silver and Silver Premium packages; there is no additional fee for students enrolled in the Gold and Diamond packages. AP courses may only be offered to full-time students. Exceptions may be made at a

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minimum of \$1000–\$1500 for a single course. More information can be found on [EA's Advanced Placement courses page](#)

- *Dual Enrollment courses* - \$600 per course for students enrolled in the Silver, Silver Premium and Gold packages; there is no additional fee for students enrolled in the Diamond package. Dual Enrollment courses may only be offered to full-time students. Exceptions may be made at a minimum of \$1000–\$1500 for a single course. More information can be found on [EA's Dual Enrollment courses page](#)
- *Diploma Order*- \$50 fee for students enrolled in the Silver and Silver Premium packages; there is no additional fee for students enrolled in the Gold and Diamond packages. This fee is added automatically upon enrolling into 12th grade if the prepayment option was chosen, or into monthly installments if the monthly payments option was chosen. More information can be found on [EA's High School Diploma page](#)
- *Tutoring Minutes* - \$45 per 30 minutes or \$90 per 90 minutes of on-one-on tutoring for students enrolled in the Bronze, Silver, and Silver Premium packages; there is no additional fee for students enrolled in the Gold and Diamond packages. More information can be found on [EA's Tutoring Services page](#)
- *Counselor Time* - \$150 per hour of conversation for students enrolled in the Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package. More information can be found on [EA's Counselor Consultation page](#)
- *Gifted and Higher* - Level Learner Program - \$500 per semester for students enrolled in the Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package. This is only available for students in grades 6–8
- *Students with Documented Academic Challenges or Health Impairments* - \$1,000 per year for students enrolled in the Bronze, Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package
- *Standardized Testing* - \$30 for Stanford 10 Assessment for students enrolled in the Bronze, Silver, and Silver Premium packages; there is no additional fee for students enrolled in the Gold and Diamond packages. More information can be found on [EA's Standardized Testing page](#)
- *Early Start* - 10–30% increase in tuition cost depending on when the school year is started for students enrolled in the Bronze, Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package. More information can be found on [EA's Summer School Overview page](#)
- *Summer School Extensions* - \$250–\$300 regardless of courses enrolled in for Summer School for students enrolled in the Bronze, Silver, Silver Premium, and Gold packages; there is no additional fee for students enrolled in the Diamond package. More information can be found on [EA's Summer School Overview page](#)
- *World Language classes* - More information can be found on [EA's World Languages courses page](#)
 - Silver and Silver Premium Packages: \$500–\$1,050 per course depending on the course taken
 - Gold Package: \$400–\$900 per course depending on the course taken
 - Diamond Package: There is no additional fee

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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, grades PreK-12, and cannot be combined unless specified otherwise. Discounts do not apply to offline electives or part-time enrollments. 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). High school seniors may qualify as full time with at least 4 credits. Depending on the discounts provided, the parent may elect to pay under the part-time pricing model, while still being considered a full-time student for record-keeping purposes.

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

To qualify for active ministry or missionary discounts, the family must be living as missionaries overseas or serve as lead pastors of a church. Other serving positions within the church or the community may be eligible for the active ministry discount upon consideration by EA administration (i.e., the lead pastor must work 30+ hours/week, the worship leader must work 20+ hours/week. etc.).

To qualify for active military or veteran discounts, the proper documentation must be submitted. Active military must produce a Leave and Earning Statement (LES) with the Social Security Number blacked out. Veterans must produce a DD214 with the Social Security Number blacked out.

To qualify for single parent discounts, the parent or guardian of the student must be raising the student without the financial support of another parent, guardian, or a third party. Court documentation may be needed for verification of a family status.

Billing Options:

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

Only prepayments may be withdrawn via ACH bank withdrawal, PayPal or check/money order.

The first tuition payment will be made with the card that was used to pay the enrollment fee within five days after the enrollment form is submitted or before the end of the month, but before the 25th of each month if possible. 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 than 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 the difference will be refunded (if overpaid) or scheduled (if underpaid).

After 14 days of the courses being assigned, there will be a \$5 fee for changing the payment date one time or making a payment late and a \$15 fee for major changes on the remaining payments.

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 up to 20% being applied to the payments scheduled past the school end date*. EA reserves the right to hold records until the tuition has been paid in full. EA has partnered with Tuition Options to provide additional flexibility in financial duress, to release records provided a 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 a chargeback submitted by the parent, EA 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 3 total attempts. It is the parent's responsibility to update the card via the secure link provided in the declined receipt emails, prior to the 3rd attempt, to avoid a \$5 rescheduling fee. Families are given 10 total days from the initial scheduled payment date to make a payment or request an arrangement, and to avoid student account deactivation.

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

The account may be sent to collections 30 days after student withdrawal due to delinquent payments if no arrangement is made.

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

In the case that a credit card transaction is disputed, and a chargeback is issued against Enlightium unrightfully, a \$40 chargeback fee will be passed to the family balance per transaction disputed.

Upgrading/Downgrading:

Parents may elect to upgrade/downgrade their student between packages (Diamond, Gold, etc.) during the school year. The upgrading/downgrading fee calculation is 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, EA may calculate the fee based on number of months spent at EA in the case of the student being very behind in coursework, despite repeated efforts from EA.

The fee for downgrading a package is as follows:

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

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

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

Class Drop/Exchange Policy for Full-Time Students:

Dropping a class will change the tuition if the total credits for the school year fall outside of the full-time status, being less than the prorated equivalent of 5 credits for the entire school year, based on when the student enrolled. A course may be exchanged with another course within 14 days at no charge, even if grades need to be transferred. 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, up to a [30% withdrawal fee](#) will apply on such courses that are dropped after the 14 day.

Students may petition to waive the withdrawal fee after 14 days of class assignment only if they are unable to complete a course(s) due to physical and/or mental debilitation or unusual or other extenuating circumstances beyond their control. The petition must be submitted with supportive documentation.

As Honor courses are separate from standard courses, there is a 15% 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.

14 Day Free Trial:

All new families are offered 14 days after the student begins completing the coursework to decide if the EA online program will be the best fit for their family. If a family decides to withdraw within those 14 days, a withdrawal fee will not be charged and all paid tuition will be refunded. The enrollment fee is non-refundable after 3 days. Parents can request an extension to the withdrawal period prior to the end of the 14th day, if they are still not sure about their enrollment at EA.

XIV. WITHDRAWAL PROCEDURES

Reason for Withdrawal:

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

Procedures for Withdrawal:

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

Withdrawal Fee:

If a student is on track with his/her coursework and is withdrawn more than 14 days after the date his/her courses were assigned, a withdrawal fee that equals 30% of the remaining incomplete coursework will be applied, in addition to the cost for the completed work. For example, if the remaining curriculum for the school year equates to \$1,500, the withdrawal fee would be \$450. If the student is behind, EA may calculate the withdrawal fee based on the time the student had access to the curriculum. Transcripts will not be released until the withdrawal fee and completed coursework is paid. EA will generally apply a staggered withdrawal fee schedule, at 10% for withdrawing between 14-30 days, 20% for 31-60 days, and 30% for 60+ days since beginning coursework.

XV. WHOM TO CONTACT WHEN YOU HAVE QUESTIONS

Teachers:

Content Questions
Retaking Quizzes
Working Ahead or Catching up
Late Assignment Submissions
[Tutoring Sessions Questions](#)
[Parent-Teacher Conferences](#)
[AP & Dual Enrollment Questions](#)

Registrar:

[Transcripts & Records Requests](#)
Progress Reports & Report Cards
[Student ID Cards](#)

Progress/Attendance:

[Attendance & Progress](#)
Low Progress Probation
Time Management
[Utilizing the Parent Portal to Track Progress](#)
[Utilizing the Student Portal to Track Progress](#)

Counselor:

Personal/Family Issues
[Advanced Placement \(AP\)](#)
[Dual Enrollment Questions](#)
[NCAA Questions](#)
[Offline Electives Questions](#)
[Annual Assessment Questions](#)
ACT, PSAT, SAT Questions
Credits/Graduation Progress
Adding/Dropping Classes
[Summer School Information](#)
[Naviance](#) & Scholarship Questions
Assignment scheduling and pace

AIMS/504/ISP Coordinator:

Health Impairments
Academic Intervention Measures and Support
Resident District ISP

Technical Support:

[DIY fixes](#)
[Ignitia Technical Support](#)
[Face-to-Face Video Chat](#)

Accounting:

Changing Payment Dates
Updating cards on file
Billing inquiries

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Programs:

[Bridge Program](#)

[Gifted Program](#)

Peek Program

Administration:

Compliance

[Accreditation](#)

[Complaints](#)

Binding Agreement:

The guidelines in this handbook are meant to establish expectations and consistency for both families and EA. By enrolling at EA, families agree to abide by these guidelines. Any appeal to these guidelines should be directed to either the Principal or Assistant Principal. Furthermore, all communication between EA faculty/staff and students/families should be kept in a professional and respectful manner.

Questions, concerns and complaints should be submitted [here](#).

