

# Returning Student Orientation, High School: How to be a Great Online Student

## Things to Do

### Know the School Schedule

Enlightium offers an official school calendar for you to use to check in on important dates such as the end of the semester and the school year. You can access the school calendar using one or both of the following options:

[Printable calendar](#): download this for your computer. If you have a printer, print it out for your workstation or fridge.

[Google calendar](#): if you have a Gmail account, this will sync with your online calendar.

Add both calendars:

- Main Calendar - this shows general school information
- High School Student Google Calendar - this shows details specific for grades 9-12

### Work at Your Own Pace

At Enlightium Academy, you can work at your own pace. But what exactly does "Work at your own pace" mean?

**What working at your own pace does not mean:**

- That you complete school work whenever you feel like it. If you do this, you will fall behind.
- That you work every day, but just finish one or two assignments. If you do this, you will fall behind.
- That you work just a few days a week but finish a LOT of assignments. If you do this, you will likely fall behind (unless you have created a schedule with your parent/guardian that requires this approach).



**Elwood the Lion, an Enlightium student**

**What working at your own pace does mean:**

- **That you can finish your school work each week AND live your life.** Many Enlightium students travel during the school year, are professional athletes and entertainers, or work ahead and finish high school in less than four years.
- If you are an early bird, you can wake up early, finish your school work by noon, and enjoy the rest of your day! If you are a night owl, you can complete your assignments at night. If you want to mix it up, you can do work throughout the day with breaks.
- If you want to or need to travel, you and your family can plan ahead so that you do some schoolwork on nights and weekends before and after your trip so you can enjoy traveling without having to worry about school.
- If difficult life circumstances occur, you can use nights, weekends, and holidays to stay on track.



**Toby the Beaver, Elwood the Lion, Professor Albert the Owl, and Eleanor the Eagle**

Important details:

- You are expected to turn in the week’s work by Sunday night to stay on track.
- If you fall behind, it will show in the weekly progress report sent to your parent’s email, but you will have until your course’s end date to catch up and get all your work turned in.
- You are not required to put in a specific number of hours each day or week. Once you are done for the day, you’re done! However, in high school, students typically work for no less than six hours each school day. If you are spending less than six hours per day on coursework in Ignitia, Enlightenment may require you to demonstrate mastery of the course content. You could be asked to take proctored tests, use monitoring software, or complete additional assignments.
- If you want to work ahead to finish the semester or school year early, go for it!

Submit an Absence Form

If you will not be doing schoolwork for 3+ school days due to traveling, illness, etc., you don't need to message your teachers or counselor about the absence. Instead, your family can submit an Absence Form to let the Enlightium team know. If this happens, ask your parent or guardian to search "Absence Form" in [Enlightium's Knowledge Base](#).

Note that submitting an Absence Form does not mean that you can skip that week's work. You still need to complete all schoolwork by the end of the course.

## Know the Grading Scale

As a high school student, it is useful for you to familiarize yourself with [Enlightium's grading scale](#). You do not need to memorize it, but feel free to review it during the school year if needed.

If you are interested in raising your GPA, you can take:

- [Honors courses](#) - these courses take a deeper dive into most English, history, math, and science courses. Available to grades 3-12.
- [Advanced Placement \(AP\) courses](#) - these courses enable you to pursue college-level courses while still in high school. Available to grades 9-12.
- [Concurrent Credit \(CC\) courses](#) - these courses give you the opportunity to earn college credits from Northwest Nazarene University (NNU) while attending Enlightenment Academy. Available to grades 11-12.
- [Dual Enrollment \(DE\) courses](#) - this gives you the opportunity to take college classes at the college of your choice while attending Enlightenment Academy. Available to grades 11-12.

If you are interested in one or more of these options, [reach out to your counselor](#). You can take these courses per counselor approval.

## Use TurnItIn and Naviance

**TurnItIn** - This is a tool that you will have access to that will check your essays for plagiarism, formatting, etc. These types of tools are used in high schools and colleges around the world.

**Naviance** - This website helps you prepare for college and your career. You don't need to know right now which college/career you'll be headed towards, but it will help you

build towards that decision. *Please note that Naviance is not available to students enrolled in the parent-led Bronze Program.*

More information and login credentials for both of these resources will be provided to you during the school year.

## Use MLA Format

When writing essays, use MLA format. You can find resources on the MLA format in [Enlightium's Knowledge Base](#) by searching "MLA".

## Be Respectful

When speaking to Enlightenment staff and faculty:

- **Show kindness and respect**, not demanding a particular solution as the team may have an even better solution available.
- **Be patient**, knowing that your counselor and the support team may need 1-2 school days to respond to an email.
- **Know everyone's roles at Enlightenment.** Counselors create a course schedule, keep you on track for graduation, and are available if you are in a crisis. The Accounting Department is available for your family for financial questions. Teachers help with curriculum and grading. Make sure you direct your questions or concerns to the right department.
- **Only reach out to one Enlightenment team member at a time.** If you call or email the same question or concern to multiple people, you'll find that it takes longer for the team to assist. This is because they then have to coordinate internally before responding to your request.
- **If you call but no one answers**, leave a detailed voice message and wait for a return call.
- **Keep the potential time difference in mind.** Enlightenment's main office is on the west side of the United States, so many team members will not be available until 8 am Pacific Time.

You can find the best contact information for each department on [Enlightium's Knowledge Base](#). Simply search "Counselor" or "Support".



**Professor Albert the Owl, an  
Enlightium Teacher**



**Toby the Beaver, an Enlightium Staff  
Member**