



ENLIGHTIUM
PREPARATORY ACADEMY

Family Handbook

Enlightium Preparatory Academy
In-Person Learning, Spokane WA

This handbook is intended for the Enlightenment Prep in-person learning program.

<https://enlightiumprep.com>

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ABOUT ENLIGHTIUM PREP

Welcome to Enlightium Preparatory Academy (Enlightium Prep)! Our central purpose and greatest joy is to advance God's Kingdom through Christian education. We embrace a [STREAM](#) approach that advances integrative learning, real-life applications, and Christ-like character formation. Our Christian foundation and STREAM approach guide students toward loving God and serving others through their unique callings.

Mission

At Enlightium Preparatory Academy, our mission is to nurture and empower each student according to their unique gifts, talents, and callings from God. For this reason, we seek to cultivate Christ-like character and wisdom, so each student is equipped to live out their unique purposes as whole hearted followers of Christ in service to others (Matt. 22:37–40).

Vision

Our vision is to see the students of Enlightium Prep overflow with Christ's wisdom, prepared to cultivate their gifts, steward God's creation with care, and pursue excellence in every endeavor, so they might delight in the Lord and stand pure and ready for His return.

Values

1. **Devotion.** We value wholehearted devotion to the Lord as the foundation of all learning and living (Deut. 6:5, Matt. 22:37, Psa. 86:11).
2. **Diligence.** We are committed to teaching with care, persistence, and intentionality, guiding students toward maturity in Christ (Deut. 6:7, Col. 1:28, 3:23)
3. **Stewardship.** We train students to wisely cultivate their talents and responsibilities in service to God and neighbor (Gen. 1:26–28; Eph. 2:10).
4. **Discernment.** We uphold truth as God's gift and call students to think clearly, reason carefully, and judge rightly (Prov. 2:1–5; Phil. 1:9–10).
5. **Self-discipline.** We encourage excellence through humility and perseverance, knowing all our labor is unto the Lord (1 Tim. 4:7-8; Prov. 22:29).
6. **Community.** We foster a spirit of unity, encouraging students to love their neighbors, bear one another's burdens, pursue peace, and use their unique gifts to bless others (Rom. 12:18; Gal. 6:2; Matt. 22:39).

Philosophy of Christian Education

We teach from a biblical foundation and provide a state-approved and accredited academic program. Enlightium Prep's students receive a strong academic foundation in Bible, English, mathematics, science, and history. We provide teachers who are committed to Christian education and serve as role models for students, exemplifying a biblical worldview and practices as stated in our [Philosophy of Christian Education](#) and [Position on the Role of General Revelation and Special Revelation in Christian Education](#).

We believe in educating the whole child, with [expected student outcomes](#) that reflect our commitment to nurturing and guiding each student's spiritual, academic, physical, social, and emotional development. This approach is rooted in our [statement of faith](#), which affirms persons holistically created in the image of God and renewed in the image of Christ.

ACCREDITATION AND APPROVAL

Enlightium Prep is a private Christian K-12 school approved by the Washington State Board of Education and accredited by Cognia and the Association of Christian Schools International (ACSI), ensuring that students' transcripts, credits, and coursework are recognized by schools, colleges, and universities worldwide.

CURRICULA OVERVIEW

Enlightium Prep offers thoughtfully curated curricula tailored to each grade level and subject, providing a well-rounded and holistic educational experience.

- ABEKA: A Christian-based curriculum designed for K4-2nd grade students, emphasizing foundational skills, character development, and early academic growth.
- BJU Press: A comprehensive Christian curriculum for grades 3-8, with select subjects available for high school. It focuses on academic rigor, critical thinking, and a biblical worldview.
- ELA Rooted in Biblical Truth and Literary Excellence. In JH and HS grades students read classic works of fiction and poetry through a biblical lens, developing godly discernment and literary skills through a Biblical worldview. They learn to think critically, read deeply, and communicate with purpose.

Curricula Framework

The STREAM approach is focused on interdisciplinary connections, seamlessly integrating Science, Technology, Reading, Engineering, Arts, and Mathematics. Our approach ensures that curriculum delivery is cohesive, purposeful, and grounded in critical thinking, problem-solving, and biblical reasoning, equipping students to fulfill God's purposes throughout their lives.

With the STREAM approach, we follow [K4-12 scope and sequence](#), with activities tailored to gradually increase in complexity. This ensures each discipline builds upon the previous, integrating deeper concepts and more advanced skills at each grade level. By adhering to a structured progression, students develop a comprehensive understanding across subjects, preparing them for life ahead.

STREAM Features

- **Biblical Worldview:** Biblical standpoints and ethics ground, inform, and guide the content and discussions in all STREAM disciplines.
- **Interdisciplinary Focus:** STREAM subjects are interconnected to encourage holistic learning and real-world problem-solving.
- **Literacy Across Disciplines:** Strong emphasis on reading, writing, and communication skills to ensure success in all fields.
- **Project-Based Learning:** Collaborative and hands-on projects at each grade level develop teamwork, problem-solving, creativity, and critical thinking.
- **Career Readiness:** High school prepares students for the workforce and higher education through rigorous study, specialized courses, and entrepreneurship opportunities.
- **Capstone Projects:** Grades 11–12 culminate with interdisciplinary projects that synthesize STREAM learning, personal interests, and societal impact, launching students to fulfill their life purposes and Christ-centered impact in the world.

ACADEMICS

Grade Levels

Pre-K	Primary School	Elementary School	Middle School	High School
K4	K5 - 2 Grades	3 - 5 Grades	6 - 8 Grades	9 - 12 Grades

School Calendar

Click [here](#) to view the 2025-2026 school calendar.

Hours of Operation

Monday - Thursday 8:30 am - 3:30 pm

Friday - No School for Students (Optional: [Enrichment Day](#))

Schedule

Morning: Bible, English Language Arts (ELA), Math, Science, History

Noon: Lunch and Midday Break

Afternoon: PE, Keyboarding, Fine Arts, and other available offerings

[STREAM Integrated Projects](#)

Academic Options

Upon receiving student records and placement tests, your student's school counselor will work collaboratively with parents to determine the best course options based on their previous academic achievement and future goals:

- Grades K-12 - Standard Core and Elective Courses
- Grades 7-12 - Honors Core Courses*

- Grades 9-12 - [AP Courses](#)*
- Grades 11-12 - [Dual Enrollment \(DE\)](#)*
- Grades 7-12 - [Premium Online Electives](#)*

*Per counselor's approval

Afterschool Sports

Participation in afterschool sports requires approval from the P.E. teacher. Athletes must maintain satisfactory academic progress, demonstrate responsible behavior, and comply with all established sports guidelines. Sports are available for each season:

- Fall: Soccer and Volleyball (Middle School and/or High School per interest)
- Winter: Basketball (Middle School and/or High School per interest)
- Spring: Cross country (Middle School and/or High School per interest)

ADMISSIONS

Enrollment is on a first come, first serve basis, open to students who, with at least one parent, commit to learning from our Christian standpoints, as outlined in our Statement of Faith, Philosophy of Christian Education, and Christian values .. The following criteria will be considered when evaluating each family for enrollment:

1. At least one parent must commit to the Statement of Faith.
2. Parents must view Christian values as foundational to education.
3. At least one parent must attend the Open House, school-required events, and parent-teacher conferences.

Admission Requirements

Applicants must be in good standing at their most recently attended school, which includes maintaining passing academic grades and a satisfactory behavior record. Students with a history of academic difficulties or disciplinary issues may be granted Conditional Enrollment for one academic quarter. During this period, students are expected to demonstrate consistent academic effort and appropriate conduct. Upon successful completion of the conditional term, full enrollment status will be granted. Please note the following admissions requirements:

- **Minimum Age:** K4 children must be four years of age as of midnight, August 31st. K5 children must be five years of age as of midnight, August 31st, as stated in [WAC 180-39-010](#). A child entering first grade must be six years of age as of midnight, August 31st of that year, as stated in [WAC 180-39-015](#). Birth certificate verification will be required at the enrollment interview.
- **K4/K5 Readiness Screening:** Each student who applies for enrollment will be given the readiness screening evaluation, which helps determine school readiness. Recommendations for acceptance will be based on the results of the screening. A record of these fulfilled requirements must be on file in the school office before any child can start school.
- **Entrance Test:** The entrance test for English and Math is administered during the initial interview for all new students.

- **Student Agreement:** Secondary students (grades 6–12) are required to sign a Student Agreement upon enrollment, confirming their commitment to attend Enlightium Prep and their willingness to uphold school policies and behavioral expectations.
- **Consideration for Students with Disabilities:** Students with learning disabilities will be evaluated carefully, considering the nature and severity of the learning challenge(s) and the school's capacity to accommodate the student's needs.
- **Parent Agreement:** Enlightium Prep's administration expects parents to be partners in nurturing their children and to agree to the following statement. *"As a parent, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, the principal, or the person involved and NOT with my child or other people, following Matthew 18."*

Admissions Process

- 1. Inquire:** Parents can reach out via email, phone, or an online inquiry form to express interest in Enlightium Prep. After the inquiry, the administration team will provide an initial response with an invitation to schedule a tour/campus visit.
- 2. Schedule a Tour:** Parents and students will be invited to visit the school campus.
- 3. Family Interview:** During the campus visit, the family will meet with admissions staff or administrators for an interview (6-12 grade students must be present). The interview focuses on understanding your family's values and educational goals, and how they align with Enlightium Prep's mission.
- 4. Complete Student Entrance Assessment:** New students will need to complete the entrance assessment to evaluate academic skills in English and Math. Testing is administered in person. Information and scheduling is completed during the initial interview, per test administrator availability.
- 5. Complete the Enrollment Application and Pay the Enrollment Fee:** Parents will fill out an application form that includes details about the student (e.g., name, grade level, previous school) and the family. A non-refundable enrollment fee is required at this stage.
- 6. Provide Student Academic Records:** The admissions team will request the necessary records from your child's previous school. A copy of the birth certificate is required for K4, K5, and 1st-grade students. Complete requirements for providing previous school records to Enlightium and directions on ways to provide them, are found [here](#).
- 7. Admissions Decision with Tuition Outline:** The admissions team will be in touch with you directly once a decision is reached. If accepted, you will be provided a detailed tuition outline, including payment plans and tuition assistance options (if applicable).

8. Attend Orientation/Open House: Enlightium Prep will host an orientation and Open House to familiarize families with the school, expectations, and resources. Students will have the opportunity to meet with their teachers and peers and participate in introductory activities.

9. Review Your Student's Schedule: Enlightium Prep will provide your child's schedule, including class assignments, teacher names, and extracurricular activities. You may also receive details about textbooks, supplies, and/or technology requirements.

Non-Discrimination Policy

Enlightium Prep admits students of any race, color, theological or philosophical background, sex, ethnicity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Enlightium Prep. We do not discriminate on the basis of these demographics in the administration of our educational policies, admissions policies, or other school-administered programs.

We admit students of all the aforementioned demographics on condition that parents and students agree to learn from a Christian standpoint as outlined in our Statement of Faith, school mission, values, and Christian Philosophy of Education. This commitment is important because our faith and values guide our operations as outlined in this handbook.

PARENTAL RESPONSIBILITIES

By choosing to enroll their child at Enlightium Prep, parents agree to support and uphold the following responsibilities.

- **Christian Lifestyle:** Parents agree to uphold Enlightium Prep's standards by modeling a Christ-centered life in the home and guiding their children to do the same, practicing to bring glory to God in all ways.
- **Christian Conduct:** Parents are expected to faithfully support the school through the practice of prayer and positive attitudes. Any complaints, questions, or negative comments can be shared only with the individuals involved (administration or faculty) and not around their child or other parents/families.
- **Academic Standards:** Parents agree to support the high academic standards of Enlightium Prep by encouraging and fostering good study habits and by providing their child with the necessary accountability and support.
- **School Events/Attendance:** Parents agree to actively support their child's education by participating in school events, ensuring attendance at required activities, and fulfilling financial responsibilities. Consistent engagement helps sustain a strong partnership between the family and the school.
- **School Communication:** Parents agree to receive and read all communications from Enlightium Prep, including emails and SMS messages.
- **Financial Responsibility:** Parents agree to meet all financial obligations in a timely manner, in accordance with Enlightium Prep's policies. In cases of withdrawal or

dismissal, families remain responsible for full tuition as outlined in the withdrawal policy. School records will be released once all outstanding fees are paid and materials returned.

Contact Information: Parents are responsible for keeping their contact information—including phone numbers, email address, and physical address—up to date with the school.

School Involvement Hours Requirement:

At Enlightium Prep parental participation is a meaningful expression of faith and servanthood. We require parents to participate in their students' learning and school activities for a minimum of 20 involvement hours per year, or a minimum of 10 hours for single-parent households. The hours are divided into two semesters—ten hours in the first semester and ten hours in the second.

Here are ways you can get involved*:

- Special Chapel attendance (see the school calendar for details).
- Project Events (pay attention to your teacher's classroom announcements).
- School-Wide Events – Support the school events, school projects, or sports activities.
- Library Assistance – Help organize books, read with students, or assist in cataloging.
- Classroom Assistance – Help teachers with classroom tasks.
- Field Trip Chaperone – Join as a chaperone to keep students safe and engaged.
- Grounds or Facility Work – Help maintain the school grounds, perform small repairs, or assist with decorating.

** If you're school involvement will include tutoring students or transporting children other than your own, a Washington State background check will be required beforehand. We will accept a recent check from another school or organization if completed within the last two years—please provide the record or authorization to verify.*

Liability:

- Parents must release Enlightium Prep from all liability, except in cases of negligence, while their child is under school care and supervision.
- Families are required to maintain their own medical and accident insurance to cover emergencies that may occur during school hours at the rented facility or during school-related events.
- In case of an emergency, if parents are unavailable, they authorize school authorities to seek necessary medical treatment for their child.
- Parents must promptly inform the school in writing of any changes in their child's health or medication that may impact his or her school experience.
- Parents are responsible for covering any damages to the school's property, such as computers, books, tables, etc., and the facility caused by their child.

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

- In order to be authorized to make academic choices on behalf of a student, an adult must have legal custody of the student or provide documentation of rights. Guardians may be asked to provide legal documentation granting them the right to make educational decisions on behalf of the student.
- If divorced parents share legal custody of a student and provide both parents' information on the enrollment form, it is assumed both parents agree on all decisions relating to matters of education. Unless legal documentation is provided specifically excluding a parent's right to academic records, general information may be provided to an inquiring parent listed on the account. If a parent is not listed on the account, we will not release information until the relationship and rights have been verified.
- In case of guardianship, unless granted guardianship rights by the court or able to provide legal documentation such as a Minor Power of Attorney, grandparents/caregivers will need approval from the student's parents/legal guardians regarding educational decisions; families should follow their state's guidance concerning a Minor Power of Attorney. Any such authority granted to the grandparents must be communicated in writing to Enlightium Prep and are subject to additional verification. The primary or secondary parent/guardian listed on the enrollment form may have rights to the student's information and request to make changes to the account.
- Legal custody of a student by at least one of the parents/guardians must be established by fulfilling the following requirements before enrollment is completed. Legal guardians who are not the student's biological parent (e.g., foster parents, grandparents) must provide the school with legal papers that show they have the authority to make educational decisions for the student.
 - Written directions regarding which parent is to receive school notices (typically the primary contact on the enrollment form) should be contained in the official custody papers. Note that, regardless of custody, both parents have the right to receive certain academic records about the student unless Enlightium Prep receives a court order stating otherwise.
 - Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.
- Should such official directions not be contained in the custody papers, then only a document signed by both parents before a notary or in front of the school principal will suffice for needed documentation of which parent(s) holds the above-mentioned authorities.

PARENT'S ROLE

Parental involvement is key to student success. As partners in education, parents provide essential support, encouragement, and structure, reinforcing learning at home and nurturing academic growth. Engaged parents help teachers nurture their child's spiritual and academic success, collaboratively forming character, confidence, and Christ-like attitudes,

creating a healthy educational environment for students to thrive.

Important dates to put on your calendar:

- No School Days
- Special Chapels and Events
- Parent-Teacher Conferences
- Report Card Release Dates
- Term-End Dates

Click [here](#) to see the 2025-2026 calendar.

Accountability

Teachers will provide accountability; however, support from parents is crucial for students' success:

- Enlightium Prep teachers and staff will communicate with your students any deadlines for work, grades, and progress. Being proactive by regularly monitoring progress allows early intervention if there's a problem, ensuring your child stays on track.
- Teachers will share any daily updates for their classes via the school app. Parents should check the app at least a few times a week.

Open communication

The following best practices will improve your family's experience at Enlightenment Prep:

- Encourage open communication between your student and their teacher. Help your student articulate their questions, concerns, and needs to their teacher in a respectful manner.
- We desire to partner with parents in the education of their students; therefore we encourage open communication between parents and teachers. We ask that parents check their emails at least twice a week for:
 - School calendar reminders and event deadlines
 - Additional announcements

Addressing Concerns

In partnering with Enlightenment Prep, parents delegate authority and responsibility with respect to their students' wellbeing in our educational setting. This includes respecting and supporting school policies and classroom rules, supporting corrective and disciplinary measures, and addressing concerns privately and through proper channels: first with the teacher, then with an administrator, if necessary. To preserve trust, unity, and the integrity of the school community, disagreements between parents and staff should not be shared with the student (Prov. 22:6).

TEACHER'S ROLE

Enlightium Prep teachers use a personalized approach to support each student's learning, thoughtfully integrating knowledge and skills across subjects to promote meaningful, holistic

understanding.

Designing and planning instruction: Teachers design and plan lessons with engaging activities and hands-on learning.

Providing feedback and assessment: Teachers provide timely feedback on student work, assess learning outcomes, and track student progress. This helps students understand their strengths and areas for improvement.

Supporting student engagement: Teachers continuously seek to foster student engagement by facilitating discussions, group activities, and interactive learning experiences.

Communicating with students and parents: Teachers provide clear expectations and feedback on student progress to ensure transparency and support.

Differentiating instruction: Teachers may provide additional support, enrichment activities, or accommodations based on individual student needs.

Upholding standards of conduct: Teachers maintain a respectful, orderly classroom by consistently applying the school's discipline policy with fairness and care. Disciplinary measures are used redemptively, modeling biblical authority (Proverbs 13:24, Hebrews 12:11).

STUDENT'S ROLE

Student success at Enlightium Prep begins with ownership. Those who engage fully—showing up on time, participating actively, managing their work responsibly, and seeking help when needed—make the most of what is offered. In doing so, they honor the call to love the Lord with all their heart and mind (Luke 10:27).

Attend classes: Students are expected to attend classes as scheduled. This is an opportunity to learn from the teacher, work on assignments in class, participate in discussions, and collaborate with classmates. Regular attendance ensures that students stay engaged, receive immediate feedback, and benefit from the interactive learning environment.

Complete assignments in a timely manner. Unless otherwise arranged with the teacher, all make-up work from a missed class is due by Monday before school.

Engaging with Course Material: Students engage best by staying alert, asking thoughtful questions, and offering relevant comments or observations during class. By actively participating in discussions, readings, projects, and educational games, they grow in understanding.

Communicate with the teacher: Students should communicate with the teacher if they have questions, need clarification, or require additional support. Building a good relationship with teachers is vital to the learning experience.

Collaborate with peers: Students are encouraged to work together on group projects, share ideas, and find solutions. Collaboration helps develop teamwork skills, fosters a sense of belonging, encourages Christ-like service toward others, and enhances the overall learning experience.

Homework: Purposeful homework can be an important part of mastery learning, providing reinforcement and practicing key skills. The majority of schoolwork can be completed in school; unfinished schoolwork can be assigned as homework. In addition, students may choose to continue academic work at home when they are particularly interested in a subject or invested in a long-term project. This kind of self-directed study can be a healthy expression of intellectual curiosity and passion. Teachers will clearly communicate to students if and when work is required to be completed outside of school hours. Parents are always welcome to reach out with any questions regarding homework expectations or the scope of student work beyond the classroom.

Dress Code: Dressing in accordance with established school standards is an important part of education at Enlightium Prep.

Chapel: Worship is a central part of learning in a Christian school. Chapel services are held every week, attendance is required for all students. Students are required to observe the chapel dress code.

Lunch: Students are expected to show good manners, speak at a respectful volume, and clean up after themselves. The lunchroom should reflect a spirit of unity, courtesy, and responsibility.

Use of the School Facilities: Students are reminded that the hallways are a place to practice courtesy. All students should remain quiet and orderly while in classrooms and common areas. Students are reminded that rowdiness and roughhousing are not permitted during the school day in and/or outside the school facilities. Writing on desks, walls, furniture, etc., is prohibited. Chewing gum will not be permitted on school grounds.

- First occurrence: A student is asked to throw gum into the garbage can and warned.
- Second occurrence: A student is sent to the office; parents are notified via email/phone.
- Third occurrence: A student is required to restore, replace, or pay for the damaged property, per administration discretion.

Respecting Adults: Students are expected to honor the school's authority by submitting to instruction and correction with humility and respect, as an expression of their honor to Christ (James 4:6, 1 Peter 5:5). They should accept guidance from teachers (Proverbs 15:31-32),

respond to discipline with a willing spirit (Proverbs 12:1), and strive to grow in character (Colossians 3:23-24), at all times submitting to biblical authority (Ephesians 6:1-3, Hebrews 13:17).

Christ-Centered Dress Code

At Enlightium Prep, we believe that every student is made in the image of God — wonderfully created, worthy of dignity, and called to reflect Christ in word and deed, including how we present ourselves. Our dress code is rooted in biblical modesty and humility. We regard dress as a visible practice of modesty and propriety — a way to honor God, exercise self-restraint, and show respect for the shared dignity of our school.

Biblical Foundations:

- *So whether you eat or drink or whatever you do, do it all for the glory of God.*
— 1 Corinthians 10:31
- *But put on the Lord Jesus Christ, and make no provision for the flesh, to gratify its desires.* — Romans 13:14
- *Let each of you look not only to his own interests, but also to the interests of others.*
— Philippians 2:4

Dress Code Expectations for boys and girls:

- **Tops:** Collared polo-type shirts, T-shirts, and blouses, in solid colors. Tops must cover the shoulders, chest, and midsection at all times. No graphic prints or slogans.
- **Bottoms:** Pants, slacks, trousers, modest jeans, in solid colors. Clothing must be free of rips, frays, or distressed styling. No casual shorts except on PE days (see below).
- **Cohesive Appearance:** Clothing should be coordinated in color and design, and reflect neatness and intentionality in one's appearance.
- **Fit:** Appropriately sized, not skintight or excessively loose, ensuring a neat and modest appearance.
- **Dresses and skirts** should be at least knee length, even if worn with leggings. Bike shorts or leggings should be worn under skirts and dresses.
- **Footwear:** Closed-toe, non-distracting shoes that are appropriate for learning and movement. During early fall and late spring, secure sandals may also be worn. Slippers, high heels, and other unsafe footwear are not permitted.
- **Weather:** Jackets, Mittens, boots, hats as needed (2 sets are best for cold, wet conditions).

Chapel Attire:

Boys:

- **Top:** Dress shirt or polo shirt

- Bottom: Dress pants or slacks

Girls:

- Dress shirt or blouse with dress pants or skirts, knee-length dresses

Note: Floral and pattern print is acceptable on chapel days.

Concerts, Performances, and Special Events:

Boys:

- Collared shirt; long pants (no jeans or shorts)

Girls:

- Seasonal dresses or jumpsuits according to handbook dress code guidelines (no spaghetti straps)

School Spirit Days:

- Come dressed as announced or in an Enlightium Prep top and modest jeans.

PE Days Boys and Girls:

- Enlightium Prep T-shirts
- The hem of shorts must be lower than the fingertips. Athletic pants are also allowed; please dress for the weather.
- Enlightium Prep hoodies and sweatshirts, as appropriate
- Non-marking soled tennis shoes are required for PE.

Note: Changing facilities are not available on campus; thus, students may remain in their gym clothes for the entire school day on days they have PE. If JH–HS students wish to change into PE clothes before or after PE, this should take place after lunch and before their scheduled afternoon elective, and after PE class during the break and before scheduled projects.

Appearance:

Appearance for boys and girls:

- Boys' and girls' hair may not be of unnatural color or style. Hair must be neatly groomed, modest, and must not obscure the eyes or face.
- Boys' hair length should not extend over the ears, over the collar, or below the eyebrows.
- Students should have no tattoos or facial piercings. Boys may not wear earrings.

Appearance for girls in the upper grades, if wearing:

- Jewelry and earrings should be simple and undistracting, avoiding excessive size or ornamentation.
- Makeup must be subtle and natural in appearance; bold colors, glitter, or fashionable trends are not permitted.
- Nails must be neatly trimmed and free from bright or unconventional colors.

The following are NOT appropriate for boys and girls:

- Unnatural hair color.
- Facial piercings, boys' earrings, and facial hair.
- Sleeveless tops of any kind.

- Short shorts, even with leggings.
- T-shirts with inappropriate logos/designs.
- Tattoos or look-alikes.
- Excessively baggy or skin-tight clothing.
- Hats/hoods in the classroom.
- Ragged or holey clothing.
- Backless, tight, low-cut, or revealing clothing.
- Yoga pants or leggings worn without skirts.
- No neon (bright) colors on top or bottom.
- Girls' shirts should not show the midriff (test by reaching arms above head, if the shirt shows belly, please do not wear it).
- Heelys or similar roller shoe.

Our Approach to Enforcement for boys and girls:

- Dress code standards will be upheld in order to preserve the respect and integrity of our Christian learning environment.
- Parents will be informed and encouraged to collaborate in supporting these expectations.
- When necessary, the school will assist students in meeting standards by providing appropriate alternatives, reinforcing our commitment to both modesty and community.

Partnership with Families:

We ask that all parents and volunteers adhere to EA Prep dress code guidelines when coming on campus, which include fieldtrips, volunteering, and drop-off/pickup times. We call on parents to partner with us in cultivating habits of modesty and propriety, teaching students to present themselves in a way that honors God and upholds the dignity of our school community.

ATTENDANCE

Regular school attendance is essential for students to gain mastery in learning and is required by the Washington State Board of Education for in-person learning to [fulfill instructional hour minimums](#) (1,000 instructional hours per school year for elementary students and 1,027 instructional hours per school year for secondary students):

- A total of ten school days per year is allowed for pre-arranged absences.
- Pre-arranged absences that last for only a portion of the school day will be considered half-day.
- A written statement from a physician may be required if and when illness causes a large number of excused absences.

If a student misses one or more classes for any reason, the parent/guardian is required to notify the school office by phone no later than 8:00 am on the day of the absence and include the reason for the absence.* The student's teacher will then be notified.

If a parent/guardian does not notify the school office of the absence, the absence will be considered unexcused. Attempts will be made to notify parents whenever there is an unauthorized absence, including a phone call, email, and/or text message.

**It is strongly advised to schedule appointments (i.e., medical, dental, and other appointments) before or after school hours, or on Fridays.*

P.E. Absences

Students who need to be excused from physical education because of illness or injury need to have a note from their parents. In order to be excused for more than a week, a note from a doctor is required.

Excused Absences

The Enlightenment Prep policy provides excused absences for the following reasons:

- Illness*
- Family emergency*
- Family planned vacation, if pre-arranged/approved, and work submitted upon return.

Read the "Pre-Arranged Absences" below.

**A parental note detailing a reason for absence upon return to school is required.*

Pre-Arranged Absences

Parents must submit a [Pre-Arranged Absence Form](#) at least two school days in advance for approval. Students are expected to complete all assigned schoolwork upon returning. To meet state attendance requirements, students must also meet with their teacher(s) during Friday Office Hours after their return. Mastery learning will be evaluated based on submitted work, allowing pre-arranged absences to be adjusted to "in attendance."

Pre-Approved Extended Absences

In cases of extended absence*, Enlightenment Prep is committed to supporting students in staying on track academically. Alternative arrangements—such as remote access to classes—may be considered on a case-by-case basis with approval and oversight from the administration.

Upon return, the student must meet with their teacher(s) during Friday Office Hours for any necessary review. Mastery learning will be assessed based on recorded attendance and submitted work, allowing extended absences to be adjusted to "in attendance."

**A high school student may jeopardize course credit(s) or receive an incomplete grade(s) if absent for more than ten days per school year unless the absence is due to a major illness or family emergency that results in an extended leave.*

P.E. Absences

Students who need to be excused from physical education because of illness or injury need to have a note from their parents. In order to be excused for more than a week, a note from a doctor is required.

Tardiness

Students are expected to be seated and ready to learn precisely when class begins, showing respect for their teachers and peers, and honoring Christ in the stewardship of their time (Ephesians 5:15-16, Colossians 3:23-24). A written excuse from a parent or office is required for a tardy to be excused.

Enlightium Prep's tardy policy reflects these values:

- **Primary and Elementary Students:**
Initial tardies will be addressed by the teacher. Ongoing concerns will result in a meeting with the principal and parents to encourage promptness and responsibility.
- **Secondary Students:**
After five tardies, the principal will reach out to the parents to address this matter.

Continued tardiness may lead to further disciplinary measures.

Three unexcused tardies are equivalent to one missed class, so 12 tardies are equivalent of missing one day of school.

Summer School

Summer school may be assigned to students who miss more than ten days of school without satisfying the above to fulfill attendance requirements, or who fail two or more core subjects.

Unauthorized Absences

According to the Washington Board of Education, if a student incurs five or more unexcused absences in a single month or ten or more unexcused absences in the current school year, the school shall schedule a conference with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance ([28A.225.005](#)).

Quarterly Attendance Incentives

To encourage consistent attendance and celebrate our dedicated students, students with perfect attendance in each group—elementary school, middle school, and high school—will be recognized during the Enlightium Prep Quarterly Assembly:

- **Perfect Attendance Awards:** Students who achieve perfect attendance for the quarter will receive a certificate of recognition and a small prize that can be redeemed at the [Enlightium online store](#).
- **Raffle Drawings:** Each student with perfect attendance will be entered into a raffle to win a larger prize, such as a t-shirt or an accessory available at the [Enlightium online store](#).
- **Annual Recognition:** Students who receive three out of four quarterly awards will have a chance to win a grand prize through a raffle drawing. Top prizes include a game console, MacBook, or tablet computer.

GRADING AND EVALUATION STANDARDS

At Enlightium Prep, our educational framework is built on clearly defined Texas Essential Knowledge and Skills (TEKS) standards for each grade and subject. These standards shape

learning opportunities and serve as the foundation for both formative and summative assessments of student mastery.

Placement Testing

The initial placement of students in grades K-12 will be based, in part, on data obtained from the administration of kindergarten and WRAT5 entrance tests. The test will be administered in accordance with the procedures outlined in the WRAT5 administration book.

Standardized Testing

The testing program includes the administration of a standardized achievement test, which is given to all students on an annual basis:

- Grades kindergarten - 11: The Iowa Complete
- Grades 10 - 11: PSAT
- Grades 11 - 12: SAT

AP exams may be offered as part of the testing program, but only students enrolled in AP courses who choose to pursue college credit will participate. The broader testing program may also include, but is not limited to, assessments of vocational interests, college entrance exams, criterion-referenced tests across skill areas, and evaluations of general scholastic knowledge. The specific tests administered will vary by grade level.

Guidance and Counseling

Enlightium Prep offers counseling and guidance services for students who request assistance or are referred for support. Assistance is available in academic planning, vocational and career interests, and student or family concerns. While we provide personal guidance, these services are not a substitute for licensed professional counseling. In general, the following needs can be handled:

- Scheduling, including class changes
- Graduation requirements
- Vocational guidance and information
- College entrance requirements and ACT, SAT I or II testing

Report Cards/Transcripts

Parents are required to attend Parent-Teacher Conferences held twice a year following the 1st and 3rd quarters. Students in grades K4/K5 through 12 are evaluated for academic and behavioral progress twice per quarter—at midterm and the end of the quarter. Report cards are issued at the end of each quarter for all grade levels, and transcripts are provided at the end of the year for grades 9-12.

Grading Scale

97% -100% = A+	73% -76% = C
93% -96% = A	70% -72% = C-
90% -92% = A-	67% -69% = D+
87% -89% = B+	63% -66% = D

83% -86% = B	60% -62% = D-
80% -82% = B-	Below 59% = F
77% -79% = C+	P = Passing
	I = Incomplete

For computing GPA, the following numerical values are used:

A+ = 4.0	B = 3.0	C- = 1.7		
A = 4.0	B- = 2.7	D+ = 1.3		
A- = 3.7	C+ = 2.3	D = 1.0		
B+ = 3.3	C = 2.0	D- = .7	F = 0	

Evaluation Process

Throughout the school year, students will participate in many different types of learning activities to help them master academic content. Each class will have at least two graded assignments per week. These grades will be tracked in Canvas. The assignments fall into any of the following categories: lessons, class discussion/participation, quizzes, or projects/tests.

Awards

We desire to honor Enlightium Prep students for high academic performance, working hard on their courses, and showing improvement in their grades.

Report Cards/Transcripts

[Report cards](#) will be sent to the primary and secondary contact via the email on file at the end of each quarter and provided to the parents during Parent-Teacher Conferences (Q1 & Q3). Official [Transcripts](#) for high school students are available upon request, and a student copy is provided to the primary contact via the email on file at the end of the year.

Additionally, scores from the [Iowa Complete Standardized Assessment](#) are utilized to continually evaluate and enhance the effectiveness of our Enlightium Prep program. This feedback loop helps us to refine our teaching methods and academic offerings, ensuring a robust educational experience for all students.

Parents are welcome and encouraged to monitor their student's grades in Canvas platform. If they have any questions, they should contact the teacher or the school office.

**The PE and art electives for elementary and middle school will be graded on participation rather than having assignments in each category.*

Physical Education

Physical education aims to provide the necessary fitness activities, physical skills, and social skills. Students are required to dress appropriately for P.E. classes.

Non-suits will not participate in the daily activity but must stay with the class. Students can have one non-suit day per semester without penalty to their grade. Each additional non-suit results in a grade deduction:

- 1st offense: Grace.
- 2nd offense: 0% in the grade book for that period; parents are notified.
- 3rd offense: 0% in the grade book for that period; the student is sent to the office, and parents are notified*.

**Continuous violations will require a conference with parents.*

Retention Policy

Student retention is considered when a student is performing significantly below grade-level. To advance to the next grade, students must pass both English and math. Additionally, students in grades 1-8 who receive two cumulative F's for the year may be held back. If retention is being considered, the school office will notify* parents in advance.

**After the second quarter, parents will be notified about possible retention for their child. The conference will be scheduled, the student's work and tests will be presented to parents, and a probationary contract will be signed. If no improvement is shown during 3rd and 4th quarters, a student will need to repeat the grade level unless he or she makes up failed classes during the summer.*

GRADUATION REQUIREMENTS

High school students are required to meet [Enlightium's graduation requirements](#):

- Students who are pursuing an **academic diploma** must earn a minimum of 22 credits and a minimum 2.0 cumulative GPA on a [4.0 scale](#).
- Students who are pursuing an **honors diploma** must earn a minimum of 24 credits and a minimum 3.5 W-GPA on a [5.0 scale](#).

Students are required to complete at least 25% of their high school credits at Enlightenment Prep and be enrolled full-time during their senior year in order to graduate from Enlightenment Prep Academy.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities offer students an opportunity to glorify God in the use of their gifts, knowledge, and understanding beyond the classroom. These activities:

- Expand students' ability to express themselves in all areas of communication and stage performance.
- Motivate students toward further learning in pursuit of knowledge and understanding.
- Provide opportunities to grow in teamwork and humility, learning to encourage others and represent Christ in all they do.
- Provide opportunities for fellowship with other students.

Student Council

The Student Council exists to further a Christ-centered organization that promotes Christian character, upholds high spiritual standards, and serves as a bridge between the student body, administration, and faculty. Additionally, the council organizes social activities to enhance student engagement.

To be eligible for participation in the Student Council, a student must continuously:

- Maintain a satisfactory academic progress
- Maintain exemplary behavioral standing
- Fulfill assigned duties and responsibilities

Athletic Eligibility

Athletic participation is a valuable part of student life at Enlightium Prep. To remain eligible, student-athletes must maintain a satisfactory grade in each class and demonstrate responsible behavior. Failure to meet these standards may result in restricted participation.

Game participation is based on P.E. teacher recommendations, and students are required to attend at least 80% of the scheduled games. Those who adhere to all sports guidelines will receive 0.25 credit at the end of the school year.

HEALTH POLICIES

Medical Insurance

Enlightium Prep school families are required to have their own medical and major accident insurance in case of an emergency situation during school hours or sponsored school activities/events.

Injury and Illness at School

In the event a student is too ill to remain at school, parents will be contacted, and the student will be sent home. A student who is injured should immediately notify his or her teacher so proper care is administered. The incident will be recorded and stored in the school office.

Contagious Illnesses

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing/breathing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations, redness, itching, or discharge from the eye. *Enlightium Prep has a no-nit policy* for readmission after being out of school with lice.*

Students should miss school for the number of days as indicated below:

- Measles: four days from the onset of a rash
- Chicken Pox: six days from the last eruption of new vesicles
- Mumps: nine days from the onset or until the subsidence of swelling
- German Measles (Rubella): four days from the onset of a rash
- Respiratory Streptococcal Infections: including Scarlet Fever: no less than seven days from the onset if no physician is in attendance or 24 hours from the start of medication.
- COVID symptoms: check with the office for recent the Health Department updates.

**This is the immediate dismissal of all children who have head lice, eggs and/or nits on their hair.*

Medication

If a student is taking medication under a doctor's orders, the school office will, if requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer the provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. Parents are responsible for bringing medication to the school office to be stored.

Immunization/Exemption

For in-person learning, per state requirements, parents need to provide one of the following:

- [Immunization Status Form](#)
- [Immunization Exemption Form](#)

DISCIPLINE

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues throughout life. Therefore, discipline at Enlightium Prep is a partnership. We ask parents to support our process, affirm the school's moral authority, and encourage their children to grow in virtue. Various forms of discipline and correction will be administered to help maintain order and aid the student in his or her emotional and spiritual growth.

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; patient and forgiving.
- *Honor* – The fear of the Lord and respect for those in authority; humility, submissiveness, and obedience; teachability; gratefulness.
- *Harmony* – Dwelling together in unity; friendship and sharing; peace and joy; and 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; clear thinking.
- *Stewardship* – Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

THE PURPOSE OF DISCIPLINE

At Enlighthium Preparatory Academy, our mission is to nurture and empower each student through the grace and knowledge of Christ, cultivating Christ-like character and wisdom, equipping each student for their unique callings in service to others upon graduation. Correction is a critical component of this nurturing process as enacted with the grace of the gospel. Therefore, all discipline is aimed at restoration, character formation, and academic success at Enlighthium Prep (2 Tim. 3:16–17).

In this way, discipline is not merely about correcting behavior but forming enlightening hearts and minds, training students in righteousness to fulfill their callings (Heb. 12:11). This model of grace enacted discipline strives to build a transformative community where students are motivated to pursue excellence of character and academics through the healing and restorative power of Christ's forgiveness (Eph. 3:14–19; Rom. 8:29). In this spirit, we follow a four-stage framework rooted in biblical truth.

1. Instruction

We begin with a culture of intentional formation. This includes teaching what is good, true, and beautiful through consistent routines, shared values, and clear expectations. Faculty are expected to model virtue, reward godly character, and reinforce honorable conduct through encouragement and praise.

This proactive instruction—both formal and informal—is our first and most important line of defense against disorder. Our aim is to prevent misbehavior by fostering a community that loves what is right.

2. Correction

When a student errs, our response is firm, consistent, and restorative (Heb. 12:6). Correction is always aimed at restoring the student to the right relationship with God and others. We address behavior calmly and directly, with the intent of reaching the student's heart, not merely controlling outward actions.

Faculty and administration will use appropriate consequences, conversations, and guidance to call students back to righteousness. Our discipline is not punitive but parental, training students to walk in truth. This stage involves conversations with the student and the parent(s) as appropriate.

3. Restoration

True discipline seeks not only to correct but to restore. Students are invited to reflect, repent, seek forgiveness, and, where necessary, make restitution. We walk with students through this process, offering both truth and grace (Luke 17:3).

Restoration may include:

- Apologies to those harmed
- Written reflections
- Reconciliation conversations
- Spiritual counsel or prayer

Our hope is always to bring the student back into full fellowship—heart, mind, and behavior aligned with Christ.

4. Separation

In rare cases where a student persistently rejects correction or poses a threat to the well-being of others, the school may enact temporary or permanent separation from the community (1 Cor. 5:13). This is done not from anger, but from a sobering sense of duty to protect the moral and spiritual health of the school. Even in these cases, we seek the student's ultimate good, leaving the door open for repentance and possible restoration in the future.

Enlightium Prep holds a three tier approach aimed at student formation in the disciplinary process. See our Discipline Policy and Procedures.

ACADEMIC DISHONESTY

All academic work must be done in truth, as unto the Lord. Cheating, plagiarism, and other forms of academic dishonesty are failures of character that hinder the formation of virtue and undermine the trust essential to our community.

In keeping with our broader discipline policy, academic dishonesty will be addressed with a restorative and relational approach. The goal is not mere punishment, but the shaping of the heart toward righteousness.

When dishonesty occurs, appropriate academic consequences will be paired with pastoral correction. This may include:

- Redoing the assignment with integrity
- Receiving a reduced or failing grade
- Reflective or restorative actions
- Parental involvement and follow-up conversations

Repeat or unrepentant offenses may result in academic probation or further disciplinary action. Each response will be prayerfully considered in light of the student's heart, the needs of the community, and our shared calling to walk in the light of Christ.

We call our students to love truth, honor their work, and seek excellence with integrity—for the glory of God and the good of their own souls.

PREVENTION POLICIES

Enlightium Prep is dedicated to providing a safe environment for every student enrolled. The following standards are in place:

- Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
- Fighting between students while in the classroom or on school premises will result in immediate suspension.
- Statements made by a student claiming or boasting of a weapon at school or school events will be dealt with in the same manner as a "threat." Review the details [here](#).

Search Policy

Enlightium Prep reserves the right to search a student's personal belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the permission of the student's parents. Registration of the student in school constitutes parental permission for such searches, if necessary. The following items may be searched:

- Automobiles
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

MISCELLANEOUS POLICIES

Student Pick Up

Students will only be released to adults who have been explicitly authorized in advance. This includes grandparents, aunts, uncles, adult siblings, and non-custodial parents, as designated by the legal guardian.

If a student needs to leave school early, a written note must be submitted to the school office upon the student's arrival that morning. The authorized adult must report to the school office to complete the sign-out process. If the student returns to school later the same day, the parent or authorized adult must accompany the student to the main office to complete the re-entry sign-in procedure.

Inclement Weather Policy

In the event of severe weather, the school administration will decide whether to close school, delay the start of the day, or dismiss early. Families will be notified of any changes to the school schedule as soon as possible using the contact information on file.

Late Pickup Policy

Students are expected to be picked up promptly at dismissal. Those remaining 15 minutes after dismissal will be taken to the school office and supervised until they are picked up. If a delay is unavoidable, parents should call the school office to inform staff.

While we understand that occasional delays happen, repeated late pickups may result in a

fee, as determined by the school administration. One late pickup per quarter will be excused without charge.

Computer Lab Policy

Enlightium Prep students are expected to demonstrate responsible stewardship of shared resources and uphold the school's [Computer Use Policy](#) when using any school-owned device, including WiFi.

Textbooks and Curriculum

All consumable textbooks belong to the student, and all non-consumable textbooks belong to the school. Lost textbooks will be replaced at the parent's expense.

Personal Property (Lost and Found)

All articles of clothing, including lunch boxes and other personal property, should be clearly marked for identification. A "Lost and Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

Field Trip Policy

Field trips are a meaningful part of the Enlightium Prep experience, providing opportunities for enrichment beyond the classroom. Families will receive advance notice of each trip, including information about appropriate attire, transportation arrangements, chaperone needs, and a summary of the activity.

Permissions and Chaperones

Annual parental permission for local field trips is collected during registration. Additional permission may be required for specific events such as ACSI competitions, ice skating, or athletic outings. Students may be excluded from a trip due to ongoing academic or behavioral concerns.

Parents who wish to chaperone must have their driving and background information verified by the school office prior to the trip.

Student Responsibilities

Students are to uphold the Code of Conduct and obey all other school policies while on field trips. They are to:

- Adhere to the dress code, unless permitted otherwise
- Stay with the group or within the designated area at all times
- Comply with all teacher and chaperone instructions immediately
- No use of cellphones are permitted, unless is approved by the teacher
- Demonstrate gratitude and respect to hosts, employees, and all others with whom they interact.

Disciplinary Measures

Students who fail to meet behavior expectations may be subject to disciplinary action,

which could include removal from the activity and future participation restrictions.

Holidays

Enlightium Prep observes the following federal holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day.

Note: Enlightenment Prep does not observe Halloween or Valentine's Day.

School Visits

For mutual convenience and to respect the learning environment of the school, please make an appointment for your visit and sign in at the school office when you arrive. Please do not enter the school or grounds without first checking in the office.

Parking Lot Guidelines

For the safety of all students and families, please drive slowly and cautiously in the parking lot—no more than 5 MPH. Always observe posted signs and markings. When picking up or dropping off your child, use a designated parking space or lane. Whenever possible, do not require children to exit or approach vehicles in the middle of the lot.

School Bus/Van Rules

Students must follow all established school bus/van rules:

- Obey all instructions of the bus/van driver.
- The bus/van driver may assign seats to students.
- Remain seated at all times.
- Keep all parts of the body inside the bus/van.
- Speak at the minimum necessary volume and avoid excess noise.
- Dangerous items/materials and violence are prohibited on the bus/van.
- Students must keep the bus/van clean and will be held accountable for any destroyed property.
- When necessary, crossing must be approximately ten feet in front of the bus and in full view of the driver. Look both ways and follow all the driver's instructions.

Misbehavior on a School Bus/Van

Students are expected to follow all school rules and behave appropriately while riding the bus or van. Misconduct may result in the following actions, specific to transportation privileges:

- **First offense:** A written notice is sent home to inform parents of the misconduct.
- **Second offense:** Parents are contacted, and the student's bus privileges are

suspended for one day.

- **Third offense:** The student's bus privileges are suspended for one week.
- **Further offenses:** Bus privileges may be revoked for the remainder of the quarter.

Additional disciplinary action may be taken as deemed appropriate by school administration and in accordance with broader school policy.

Student Driving Policy

High school students with a valid driver's license may drive to school and must observe the following guidelines:

- Park only in the designated student parking area.
- Vehicles must remain parked during school hours; students may not leave campus by car without prior parent authorization and school approval.
- Students may not transport other students without written permission from the passenger's parents, submitted to and approved by the school office. This applies to daily commutes and school-sponsored events.
- Unsafe driving—including speeding, reckless behavior, or tire-squealing—is prohibited. Families will be financially responsible for any damage caused.

Failure to follow these guidelines may result in the loss of on-campus driving privileges and other disciplinary action as deemed appropriate by the administration.

Electronic Devices and Printed Materials

To support a focused, God-honoring learning environment, students may only bring electronic devices or printed materials to school when explicitly permitted or requested by a teacher or administrator.

Tablets and Laptops

These may be brought to school only when authorized for class use. Devices must remain powered off and stored when not in such use.

Cell Phones

Phones are not permitted during school hours. Students must turn in phones to their homeroom teacher at the beginning of the school day, where they will be securely stored and returned after dismissal. Elementary students should not bring phones to school.

Unauthorized Use

Any device used during school hours without permission will be confiscated and held in the school office. Consequences may include:

- First offense: Warning; device returned to the student after school.
- Second offense: Device held in the office; parent pickup required.
- Repeated offenses: Parent pickup required; further disciplinary action possible.

The school is not responsible for lost or damaged personal devices and strongly recommends that they be kept at home unless required.

Inappropriate Materials

Books, magazines, or printed materials that contain inappropriate content—including sexually explicit material, crude humor, or political propaganda—are not permitted on campus. Such materials will be confiscated, and students may be subject to disciplinary action, including detention or suspension, depending on the severity of the offense.

The school reserves the right to check backpacks or personal belongings at any time, with or without cause for suspicion.

FACILITY POLICIES

General Conduct

Students are expected to practice courtesy and self-control throughout the school day, as an expression of humility and love for neighbor in keeping with our Christian calling. Hallways and visitor areas must remain quiet and orderly at all times. Roughhousing is not permitted at any time, indoors or outdoors. These expectations apply throughout the entire school day and during any time a student is present on campus.

Classrooms and Hallways

Enlightium Prep strives to maintain classrooms that are orderly, welcoming, and reflective of our Christian commitment to stewardship. Structure and cleanliness not only support a productive learning environment but also express the discipline and care we are called to as believers:

- Students must clear their desktops and the surrounding areas of materials at the end of each day and at any time directed by a teacher.
- Coats, boots, and lunch boxes should be stored neatly in each student's assigned space.
- Hallways and walkways must remain clear and free of clutter.

Playground/Grass Field Policy

Outdoor areas may be used only with staff supervision. Students must follow these safety and courtesy guidelines:

- Remain within designated boundaries at all times.
- Use and store equipment properly. Keep the area clean and orderly.
- Comply with all restrictions on playground activities and equipment as determined by school personnel.

Playground/Grass Field Misbehavior

Misbehavior in outdoor areas will be addressed in alignment with the school's overall discipline policy. Staff will respond to incidents with appropriate consequences that reflect the nature and frequency of the behavior, always aiming to restore order, reinforce Christian character, and partner with parents in the formation of each student. Disciplinary steps may include a teacher conference and loss of recess privileges, referral to the school office with a formal warning, parent contact, and, if issues persist, a parent conference at the school.

Care for Property

Students are expected to care for the school's property as good stewards of what has been entrusted to them. Defacing furniture or walls, chewing gum on campus, and any form of vandalism are expressly prohibited. These behaviors compromise the learning environment and dishonor the shared responsibility we have as a school community.

When such behavior occurs, staff will respond according to the school's discipline policy. Consequences may include verbal warnings, office referrals, parent contact, and, when necessary, financial restitution for damage or cleanup as determined by the administration.

Surveillance

The school building and grounds are subject to 24-hour surveillance. Any report of suspicious behavior is reviewed by school administration and security personnel. If students are involved, parents will be contacted, and appropriate disciplinary or legal action may follow.

EMERGENCY POLICIES

In light of the growing threat of violence directed at schools, Enlightium Prep has established a lockdown procedure to minimize potential harm to students and staff. Should a lockdown occur, parents will receive a same-day communication explaining the situation and assuring them of their child's safety. Red flags displayed in the parking lot will signal that a lockdown has taken place. At dismissal, students will remain in their classrooms until a parent comes inside to escort them to their vehicle.

Fire Emergency

Fire drills will be conducted at least four times per year.

1. Activate the fire alarm immediately.
2. Do not open doors that feel hot to the touch; check the top of the door for heat before opening.
3. Do not break windows.

Student Responsibilities

1. Cease all activities upon hearing the alarm.
2. Line up promptly at the designated exit.
3. The first student to reach the door should hold it open for others and then join at the end of the line.
4. Proceed silently in a single file to the designated assembly area.
5. Remain quiet while the teacher conducts a roll call.

Teacher Responsibilities

1. Check restrooms and other areas for any remaining students.
2. Take the emergency backpack.
3. Lead students out of the building to the designated assembly area.
4. Conduct a roll call to ensure all students are present.

5. Await the official "all-clear" signal before re-entering the building.

The school principal will provide instructions once the building is deemed secure.

School Lockdown

Types of lockdowns:

Full Lockdown: Initiated when there is an immediate threat inside or near the school. All interior and exterior doors are locked. Students and staff remain in secured rooms, away from doors and windows, maintaining silence until the "all clear" is given.

Modified Lockdown: Implemented when there is a potential threat in the vicinity, such as police activity nearby. Exterior doors are locked to prevent entry, but normal activities continue inside. Movement within the building is allowed, but no one may enter or exit until the situation is resolved.

During a Full Lockdown

1. Teachers quickly check hallways for nearby students and bring them into the classroom.
2. Lock all classroom doors and windows; close blinds and cover any windows in doors.
3. Turn off the lights and instruct students to stay silent and out of sight.
4. Report attendance to the designated school official.
5. Listen for announcements distinguishing between types of lockdowns.
6. If gunshots or explosions are heard, instruct students to lie on the floor.
7. Do not resume activities until the "all clear" signal is given by authorized personnel.

During a Modified Lockdown

1. Teachers ensure all students are inside the classrooms.
2. Lock all exterior doors; interior doors may remain open.
3. Continue normal classroom activities, but restrict movement in hallways.
4. Monitor communications for updates and further instructions.
5. Do not allow anyone to enter or exit the building until the "all clear" is given.

In both full and modified lockdown scenarios, no individuals will be permitted to enter or exit the building. Once it is safe to do so, the school will communicate with parents via phone call or email, providing updates and, if necessary, instructions for student pick-up. Should a lockdown extend beyond the normal school day, specific pick-up procedures will be communicated to ensure the safety of all students and staff.

Parents are advised not to come to the school or attempt to contact the school during a lockdown, as this may hinder emergency response efforts and compromise safety. Students will not be released to parents until the lockdown has been lifted and it is deemed safe.

Earthquake

In the event of an earthquake, teachers will instruct students to “duck and cover.” Students should do the following:

1. Get into the appropriate space:
 - a. If available, immediately move under a desk or table. Squat on their knees close to the ground. Take the personal protective position*.
 - b. If in a large room or where a desk or table is not available, stand in a doorway or corner.
 - c. If in an interior stairway, move to the wall and take the personal protective position*.
2. Face away from windows.
3. Close your eyes tightly.
4. Remain calm and reassuring.

**The personal protective position: Cover their necks and sides of their heads with one hand behind their necks, and hold firmly to the desk or table legs with the other hand.*

Evacuation Plan

In the event of an emergency requiring evacuation, students may need to leave the school building or campus. If the building is deemed unsafe, students will be relocated to a designated on-campus or off-campus site, depending on the nature and severity of the emergency.

Examples of building evacuations include earthquakes, fires, or unsafe conditions within the building. Campus-wide evacuations may occur due to environmental hazards or natural disasters. In such cases, the school administration will determine the relocation site, and parents will be notified by phone, email, or the school app.

Student/Parent Reunification Procedures:

1. Parents should report to the designated request gate and present photo identification.
2. A staff member will escort the requested student to the designated pickup area.
3. With the required documentation, parents will proceed to the pickup area. A signature or other confirmation may be required for the student to be released.

These procedures ensure student safety and account for every child. During an evacuation, the main school doors will remain locked. Your patience and cooperation are greatly appreciated as we work to reunite families safely and efficiently.

TUITION/BILLING

Tuition for the 2025-2026 School Year

Tuition is based on the student's grade level. Current undiscounted pricing can be found on the Enlightium Prep [website](#). Tuition rates may increase during the school year but will apply to new enrollments only.

Tuition Discounts

- **Prepayment Discount**

The prepayment discount is available for families who pay their student's full tuition within 30 days of enrollment or before August 1st if enrolling early. The prepayment discount is available on the Enlightium Prep [website](#).

- **Monthly Discounts**

- 10 - 25% **Family Discounts**¹
 - 2 students - 10% off tuition
 - 3 students - 20% off tuition
 - 4 or more students - 25% off tuition
- 10% **Active Military/Veteran Discount**²
- 10% **Full-time Ministry Discount**³
- 10% **Active Missionary Discount**⁴

¹When enrolling multiple children within one family, **multi-student discounts** will only be applied going forward, as determined by the billing representative. Students must be enrolled at the same time to qualify for the discount.

²To qualify for the **active military/veteran discount**, submit a Leave and Earning Statement (LES). Veterans may provide a DD-214. On both documents, the Social Security Number may be blacked out to verify the discount request. All other portions of the document must be legible. The discharge type must be honorable, general, or medical.

³To qualify for the **full-time ministry discount**, a parent or guardian of the student must be serving full-time in a local church that aligns with our [statement of faith](#). A verification letter from the church board or leadership must be shared for confirmation to receive this discount.

⁴To qualify for the **active missionary discount**, the family must be active missionaries from a sending church aligned with our [statement of faith](#). A verification letter from the sending church can be used as documentation to receive this discount.

Tuition Assistance

Tuition assistance is available on a case-by-case basis, which will be determined following a review process. If tuition assistance is provided, other discounts will not apply.

Additional Fees

Enlightium Prep may charge additional fees (e.g. late payment, returned check, student activity fees), including when additional services are added. More information, such as billing policies, calculation procedures, specific pricing amounts, and explanations of charges, can be found in our [Master Fee Handbook](#), organized by grade level.

Billing Policies and Additional Fees

All installments must be paid via a checking account or a debit or credit card. If an alternative payment method is approved, such as a wire or check, a \$30 processing fee per payment will apply. The payments must be initiated before the classes are assigned unless

otherwise approved by the administration. Those who elect to pay using an installment series will provide a government-issued photo ID to be eligible to pay in installments.

The first tuition installment will be processed using the payment method on file and may be as early as three business days after the enrollment form is processed unless another arrangement is approved. The amount charged will be based on the information provided in the enrollment form. Parents will be notified of any upcoming payments at least three days prior to processing.

If installment payments need to be rescheduled after 14 days of the student's start date, there will be a \$15 rescheduling fee to redo the installment payment schedule. Under certain circumstances, a family may have tuition installments scheduled into the summer months. This balance is due even if the student has already completed the school year. Requesting to extend installment payments past June 30th will result in a fee of 20% per installment scheduled beyond the school end date and require confirmation of the installment payment schedule in writing. An additional financial agreement, and credit check will be required. Invoices and statements will be provided free of charge on a quarterly or annual basis by request via email. Special requests, monthly statements, or amendments may incur a \$10 charge per document.

In the case of an improper chargeback submitted by the parent, a chargeback fee will apply to the family account balance in the amount of \$45 per chargeback. A \$30 fee will apply for refunds to a method different from the original payment. A government-issued ID and a completed agreement form will be required. Any additional bank processing fees will be deducted from the refund amount. If a parent pays with a bank account and that payment is returned, a \$45 returned item fee will apply. If two or more payments are returned, the parent may become ineligible to pay via bank account.

Past-Due Balance Policy

An initial declined transaction will be reprocessed daily for three total attempts. It is the parent's responsibility to update the card via the secure link provided in the declined receipt emails or by contacting the Billing Department prior to the third attempt to avoid a \$5 late fee. Families are given ten total days from the initial scheduled payment date to make an installment payment or request an arrangement to avoid the account being placed on hold. Once placed on hold, the family will have 15 days to pay the balance or make a payment arrangement before the student is withdrawn. A \$25 reactivation fee will be due prior to reactivating the account. After 25 days of non-payment, the student will be withdrawn. If the student is withdrawn, a \$50 reinstatement fee will apply in addition to the past due payment(s). Reinstatement may require an appeal form or other documentation to be submitted for approval in certain situations.

A withdrawal fee and any remaining balance will be calculated if an account is withdrawn for non-payment. This will be charged to the card on file as soon as five days after withdrawal. Accounts may be scheduled for collection as early as 30 days after the

withdrawal fee or remaining balance is scheduled if a payment arrangement has not been made. It is the parent's responsibility to pay all tuition and fees by the end of the enrolled school year and to notify the Billing Department if any payment discrepancies occur.

WITHDRAWAL POLICY

While we hope each student will thrive throughout the year, we recognize that some families may discern a need to withdraw. Parents may withdraw their child at any time, for any reason. In some cases, withdrawal may also be required by the school, particularly when:

- Financial obligations are not met.
- A student is on academic or behavioral probation.
- The partnership between home and school becomes untenable.

At times, unresolved conflict may also lead to withdrawal. If a concern arises with a teacher or staff member, we urge families to seek biblical resolution (see Matthew 18:15-16, Galatians 6:1, Ephesians 4:1-3, Romans 12:18). Our aim is always restoration, not departure. However, when reconciliation is not possible, parting ways may be the wisest course.

Families are expected to honor their financial commitments. Tuition obligations remain in effect regardless of the reason for withdrawal, including expulsion. Records will be released only once accounts are settled and materials returned.

In all things, our desire is to walk with families in grace and truth, seeking what is best for the student, the home, and the school community.

14-Day Grace Period

Enlightium Prep offers a 14-day grace period from the time of enrollment (prior to attending classes). During this period, if parents/guardians find that Enlightium Prep is not the best educational option for their student, they can contact the school by emailing prep.office@enlightiumacademy.com to withdraw their student for any reason.

Once the withdrawal is processed, Enlightium Prep will cancel any scheduled tuition payments, and parents will receive a refund on any tuition paid. The 14-day grace period is only applicable to new students and the standard Withdrawal Policy will apply if parents are re-enrolling their student. The enrollment fee is refundable only if parents withdraw their student within 72 hours of submitting the enrollment form. Unpaid enrollment fees are due in full if the student withdraws after 72 hours.

Withdrawal Policy

The Withdrawal Policy takes effect after the 14-day grace period ends for new students or immediately after the re-enrollment form is submitted for returning students. The Withdrawal Policy states that Enlightium Prep charges a variable withdrawal fee depending on the withdrawal date:

- If prior to 14 days after classes start, a \$750 withdrawal fee minus any enrollment fee paid will be due.

- If withdrawing between 15 and 60 days of classes starting, 25% of the annual tuition will be due.
- If after 60 days of classes starting, the full-year tuition will be due with no refunds.

Exceptions to the Withdrawal Policy are subject to the appeal process and are evaluated on a case-by-case basis.

Complaint Procedures

When concerns arise, they should first be addressed directly with the teacher, as the teacher-student and teacher-parent relationships are the primary context for resolution and growth. If the matter cannot be resolved at that level, parents may contact the administration through the Enlightium Prep office for further support.

Binding Agreement

This handbook sets forth the expectations and policies that guide life at Enlightium Prep. By enrolling, families agree to uphold these standards, ensuring consistency and mutual accountability. All communication among faculty, staff, students, and families is to remain professional, respectful, and constructive at all times.

As partners in the work of Christian education, we ask families to support the school through prayer, faithfulness, and a spirit of encouragement at all times, trusting God to bless our shared labor.