

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

## Things to Do

### Know the School Schedule

Enlightium offers a school calendar for you to use to check in on important dates such as holidays and the end of the school year. You can get the school calendar below:

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

[Google calendar](#): if you or your parent/guardian have a Gmail account, this will sync with your online calendar. Add both calendars:

- Main Calendar - this shows general school information
- Elementary School Student Google Calendar - this shows details specific for grades 3-5

### 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 and your parent/guardian decided to do this).



**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, play professional sports, are actors in movies, or work ahead and finish early.
- 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 want to mix it up, you can do work throughout the day with breaks.
- If you 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 needed, 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.
- Your parent/guardian will get an email most Tuesdays of the school year with your grades and progress. If you fall behind, they will be able to see it there, but you will have until your course's end date to catch up and get all 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! Remember that Enlightium's team may work with your parent/guardian if we feel that you may not be understanding the material, but just submitting work to get it over with. We want you to learn!
- If you want to work ahead to finish the semester or school year early, go for it!

## Submit an Absence Form

If you will be not doing schoolwork for 3 or more school days because you are sick or traveling, you don't need to message your teachers or counselor. Instead, your family

can submit an Absence Form to let the Enlightium team know. 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.**

## You Can Take Honors Courses

If you want to take classes that are a little bit harder and talk more about the material, talk to your parent about taking [Honor courses](#).

## 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 Enlightium staff and faculty:

- **Show kindness and respect.** Don’t tell teachers what you want, but nicely ask them for help.
- **Be patient,** knowing that if your family sends an email, it might take 1-2 school days for someone to respond.
- **Know everyone’s roles at Enlightium.** For example, counselors help make sure you are taking the right courses. They don’t help with computer issues.
- **Only reach out to one Enlightium team member at a time.** If you call or email the same question or concern to more than one person, you’ll find that it takes longer for the team to assist.
- **If you call but no one answers,** leave a voice message with a lot of details and wait for a return call.
- **Remember time zones.** Enlightium’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**