



ENLIGHTIUM
PREP

2026-2027

Family Handbook

IN-PERSON LEARNING,
SPOKANE WA

*"In the same way, let your light shine before others,
so that they may see your good works and give
glory to your Father who is in heaven."*

Matthew 5:16

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

spokane.enlightiumprep.com



Table of Contents



1		<u>About Enlightenment Prep</u>
		Mission
		Vision
		Values
2		Statement of Faith
3		Philosophy of Christian Education
4		<u>Accreditation and Approval</u>
		<u>Curriculum Overview</u>
5		<u>Academics</u>
6		<u>Admissions</u>
9		<u>Parental Responsibilities</u>
14		<u>Teacher's Role</u>
15		<u>Student's Role</u>
16		Standards of Conduct
19		<u>Dress code</u>
22		<u>Attendance</u>
25		<u>Grading and Evaluation Standards</u>
28		<u>Graduation Requirements</u>
29		<u>Extra-curricular Activities</u>
30		<u>Health Policies</u>
32		<u>Discipline</u>
		The Purpose of Discipline
		Applying Discipline
33		<u>Academic Dishonesty</u>
34		<u>Prevention Policies</u>
35		<u>Miscellaneous Policies</u>
40		<u>Facility Policies</u>
42		<u>Emergency Policies</u>
45		<u>Tuition/Billing</u>
48		<u>Withdrawal Policy</u>

About Enlightium Prep

Welcome to Enlightium Preparatory Academy!

At Enlightium Prep, we thank God for the opportunity to advance His work through Christ-centered education. With our trained Christian educators, working in partnership with parents, students of Enlightium Prep are known personally and empowered to flourish academically and spiritually.

Enlightium Prep's [STREAM](#) approach to learning nurtures academic excellence that drives students toward [WISE](#) living. Through integrating all core subjects in hands-on learning, guided by a strong biblical foundation, students prepare for college, career, and a life of purpose.

Mission

At Enlightium Prep, our mission is to partner with families to provide excellent, accessible, Christian education that cultivates Christ-like character, empowering each student to excel in their unique callings in wise service to others (Matt. 5:14–16, 22:37–40).

Vision

Our vision is to see generations of students in the greater Spokane area equipped with a strong Christian education that nurtures a productive and honorable life as followers of Jesus Christ to the glory of God.

Values

- **Wisdom.** Walking in the truth of God's Word, thinking clearly, judging rightly, and living wisely (Prov. 2:1–5; Rom. 12:2; Phil. 1:9–10).
- **Integrity.** Abiding in thoughts and decisions characterized by truth, faithfulness, honesty, and purity (Phil. 4:8; Titus 1:15; 1 Pet. 1:14–25)
- **Stewardship.** Serving God and our neighbor through the time, talents, and resources God entrusts to us daily (Gen. 1:26–28; Matt. 22:39; Gal. 6:2; Eph. 2:10)
- **Excellence.** Maximizing our gifts and callings from God through humility, devotion, and perseverance (Exod. 35:31–32; Prov. 22:29; 1 Tim. 4:7–8; Rom. 12:6).

Statement of Faith

Enlightium Prep's academic setting, including instruction and school culture, is founded upon and guided by our [Statement of Faith](#):

- 1 We believe that the only authority and guide to faith and life is the Bible, which is inspired, infallible, and inerrant ([2 Tim. 3:16–17](#); [2 Pet. 1:21](#)).
- 2 We believe in the one triune God who is Father, Son, and Holy Spirit, and we believe that each person of the Trinity is distinct in person yet equal in attributes and glory from all eternity, existing in one and the same essence without confusion of their distinct persons ([Deut. 6:4](#); [Is. 42:8](#), [Matt. 28:19](#)).
- 3 We believe that Jesus Christ is truly God and truly man in one person, was born of the virgin Mary, lived a perfect life under the law in our behalf, was crucified in our place for our sin, and was resurrected from the dead as the firstfruits of our resurrection ([Jn. 1:1,14](#); [Matt. 1:23](#); [1 Cor. 15:3–4,20](#)).
- 4 We believe that Jesus Christ is alive today and is seated at the right hand of the Father, where He rules over all things and intercedes for all believers ([Rom. 8:34](#); [1 Jn. 2:1](#)).
- 5 We believe the Holy Spirit has come to convict the world of its sin and to teach, guide, and empower believers for His service ([Jn. 16:8–13](#); [Jn. 14:26](#); [1 Cor. 2:4,12](#); [Eph. 3:16](#)).
- 6 We believe that God created humanity in His image, but that humanity fell from their original integrity through the first sin of Adam and has inherited a sinful nature and sinned against God ([Gen. 1:26–27](#); [Rom. 3:9–20](#); [Eph. 2:1–3](#)).
- 7 We believe that only those who have been born again through faith in Jesus Christ are forgiven of their sin, justified before God, and rescued to dwell eternally with God ([Jn. 3:1–8](#); [Rom. 3:23–26](#); [Eph. 1:7–9](#), [Eph. 2:4–8](#); [1 Pet. 1:23](#)).
- 8 We believe that those who are united to Christ by faith are sealed with the gift of the Holy Spirit, who sanctifies them, and live as obedient children of God; we believe that this gift is offered to all people but only made effective by faith ([Jn. 3:3–5](#); [Eph. 1:13–14](#); [Gal. 3:2, 14](#); [2 Thess. 2:13](#); [Acts 2:38–39](#)).
- 9 We believe that the power of the Holy Spirit makes it possible for every Christian to grow in obedience to the Word of God and in spiritual maturity, and we believe that this growth is both a privilege and a responsibility ([Ezk. 36:25–27](#); [Titus 3:5–7](#); [1 Thess. 4:7–8](#); [Gal. 5:22–25](#)).
- 10 We believe that God created humanity as male and female image bearers, each gender ordained by God's will and objectively expressed of the whole person, spiritually and physically, from conception according to God's unchangeable plan for each unique human life, and each gender given distinct qualitative endowments uniting them in wise and fruitful rule over the earth, with equal dignity and value ([Gen. 1:26–28](#); [Ps. 139:13](#); [Jer. 1:5](#); [Mk. 10:5–9](#); [Matt. 19:4–6](#)).

- 11 We believe that the term “marriage” means a covenant sanctioned by God which joins one man and one woman in a single, exclusive, and sacred union, as delineated in Scripture ([Gen. 1:27–28](#); [Gen. 2:18](#), [Gen. 2:21–25](#); [Matt. 19:4–6](#); [Mk. 10:5–9](#)).
- 12 We believe in the sanctity, dignity, and irrevocable value of each human life from the moment of its conception, and the innate and sacred responsibility of humanity to guard and nourish each human life as a fellow unique human being created in the image of the living God ([Gen. 1:26–28](#), [Ps. 139:13](#), [Jer. 1:5](#), [Gen. 5:1–3](#), [1 Tim. 2:15](#), [Deut. 4:40](#), [30:6](#), [19–20](#), [Eph. 6:1–4](#)).
- 13 We believe that the church is a chosen people made up of all believers, with Jesus Christ as its head, and that water baptism and communion are to be observed in the church today ([1 Pet. 2:9–10](#); [Gal. 3:28](#); [Col. 1:18](#); [Matt. 28:19](#); [1 Cor. 11:23–26](#)).
- 14 We believe in the physical resurrection, ascension, and second coming of Jesus Christ ([1 Cor. 15:20–23](#); [Jn. 20:24–29](#); [Acts 1:11](#)).
- 15 We believe in the general resurrection wherein Jesus Christ will raise all from the grave, sentence the unrepentant to eternal judgment, reward the righteous in Christ, and establish His reign over the new heavens and new earth forever ([1 Cor. 4:5](#); [Heb. 9:27–28](#); [Rev. 20:11–15](#); [Rev. 21:1–8](#)).

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. Our teachers are committed Christian educators who serve as role models for students, practicing Christ-like character, our [Philosophy of Christian Education](#), and [Biblical Foundations in Christian Education](#).

We believe in educating the whole child, with [expected student outcomes](#) that reflect our commitment to nurturing each student’s spiritual, academic, physical, social, and emotional development.





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.

ENLIGHTIUM PREP

Curriculum Overview

Enlightium Prep offers thoughtfully curated curriculum tailored to each grade level and subject, forming a well-rounded 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 1-8, with select subjects available for high school. It focuses on academic rigor, critical thinking, and a biblical worldview.
- **ESSA Curriculum:** Enlightium School System Agency's curriculum is tailored to support its member schools' academic standards, including faith and values.
- **ELA Rooted in Biblical Truth and Literary Excellence.** In upper grades, students read classic works of fiction and poetry through a biblical lens, developing godly discernment and valuable literary skills. They learn to think critically, read deeply, and communicate with purpose and clarity.

Curriculum 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.

With the STREAM approach, we follow our [K4–12 scope and sequence](#), with activities tailored to gradually increase in complexity. This ensures interdisciplinary learning that effectively builds on previous studies, integrating deeper concepts and more advanced skills at each grade level. By adhering to an integrative and structured progression, students receive a comprehensive education that prepares them for life.

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 toward their life purposes and impact for Christ.

ENLIGHTIUM PREP Academics

[Click here](#) to view the 2026-2027 school calendar.

Hours of Operation

Monday - Thursday:

8:30 am - 3:30 pm

Friday:

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

Grade Levels

Primary School	K4 - K5 Grades
Elementary School	1 - 6 Grades
Junior High	7 - 8 Grades
High School	9 - 12 Grades

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 academics 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)*

**Per counselor's approval*

Admissions

Enrollment is on a first come, first serve basis, open to students who, with at least one parent, commit to learning from our educational model as outlined under each section of this handbook, including Mission, Vision, and Statement of Faith. The following criteria will be considered when evaluating each family for enrollment:

- The enrolling parent(s) or guardian must acknowledge that Enlightium Prep instructs all subjects from a Christian standpoint, as summarized in the Statement of Faith, and commit to encouraging the student to respectfully engage with and learn from that instruction. Upon enrollment, families commit to a shared understanding that the student will participate in an education and school culture grounded in these Christian commitments.
- At least one parent must attend the Open House, school-required events, and parent-teacher conferences.

Afterschool Sports

Participation in afterschool sports requires approval from the Athletics Coach and/or 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)

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 admissions process 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. An external evaluation may be required to better understand the student's needs and determine whether the school can provide suitable accommodations. Any required evaluation, documentation, and related costs are the responsibility of the parent or guardian.
- **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 18:15–16."



Admissions Process

- 1 Inquire:** Parents can reach out via email, phone, or in-person 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 or the initial family interview.
- 2 Schedule a Tour:** Parents and students will be invited to visit the school campus (optional) or proceed to schedule the initial family interview, which is required to proceed with enrollment.
- 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 educational goals, and how they align with Enlightium Prep's mission.
- 4 Complete Student Placement Test & Evaluation:** New students will need to complete the placement test 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 the enrollment 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. Students homeschooled during the most recent school year will need to provide a homeschool report card/transcript. A copy of the birth certificate is required for K4, K5, and 1st-grade students. Complete requirements for providing 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 the Open House:** Enlightium Prep will host an 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 Enlightenment Prep. We do not discriminate on the basis of these premises in the administration of our educational policies, admissions policies, or other school-administered programs.

We admit students of all the aforementioned premises 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 Role & Responsibilities

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

- **Christian Values:** Parents agree to uphold Enlightenment Prep's standards by encouraging Christian values in the home and practicing Christ-like character. Additionally, parents are expected to support the school through positive attitudes and prayer (See Parent Agreement under [Admissions](#)).
- **Academic Standards:** Parents agree to support the high academic standards of Enlightenment 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 Enlightenment Prep, including emails and SMS messages.
- **Financial Responsibility:** Parents agree to meet all financial obligations in a timely manner, in accordance with Enlightenment 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

Parental participation is a meaningful expression of our Christian school culture. We require parents or guardians to actively participate in their student's education and school community. Each family is expected to complete a minimum of 20 stewardship 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, sports, or school projects.
- **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 your school involvement will include working with 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

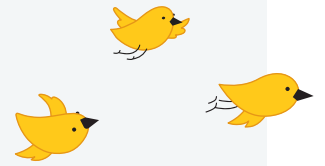
- Parents must release Enlightium Prep from all liability, except in cases of negligence, while their child is under school care and supervision.

Families are required to maintain their own medical and accident insurance to cover

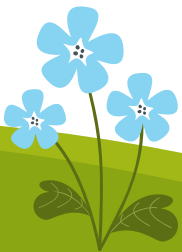
- emergencies that may occur during school hours at the rented facility or during school-related events.
- In case of an emergency, if parents are unavailable, they authorize school authorities to seek necessary medical treatment for their child.
- Parents must promptly inform the school in writing of 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



- The person enrolling a student must have legal authority to make educational decisions for the student. Enlightium Prep may require custody papers, a parenting plan, guardianship documents, a power of attorney, or other legal documentation before enrollment is completed or account changes are approved.
- A person who is not the student's biological or adoptive parent, including a grandparent, foster parent, relative, or caregiver, must provide documentation showing that they have authority to make educational decisions for the student.
- When parents are divorced or separated, Enlightium Prep will follow the most current court order or parenting plan provided to the school. If both parents share educational decision-making authority, the school expects them to agree on major educational decisions. If a disagreement arises, the school may delay action until written agreement or legal clarification is provided.
- Families must identify a primary contact for routine school communication. This designation does not remove another parent's legal right to student records. Unless a court order states otherwise, both parents may request the student's academic, attendance, and disciplinary records after their identity and rights have been verified.
- If custody papers do not explain how shared educational authority will be exercised, Enlightium Prep may require a written agreement signed by both parents and either notarized or signed in the presence of the school principal.
- Enlightium Prep will comply with valid court orders. If a court order prevents the school from safely administering its program, student-release procedures, Christian instruction, or standards of conduct, the school may determine that it is unable to enroll or continue serving the student.



Accountability

Teachers will provide accountability; however, support from parents is crucial for student success.

- Enlighthouse 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.
- Teachers may ask students to complete a quiz or test online from home. In these cases, we require parents to proctor by being present to ensure their student abides by our standards of academic excellence, which include honesty and integrity of work (See [Academic Dishonesty](#)).

Important Dates

Put these dates on your calendar:

- No School Days
- Special Chapels and Events
- Parent-Teacher Conferences
- Report Card Release Dates
- Term-End Dates
- Annual State Testing (IOWA/PSAT/SAT)





Addressing Concerns

In partnering with Enlightium 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 the principal's office, 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.

Open Communication

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

- Encourage open communication between your student and their teacher. Help your student respectfully articulate their questions, concerns, and needs to their teacher.
- 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, event deadlines, and additional announcements.

Teacher's Role

Enlightium Prep teachers commit to joyfully modeling Christ's likeness and instructing students from our shared faith, WISE values, and STREAM approach to learning. Teachers ensure that each student is uniquely supported spiritually and academically in full alignment with our school policies and practices as outlined in this family handbook and our employee handbook.

Our teachers seek to guide students in developing the knowledge and skills necessary for academic success. Teachers design engaging lessons, provide timely feedback on student work, foster student engagement through group and interactive learning, communicate clearly and consistently with parents, provide differentiated instruction per student needs, and encourage Christ-like character formation through [grace-enacted discipline](#) practices.

Following our whole child approach to education, teachers aim for more than academics, where spiritual, physical, social, and emotional elements guide learning outcomes:

- **Spiritually** - We teach the basics of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thess.3:3; Rom. 8:1-14).
- **Physically** - We teach that our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Cor. 6:16-18).
- **Socially** - We support students to develop biblical human relationships in which we serve people, not take advantage of them (Matt. 20:25-28).
- **Emotionally** - We nurture students to develop a stable personality that is based on one's self-worth in God's sight and that emphasizes self-control and the fruit of the Spirit (Gal. 5:19-25).



Student's Role

The Student's role begins with our WISE values (See [Values](#) above) and code of conduct. Our code of conduct calls students to honor the Lord, respect the authority of faculty and staff, and engage fully in the blessings of school life: showing up on time, participating actively, managing their work and behavior responsibly, and seeking help when needed.

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.

Engage 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 is an important part of mastery learning, providing reinforcement and practicing key skills. The majority of schoolwork can be completed in school; unfinished schoolwork becomes homework. Teachers will clearly communicate to students if and when schoolwork 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. See details on pages 16-18.

Chapel: Worship is a central part of learning in a Christian school. Chapel provides students with a regular opportunity to gather for worship, biblical teaching, prayer, spiritual growth, and fellowship. Chapel services are held every week on Thursdays at 8:30–9:00 am, attendance is required for all students.

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.

Library: Students are expected to use the library respectfully by working quietly, handling materials with care, and using the space for study, reading, or research. Behavior should reflect a focus on learning and consideration for others.

Standards of Conduct

We have seven Christ-like character traits that guide five academic standards of conduct and ten school-wide behavior standards of conduct. These character traits and standards serve toward student success at Enlightium Prep:

Guiding Character Traits

- 1 Faithfulness:** Stability, dependability, reliability, fidelity, orderliness (structure), purity are traits of faithfulness that embody how students live confidently and honorably in all spheres of life (Lam. 3:22–24; Zech. 8:8; Phil. 4:8–9).
- 2 Honesty:** Truthfulness, integrity, transparency and sincerity are traits of honesty that embody how students cultivate fellowship with God and neighbor (Ps. 139:23–24; Prov. 1:3; 1 Pet. 1:22–23).
- 3 Humility:** Service (servant-hearted), meekness, obedience, understanding, empathy, reverence and a biblical view of self and others are traits of humility that embody how students mature in the likeness of Christ, maximizing their full potential as image bearers (Prov. 22:4; John 14:15–23; Phil. 2:1–11).
- 4 Kindness:** Care, embrace, helpfulness, welcoming, and neighborliness are traits of kindness that embody how students develop the posture of loving their neighbors in a way that reflects the covenantal-kindness of God and blesses personal well-being (Lk. 10:25–37; 2 Thess. 3:7–13; James 1:27).
- 5 Perseverance:** Resilience, courage, diligence, self-discipline and determination are traits of perseverance that embody how students pursue God’s purposes and live out those unique purposes before God and neighbor (Josh. 1:9; Heb. 11:1–12:2).
- 6 Respect:** Honor, sacredness, value, and dignity are traits of respect that embody how students take hold of the innate goodness of their lives, their neighbors’ lives, and all spheres of life ordered by God (Ps. 139:13–18; Rom. 13; Eph. 5:21–6:9).
- 7 Servanthood:** Accountability, moderation, duty, and stewardship are traits of responsibility that embody how students mature ethically in the gifts and talents God has entrusted each of them for honoring His good will and His good creation (Josh. 24:14–15; Matt. 25:14–30; Rev. 20:11–15).



Five Academic Standards of Conduct

- **Attend Classes on Time** - Students are expected to attend classes as scheduled. Regular attendance ensures that students stay engaged, receive immediate feedback, and benefit from the interactive learning environment with their peers.
- **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.
- **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, and encourages Christ-like service toward others.

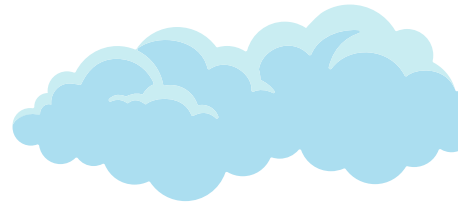
The Ten WISE Rules

We encourage students to print these rules so they are visible and more readily put to memory.

1. Raise your hand and wait to be called before speaking (Ecc. 7:8).
2. Ask permission before leaving your seat or classroom (1 Cor. 14:40).
3. Give your teachers undivided attention in class (1 Pet. 5:5).
4. Walk inside the school and use the right side of the hallway (1 Cor. 14:33).
5. Keep all school areas clean for the next class or use, whether classroom, restroom, gym, hallway, playground, parking lot, or chapel (1 Thess. 2:9).
6. Take care of school property and put away items after use (Col. 3:23)
7. Males hold doors for female students and females thank the males (Gen. 2:18).
8. Speak to others as unto the Lord (Col. 3:17).
9. Treat others as you would like to be treated (Lev. 19:18).
10. Encourage others to trust the Lord (Matt. 28:19–20).



| Standards of Conduct



HOMework

Teachers clearly communicate to students if and when unfinished schoolwork becomes homework and is required to be completed outside of school hours.

Parents are notified on the Prep App about homework and when it is due. Parents are always welcome to reach out to teachers with any questions regarding homework expectations or the scope of student work beyond the classroom. In some cases, teachers may require students with unfinished work to attend Friday school.

DRESS CODE

Dressing in accordance with established school standards is an important part of education at Enlightium Prep. (See Dress Code below)

CHAPEL

Worship is a central part of learning in a Christian school. Chapel provides students with a regular opportunity to gather for worship, biblical teaching, prayer, spiritual growth, and fellowship.

Chapel services are held every week

on Thursdays at 8:30–9:00 am

Attendance is required for all students.

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

All students should remain respectful and orderly while in classrooms and common areas. Students are to respect the school property and all furnishings. Any form of misuse or vandalism of school property or furnishings 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:** Parents are notified and might 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 in reverence to Christ (James 4:6, 1 Pet. 5:5). They should accept guidance from teachers (Prov. 15:31-32), respond to discipline with a willing spirit (Proverbs 12:1), and strive to grow in character (Col. 3:23-24), at all times submitting to biblical authority (Eph. 6:1-3, Heb. 13:17).



Dress Code

At Enlightium Prep, our [dress code](#) is guided by biblical values of modesty. Our dress is an important expression of our honor to God, ourselves, and others as we are created with dignity and called to Christ's likeness (1 Cor. 10:31; Rom. 13:14; Phil. 2:4).

Dress Code Standards

- **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).



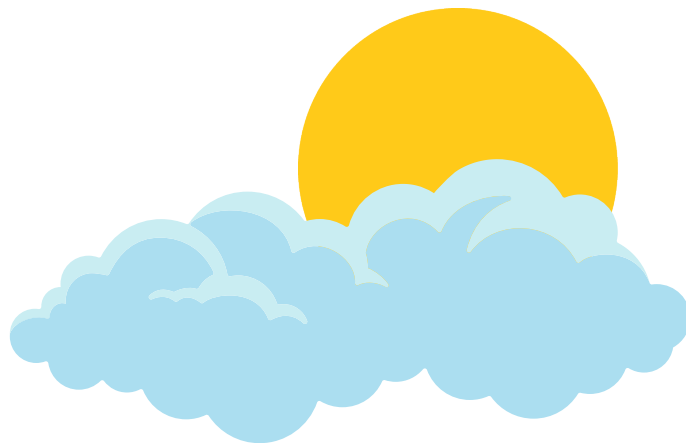
Chapel Attire

Boys

- **Top:** Dress shirt or polo shirt
- **Bottom:** Dress pants or slacks
- **Footwear:** Closed toe shoes or dress shoes

Girls

- **Top:** Dress shirt or blouse
- **Bottom:** Dress pants or skirts
- **Dresses:** Knee-length dresses
- **Footwear:** Closed toe shoes or dress shoes (*1–2 inch heels may be worn for chapel only; girls must switch out of heels to daily shoes after chapel*)



The following are NOT appropriate

For boys and girls:

- Hats/hoods in the classroom
- Yoga pants or leggings worn without skirts or pants over top
- Heely's or similar roller shoe.

Appearance

- 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.

Our Approach to Enforcement

For boys and girls:

- Teachers will monitor student dress expectations and report accordingly.
- Parents will be informed and encouraged to collaborate in support of expectations.
- When necessary, the school will assist students in meeting standards by providing appropriate alternatives to meet our dress code standards.

Concerts, Performances, and Special Events:

Boys

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

Girls

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

School Spirit Days

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

Partnership with Families:

We ask that all parents and volunteers adhere to EA Prep dress code guidelines when coming on campus, which include field trips, 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.

PE Days

For boys and girls:

Students must follow the PE dress code in order to participate in PE. Students who do not meet the dress code will be asked to sit out for the class period and lose participation points.

- Enlightenment Prep T-shirts
- Gym shorts must reach below the fingertips. Athletic pants are also allowed; please dress for the weather.
- Enlightenment 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 PE, this should take place after lunch and before their scheduled afternoon elective. If students wish to change out of PE clothes, this should take place after PE class during the break and before scheduled projects.



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 1,080 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 8:30 am on the day of the absence and include the reason for the absence.* The school office will notify the student's teacher.

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.*

Excused Absences

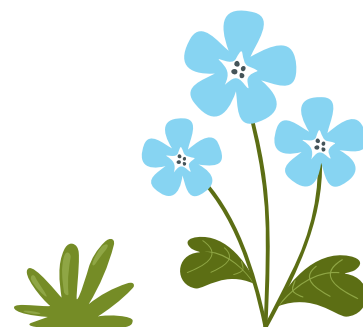
The Enlightium Prep policy provides excused absences for the following reasons:

- Illness*
- Family emergency*
- Unforeseen circumstances per approval by the Main Office
- 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.



Pre-Approved Extended Absences

In cases of extended absence**, Enlightium 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.

***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. Friday school and/or summer school may be required to make up missed days of school.*



Tardiness

Students are expected to be seated and ready to learn precisely when class begins, showing respect for their teachers and peers, and practicing good stewardship (Eph. 5:15-16, Col. 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:

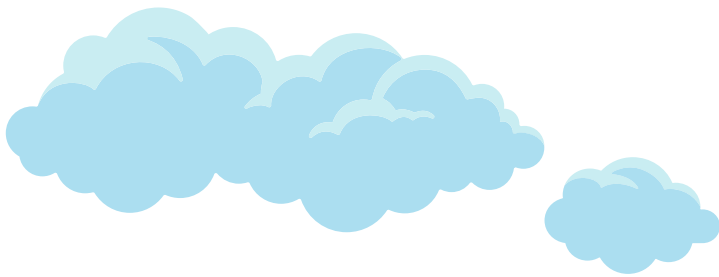
- **Primary and Elementary Students:**

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, students will meet with the principal and parents will be notified. Continued tardiness may lead to further disciplinary measures, including being marked as having missed class time/school day(s).

**Three unexcused tardies are equivalent to one missed class, so 12 tardies are equivalent to 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 attendance requirements, or who fail two or more core subjects. Students may also make up hours through enrichment days on Fridays as scheduled in advance between the head room teacher and parent.

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 a semester, 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](#)).

Perfect Attendance Incentives

To encourage consistent attendance and celebrate our dedicated students, students with perfect attendance will be recognized during the Enlightium Prep Assembly:

- **Perfect Attendance Awards (quarterly):** Students who achieve perfect attendance for the quarter will receive a certificate of recognition and a small prize.
Raffle Drawings: Each student with perfect attendance during any quarter will be entered into an end of year raffle to win a larger prize, such as a T-shirt or an accessory available at the [Enlightium online store](#).
- **Annual Recognition:** Students who have perfect attendance for the whole year (no absences, excused, pre-arranged, or unexcused) will have a chance to win a grand prize through a raffle drawing. The winner will receive the top prize, which may include a laptop, tablet or other educational item.





Grading & 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 and the previous school records. The test will be administered in accordance with the procedures outlined in the WRAT5 administration book.

ANNUAL STANDARDIZED TESTING

The standardized annual achievement test is given to all students in May of each year:

- Grades kindergarten - 8: The Iowa Complete
- Grades 9 - 10: 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, criterion-referenced tests across skill areas, and evaluations of general scholastic knowledge. The specific tests administered vary by grade level.

GUIDANCE COUNSELOR

Enlightium Prep offers 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 and biblical 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

PARENT-TEACHER CONFERENCES

Conferences provide an opportunity to review the student's academic progress, behavior, strengths, concerns, and goals. Parent-Teacher Conferences (PTC) held twice a year following the first and third quarters. At least one parent is required to attend. Conferences may be held in person or by Zoom during the designated conference times.

Additional conferences may also be requested by a parent or teacher and arranged directly with the teacher. Before each scheduled conference period, the Main Office will notify parents through email and the app and provide key details to schedule a conference time.

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 honor students for high academic performance, working hard on their courses, showing improvement in their grades, exemplifying Christ-like character, and valuing their school dress code.

Classroom Awards

Student of the Week – Each homeroom teacher recognizes one student who consistently demonstrates WISE Choices—Wisdom, Integrity, Stewardship, and Excellence—throughout a full week of school. The selected student is recognized for exemplifying these values through their attitude, actions, academic efforts, and interactions with others.

Annual Character Recognition – Teachers recognize each student for a specific WISE quality—Wisdom, Integrity, Stewardship, or Excellence—that the student has consistently demonstrated throughout the school year. The goal is to ensure that every student is personally recognized for their unique strengths, growth, and Christlike character. Each recognition includes a specific Bible verse that reflects and affirms the WISE quality demonstrated by the student.

Quarterly/Semester Awards

Citizenship Award – Recognizes students who demonstrate outstanding character and leadership, positively influencing their peers and school culture.

Best Attire Award – Recognizes students who consistently present themselves neatly and follow the school's dress expectations with confidence.

Perfect Attendance Award – Honors students who maintain perfect attendance throughout the academic quarter.

Honor List – Recognizes students who demonstrate strong academic achievement across the core academic subjects during the semester (Recipients maintain a GPA of 3.33–3.69).

Scholar List – Recognizes students who attain exceptional academic distinction and the highest level of achievement across the core academic subjects (Recipients maintain a GPA of 3.70–4.00).

Seasonal Awards

Athletics Participation Certificate – Recognizes students for active participation, commitment, teamwork, and positive contribution to the school's athletic program.

All-Round Athlete Award – Honors the athlete who made the greatest overall contribution to team success through performance, versatility, and impact.

Stewardship Award (Athletics) – Recognizes an athlete who exemplifies Christ-like integrity, service, or sportsmanship throughout the season.

Annual Awards

WISE Educational Excellence Award (Gold Seal) – Recognizes students who exemplify our WISE values and achieve the highest academic excellence based on the top GPA within their grade division.

WISE Educational Achievement Award (Silver Seal) – Recognizes students who faced great obstacles, exemplifying our WISE values, while demonstrating exceptional educational achievement based on school-established criteria and principal discretion.

Eagle Award – Honors one outstanding junior or senior whose dedication, leadership, and Christ-like character truly stand out through active and meaningful service.

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 encouraged to monitor their student's grades in the Canvas platform which can be done through the student account or the Parent Observer Account (instructions found in the Prep App Resources). 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.*

GRADING SCALE

	<u>%</u>	<u>GPA</u>
A+	97% - 100%	4.0
A	93% - 96%	4.0
A-	90% - 92%	3.7
B+	87% - 89%	3.3
B	83% - 86%	3.0
B-	80% - 82%	2.7
C+	77% - 79%	2.3
C	73% - 76%	2.0
C-	70% - 72%	1.7
D+	67% - 69%	1.3
D	63% - 66%	1.0
D-	60% - 62%	0.7
F	Below 59%	0

P = Passing I = Incomplete

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. class. One school P.E. t-shirt is provided, additional can be purchased at the office.

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

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

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

RETENTION POLICY (K-8TH GRADE)

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.*

HIGH SCHOOL GRADE PROGRESSION (9-12TH GRADE)

At the high school level, grade placement is generally based on the student's expected graduation timeline, age, and overall academic progress toward graduation requirements. High school students typically do not repeat an entire grade level solely because they did not earn credit in one or more courses. Instead, students may be required to retake individual courses or complete additional coursework as needed to recover credits and remain on track for graduation.

Enlightium Prep reserves the right to adjust a student's grade-level placement when there is insufficient academic progress, significant credit deficiency, or other academic concerns that impact the student's ability to meet graduation requirements. Grade progression and graduation planning are reviewed on an individual basis.

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.
- Students who are pursuing an **honors diploma** must earn a minimum of 24 credits and a minimum 3.5 W-GPA*.

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

**note: Complete at least four credits of advanced coursework designated by Enlightium Academy, which may include Honors, Advanced Placement, dual-enrollment, or other approved college-level courses.*

Extra-curricular Activities

Extra-curricular activities offer students a unique opportunity to glorify God beyond the classroom. These activities:

- Expand students' ability to express themselves in communication and stage performance.
- Motivate students to apply their 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 build up the student body by fostering Christian character, effective student leadership, and serving as a bridge between the student body, administration, and faculty. Additionally, the council organizes social activities to enhance student engagement and culture.

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

- Be a High School Student
- 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 Enlighthium 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 the Athletics Coach and/or P.E. teacher recommendations, and students are required to attend at least 80% of the scheduled games.



| 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 latest 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 prescription medication, 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](#)
- Documentation showing the student is in Conditional Status and is following an approved catch-up immunization schedule, as permitted by Washington State regulations.

Our goal is to work with families to ensure all required immunization documentation is received and maintained in accordance with Washington State requirements. If documentation is missing or additional information is needed, the school will contact the family. During an outbreak of a vaccine-preventable disease, state or local public health officials may require certain students to remain home until they are cleared to return.



| Discipline

Discipline at Enlightium Prep is a partnership. It is a process that begins at home, is reinforced in school, and continues throughout life. We ask parents to support our process and encourage their children to grow under the authority delegated to the school by parents (See [Parental Role and Responsibilities](#) under Addressing Concerns). Various forms of discipline and correction will be administered to help maintain order and aid students in academic, emotional, and spiritual growth.

The Purpose of Discipline

Discipline is a critical component of nurturing Christ-like character. When enacted through the grace of the gospel, all discipline aims at restoration, character formation, and academic success at Enlightium Prep (2 Tim. 3:16–17).

So, discipline is not merely about correcting behavior but forming hearts and minds through the gospel, training students for God's purposes (Heb. 12:11). Our grace-enacted discipline policy strives to build a transformative community, where students are motivated to pursue excellence in character and academics without fear of judgment or condemnation because of God's love for them in Christ (Eph. 3:14–19; Rom. 8:29).

Applying Discipline

Discipline is applied through a three tiered system with each tier aimed at student character formation through the gospel as outlined and explained in our Discipline Policy and Procedures (John 1:14, 17).

We encourage families to familiarize themselves with each tier and proactively discuss with their students the importance of keeping in step with our standards of conduct highlighted above (See [Student's Role](#)).

Academic Dishonesty

All academic work must be done in truth, as unto the Lord. Cheating, plagiarism, and other forms of academic dishonesty are unacceptable and will result in appropriate consequences.

Academic dishonesty involves an intentional misrepresentation of a student's learning and is a breach of personal integrity. The one who engages in any form of cheating suffers the greatest harm in the long run ([Prov. 10:9](#)). The most common form of cheating is taking information from another source and presenting it as one's own, which involves both stealing and lying.

Examples include:

- Plagiarizing research papers and compositions. Learn more about the different types of plagiarism.
- Direct use of AI without citation and explanation of use.
- Allowing others to use or have access to one's own work.
- Using unauthorized assistance on tests or quizzes and similar behaviors.
- Posting content from the curriculum online, even as a means of studying. This is considered cheating because it enables other students to inappropriately use another's work.

Additionally, types of academic dishonesty include:

- Misrepresentation
- Fabrication
- Intentional duplicate submissions
- Academic misconduct
- Improper use of a calculator or other tool, including unauthorized generative AI.

In keeping with our broader discipline policy, academic dishonesty will be addressed with a restorative approach.

When dishonesty occurs, appropriate academic consequences may include one or more of the following restorative steps:

- 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 determined by the principal in conjunction with the teacher's input. 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.

| 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.

If the principal, in conjunction with faculty feedback, determines it to be unsafe to search the student for the illegal or unauthorized items, then the student may be detained to ensure no harm is incurred to others until the proper law enforcement arrives at the school.



| 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. The Main Office will not release a student to another adult for pick up unless the parents provide, in advance, a clear form of identification of the adult coming to pick up their student. The parent/guardian should complete the Authorized Pick up Drop off form found in the Prep App resources or notify the school by phone, ahead of pick up, and provide the name and relationship of the individual authorized to pick up the student.

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, including identification if applicable. 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.

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.

LATE PICKUP POLICY

Students are expected to be picked up promptly at dismissal. Those remaining 20 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.

INCLEMENT WEATHER POLICY

In the event of severe weather, the school administration will decide (around 6 am) whether to close school, delay the start of the day, or dismiss early. Families will be notified of any changes to the school schedule around 7am or as soon as possible using the contact information on file and the Enlightenment Prep App. Any equipment damaged by the student will incur a fee or be replaced at the parent's expense.

PARKING LOT GUIDELINES

For the safety of all students and families, please drive slowly and cautiously in the parking lot—no more than 2 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.

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.

If you cannot find your student's waiver for a specific trip or event, the waiver and release of liability form can be filled out and sent to the main office via email. [Click here](#) for the waiver.

Student Responsibilities on Field Trips: 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 approved by the teacher for important matters requiring only a brief use of the phone (e.g., a short call to parents)
- Demonstrate gratitude and respect to hosts, employees, and all others with whom they interact.

Disciplinary Measures on Field Trips: Students who fail to meet behavior expectations may be subject to disciplinary action, which could include removal from the activity and future participation restrictions.

BIRTHDAY INVITATIONS

Birthday invitations should not be distributed in the classroom unless the entire class is invited. Your child's teacher will assist you with distributing birthday invitations as needed.

TEXTBOOKS AND CURRICULUM

All consumable textbooks belong to the student, and all non-consumable textbooks belong to the school and must be returned as directed. Lost or severely damaged textbooks will be replaced at the parent's expense.

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.
- No use of electronic devices (e.g., no cell phone use)
- 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/van privileges are suspended per the principal's discretion.
- **Third offense:** The student's bus/van privileges are suspended for one quarter.

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

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 approved by the teacher for important matters requiring only a brief use of the phone (e.g., a short call to parents)
- Demonstrate gratitude and respect to hosts, employees, and all others with whom they interact.

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.

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 parking lot.
- 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.

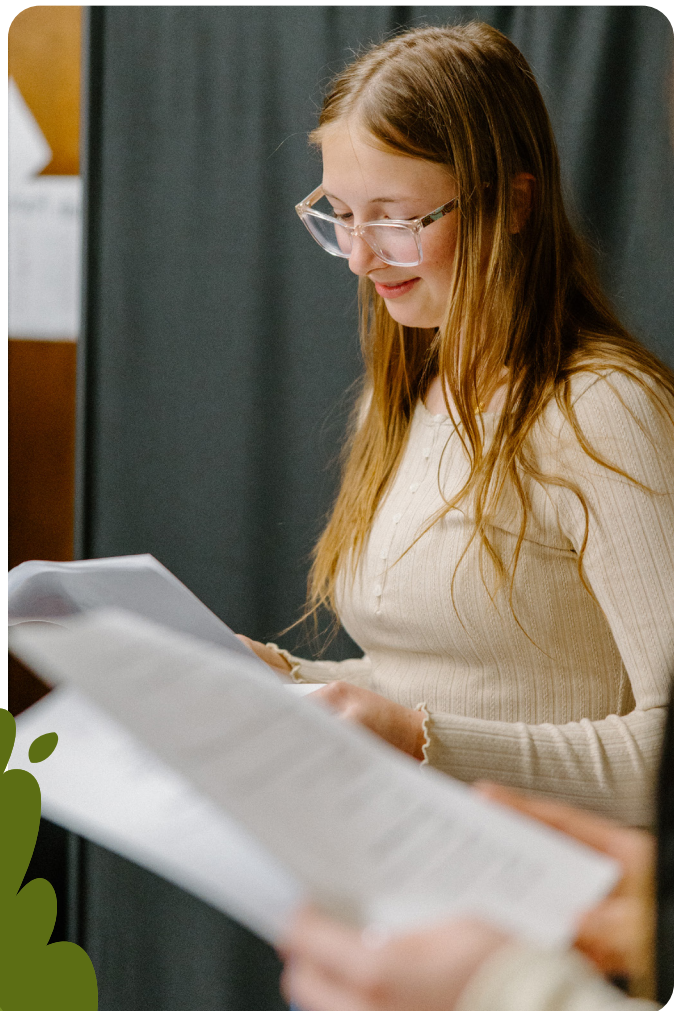
Failure to follow these guidelines may result in the loss of on-campus driving privileges and other disciplinary action as deemed appropriate by the administration.

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.



ELECTRONIC DEVICES AND PRINTED MATERIALS

To support a focused, God-honoring learning environment, students may only bring electronic devices 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.

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.

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.

CELL PHONES

Phones are not permitted during school hours. Secondary 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.



| 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 neighbors in keeping with our Christian calling. Hallways and visitor areas must remain quiet and orderly at all times. No running in hallways at any time. Roughhousing is not permitted at any time, indoors or outdoors.

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.

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.



PLAYGROUND/ GRASS FIELD POLICY

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

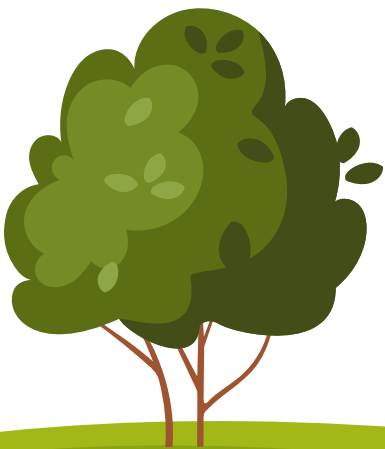
- Remain within designated boundaries at all times.
- Use and store equipment properly. Keep the area clean and orderly.
- Comply with all restrictions on playground activities and equipment as determined by school personnel.

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.

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.



| Emergency Policies

In light of the growing threat of violence directed at schools, Enlighthium 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 two times per year (one in the fall and one in the spring).

- 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

The school lockdowns are conducted annually and parents will be notified in advance.

Types of lockdowns:

- 1 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.
- 2 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

The earthquake lockdown is conducted annually, and parents will be notified in advance.

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:
 - If available, immediately move under a desk or table. Squat on their knees close to the ground. Take the personal protective position*.
 - If in a large room or where a desk or table is not available, stand in a doorway or corner.
 - 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.

Procedures for Student/Parent Reunification:

- Parents should report to the designated request gate and present photo identification.
- A staff member will escort the requested student to the designated pickup area.
- 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 2026-2027 SCHOOL YEAR

Tuition is based on the student's grade level. Current 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

Discounts cannot be combined. Families who qualify for multiple discounts will receive the highest applicable discount only.

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

¹ When 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.

² To 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.

³ To 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.

⁴ To 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 & SCHOLARSHIPS

Tuition assistance is available on a case-by-case basis, which will be determined following a review process. If tuition assistance or scholarship 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 inquired about at the Prep Office.





BILLING POLICIES AND ADDITIONAL FEES

All installments must be paid via a checking account, 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 initiate the withdrawal process 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/re-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.
- 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 Enlightenment Prep office for further support.

BINDING AGREEMENT

This handbook sets forth the expectations and policies that guide life at Enlightenment 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.

