



ENLIGHTIUM
ACADEMY

Sapphire Live Program

Real-Time Learning Reimagined

[Live.EnlightiumAcademy.com](https://www.Live.EnlightiumAcademy.com)

This addendum is not intended to replace the Enlightenment Academy Handbook but to provide supplemental guidance for Sapphire Live students and their families. To review school-wide policies, please refer to the [Family Handbook](#).

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Sapphire Live Program

OVERVIEW

Welcome to the [Enlightium Academy Sapphire Live Program](#), our premier package for synchronous learning. This program mirrors a traditional Christian school experience with daily instruction in core subjects like Bible, math, English, science, history, and engaging electives. On Fridays, Sapphire students build meaningful relationships with their peers and enhance social skills through a wide selection of [clubs](#), [student chapels](#), and [virtual events](#). The Sapphire Live Program is exciting, interactive, and intellectually stimulating!

MASTERY LEARNING

Enlightium Academy believes in educating the *whole child* by focusing on their [spiritual, physical, social, emotional, and academic development](#). This holistic approach ensures that students excel academically while growing in their faith, developing healthy peer relationships, and maintaining emotional well-being. Sapphire Live teachers integrate biblical principles, provide rigorous academic instruction, and foster social and emotional skills to prepare students for life.

TEACHER'S ROLE

Enlightium's Sapphire Live teachers apply a personalized approach to learning for each of their students, which is supported and enhanced by teachers' skillful integration of critical thinking skills in learning.

1. **Designing and planning instruction:** Teachers design and plan lessons that have engaging activities and hands-on assignments. Teachers then evaluate student learning using power standards.
2. **Providing feedback and assessment:** Teachers provide timely feedback on student work, assess learning outcomes, and track student progress. This helps students understand their strengths and areas for improvement.
3. **Support student engagement:** Teachers create opportunities for student engagement by facilitating discussions, group activities, and interactive learning experiences.
4. **Communicating with students and parents:** Effective communication with students and parents is essential in the Sapphire Live Program. Teachers

provide clear expectations and feedback on student progress to ensure transparency and support.

5. **Differentiating instruction:** Teachers differentiate instruction to meet the diverse learning needs of students. This may involve providing additional support, enrichment activities, or accommodations based on individual student needs.

STUDENTS' ROLE

To succeed in the Sapphire Live Program, students should be punctual for their scheduled classes Monday through Thursday, actively participate, and strive to complete assignments during class time or finish them after school. Most importantly, students should ask for help in class, attend Study Halls, and [participate in clubs](#) on Fridays.

1. **Attend live classes:** Students are expected to attend live 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.
2. **Complete the assigned curriculum** in a timely manner. Students are expected to complete all assigned schoolwork in the time frame provided by teachers. Unless otherwise arranged with the teacher, all make-up work from a missed class is due by 11:59 PM Pacific Time each Sunday.
3. **Engage with course material:** Students should actively engage with the course material through discussions, reading, educational games, and projects. Students can better understand the subjects and retain information more effectively by participating in various activities.
4. **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.
5. **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 enhances the overall learning experience.

PARENTAL INVOLVEMENT

Parental involvement is encouraged in the Sapphire Live Program. Parents are always welcome to observe any of our live sessions. When you join, please be mindful of the class expectations (including the [dress code](#)) so as not to disrupt the learning process.

1. **Keep students accountable for attending live classes:** So much learning happens in the live classes, so please make every effort to have your students attend all of the scheduled classes.
 - a. Ensure your student is on camera with all supplies, dressed appropriately, and ready for the day.
 - b. Whenever possible, schedule non-school appointments before or after scheduled class time.
 - c. If an absence is necessary, notify the Sapphire Coordinator via text, phone call, or email and request that the class recording links be emailed to you so that your student may catch up on missed learning experiences. You can email sapphire.teachers@enlightiumacademy.com, or you can call or text Mrs. Kosoff at 509-319-2677.

2. **As a parent, you should be aware of important dates on the [school calendar](#) including:**
 - a. No School Days/No Sapphire Live classes
 - b. Parent-Teacher Conferences
 - c. Dates when report cards are scheduled to be released
 - d. Term end dates

3. **Make sure students have all their [technical requirements and school supplies](#):**
 - a. In a virtual classroom, teachers are unable to pass out papers and supplies like in a brick-and-mortar classroom. Therefore, students/parents must take on the responsibility of printing any pages as requested by their teachers and have school supplies ready to use.
 - b. Enlightium will send students a welcome package that includes textbooks, books, several science project supplies, math supplies, and supplies for specific art projects. We ask that any other supplies needed for their students be provided by parents.

4. **Provide a learning environment:** [Create a conducive learning environment](#) at home free from distractions and equipped with the necessary tools.
 - a. The Sapphire Live Program aspires to be as hands-on as possible in a virtual environment. One way to accomplish this is through fun and engaging science experiments! Please be aware that some of these can be messy, but they are still required for the learning process. We encourage parents to help with these experiments by providing a space in the kitchen, garage, or outside. Some of these experiments may need to be held over for a few days for the results to occur - please only throw them away once directed by the teacher.
5. **Accountability:**
 - a. Enlightium teachers and staff will communicate with your students any deadlines for work, grades, and progress. We will use [Canvas](#) to track this information. We encourage parents to use their student's login credentials to check on assignments, due dates, feedback, missing assignments, grades, etc.
 - b. Teachers will provide accountability as well; however, support from parents is crucial for students' success.
6. **Prioritize well-being:** [Pay attention to your student's emotional well-being](#) and overall health, offer support, reassurance, and guidance during challenging times, and help them develop healthy coping mechanisms.
7. **Foster a love for learning:** Encourage your student's curiosity, creativity, and love for learning by engaging in educational activities outside of formal school hours. Visit museums, explore nature, read together, and engage in hands-on learning experiences.
8. **Open communication*:**
 - a. Encourage open communication between your student and their teacher. Help your student articulate their questions, concerns, and needs to their teacher in a respectful manner.
 - b. Because we desire to partner with parents in the education of their students, we encourage open communication between parents and teachers as well. We ask that parents check their emails at least twice a week for:
 - Direct communication from teachers to parents
 - School calendar reminders and event deadlines
 - Supplies needed for upcoming learning opportunities
 - Social opportunities for students

- Academic opportunities such as an annual assessment and counselor webinars
- Behavioral notices, if applicable

**To avoid any of our emails going to your spam, you can whitelist enlightiumacademy.com.*

ADMISSIONS

The ideal enrollment time for students is two weeks before school starts, as registration, onboarding, and receiving textbooks take time. However, students can be enrolled throughout the year by arranging a meeting with the [Sapphire Coordinator](#) to assist with registration, textbook orders, onboarding, and planning for the student's integration into their class. Generally, this process takes about two weeks.

New Students

1. **Fill out an [Enrollment Application](#):** Click the “Enroll Now” button and select the Sapphire Live support package.
2. **Initial Interview:** An initial interview is conducted with the parents or guardians by the Sapphire Coordinator and the student’s homeroom teacher. The goal of this meeting is to get to know families, review expectations, answer any questions, and check that the Sapphire Live Program is a good fit for your family. Click [here](#) to schedule a meeting.
3. **Submit [records](#) to the Admissions Department and complete placement testing through IXL**:** The Admissions Department will provide instructions for taking the test. Once complete, results are reviewed by the counselor to ensure that each student is placed in an appropriate grade level (K-8 only).
4. **Class Schedule. The counselor, Mrs. Docherty,** will assign classes to students in Canvas once the IXL test scores are received along with previous school records, such as a report card for grades 1-8 and a transcript for high school students.
5. **The Sapphire Coordinator will help onboard students*:** The weekly schedule and links to join live classes will be emailed to parents. The coordinator will also order books to be sent to the student.

**The onboarding process may take up to two weeks to complete.*

***Students will be able to join live classes once the IXL assessment is complete and has been processed even if not all records have been received yet. However, families will need to submit records within two weeks of beginning classes.*

SAPPHIRE PROGRAM POLICIES

Sapphire policies mirror the brick-and-mortar school experience. In this synchronous model, parents take on the role of assistants, while Enlightium Academy teachers provide the primary instruction and facilitate learning.

Curriculum

The curriculum that is used varies for each grade level. To see grade-level specific lists, please click [here](#) and scroll to “Sapphire Live.” All chosen curriculum is vetted by the Enlightium Academy administration to ensure that it is aligned with our school’s curriculum standards. The Sapphire Coordinator will send families required textbooks and science supply kits for students in grades 1-10, as well as art supplies for grades 1-8.

Sapphire Live Schedule

Sapphire Live students will have live instruction Monday through Thursday in core classes (Bible, English Language Arts, math, science, and history) as well as required electives (unless they are taking [offline electives](#)). The morning starts with a fun homeroom meeting and ends with a study hall after school where students can do their homework or receive help from teachers.

On Fridays, students will have an Enrichment day. Students are strongly encouraged to attend Enlightium Academy social activities, such as [student chapels](#) and [clubs](#) on Fridays. Teachers will also be available for pre-scheduled meetings with students and parents on Fridays.

Click here to see the schedules for each grade level:

- [Grades 1 and 2](#)
- [Grades 3 and 4](#)
- [Grade 5](#)
- [Grade 6](#)
- [Grades 7 and 8](#)
- [Grades 9 and 10](#)

Throughout the school year, Sapphire Live students will also have some holiday parties during their Study Halls in the afternoon. We plan to celebrate Thanksgiving, Christmas, and Easter.

Homework

Most of the schoolwork will be completed in class; however, in general, any unfinished work becomes homework. Teachers may assign additional work or reading depending on a subject and grade level. Students will have Study Hall/homework time set aside on Monday through Thursday from 2-2:45 PM PST, where they can get help from their teachers.

Completed assignments must be submitted via the Canvas LMS by the due date and no later than 11:59 PM on Sunday of a given week unless otherwise noted by the teacher. Work submitted beyond this window is subject to deductions at the discretion of the teacher.

Attendance

Regular attendance is essential for students to gain mastery in learning. Students must attend assigned classes every day just as they would in a brick-and-mortar school.

Under a pre-approved arrangement, students may replace up to two live classes using another Enlightium program (e.g. Homeschool, Online, or Hybrid and/or Enrichment if in Spokane, WA) with approval* from the [Sapphire Coordinator](#). If the student's performance in another program falls below 73% for one quarter or longer, the student will be required to resume all Sapphire Live classes.

**Parents are responsible for the entirety of the Sapphire Live Program's tuition even if the plan results in some classes being taken through another Enlightium Program.*

Quarterly Attendance Incentives

At Enlightium, we recognize the importance of regular attendance in ensuring academic success and fostering a sense of community. To encourage consistent attendance and celebrate our dedicated students, students with perfect attendance in each group—elementary school, middle school, and high school—will be recognized during the Sapphire Live Quarterly Assembly.

- **Perfect Attendance Awards:** Students who achieve perfect attendance for the quarter will receive a certificate of recognition and a small prize that can be redeemed at the [Enlightium online store](#).
- **Raffle Drawings:** Each student with perfect attendance will be entered into a raffle to win a large prize, such as a t-shirt or an accessory available at the [Enlightium online store](#).

- **Annual Recognition:** Students who receive three out of four quarterly awards will have a chance to win a grand prize through a raffle drawing. Top prizes include a game console, MacBook, or tablet computer.

We believe that these incentives will motivate Sapphire students to strive for consistent attendance, helping them to stay engaged and succeed academically. We look forward to celebrating our students' commitment and achievements each quarter.

Absence

If a student misses one or more classes for any reason, the parent/guardian is required to call, text, or email the Sapphire Coordinator by 8:00 AM Pacific Time on the day of the absence and relate the reason for the absence*. You can email sapphire.teachers@enlightiumacademy.com, or you can call or text Mrs. Kosoff at 509-319-2677. The student's teacher will be notified as well.

If a parent/guardian does not notify the Sapphire Coordinator of the absence, the absence will be considered unexcused. Attempts will be made to notify parents whenever there is an unauthorized absence** which may include a phone call, email, and/or text message.

Students are also expected to make up any missed work and view recordings of any live sessions missed due to the absence.*** There may be some questions teachers ask students to answer in order to earn their participation grade. If an absence is unexpected, the parent should obtain the recording from the teacher on demand at sapphire.teachers@enlightiumacademy.com.

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

***Emergency appointments are an exception.*

****Recordings are not automatically emailed. Teachers will provide the recordings for pre-arranged and excused absences. In other instances, parents will need to reach out to the Sapphire Coordinator for assistance via email at sapphire.teachers@enlightiumacademy.com or call or text Mrs. Kosoff at 509-319-2677.*

Excused Absences

The Sapphire Live policy provides excused absences for the following reasons:

- Personal illness (the school requires a doctor's note upon return to school if the student will be or has been absent for more than three school days)
- Competition events that are part of students' private lessons (sports and arts)
- Serious illness or death in the family

Pre-Arranged Absences

A total of ten school days per academic year are allowed for pre-arranged absences. Prearranged absences for only a portion of the school day will be considered half-day toward the total of ten days. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred.

All pre-arranged absences must be communicated by parents/guardians to the Sapphire Coordinator in a written or verbal form at least 48 hours prior to the absence. Teachers will provide students with work before their pre-arranged absence and will need all work completed upon returning to classes.

Unapproved Absences

Excessive unauthorized absences are detrimental to a student's learning. If a student misses five or more days of school per semester or more than ten days of school in an academic year, summer school might be assigned as a self-study.*

**If absences occur due to a severe illness, a student may be excused from summer school. A letter from a doctor about the illness is required. The student should also have passing grades in all core subjects and at least a 2.0 GPA by the end of the school year.*

Tardiness

All students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate written excuse is submitted by parents via text or email to the Sapphire Coordinator.* You can email sapphire.teachers@enlightiumacademy.com, or you can call or text Mrs. Kosoff at 509-319-2677.

Sapphire Live's tardy policy stresses the importance of promptness as a valued character trait and work ethic:

- The first two tardies will result in a private warning from the student's teacher.
- If tardiness continues, parents/guardians will be notified via email and/or phone that their student has accrued an unexcused ½ missed school day.

**A legitimate excuse is one that entails an emergency or an unforeseeable circumstance. Examples of excuses not considered legitimate include failure to set an alarm clock. Any three unexcused tardies will be considered an unauthorized ½ day absence and will be counted toward missed school days.*

Consequences for Absences

A student may jeopardize high school course credit (if in grades 9-10) or receive an incomplete grade (if in grades 1-8) if absent more than ten days during the

academic year unless a major illness or family emergency has resulted in an extended absence. If a student falls behind due to illness, their work should be made up within one week after returning back to school. *Tardies will be counted toward missed school days. Three tardies equals ½ day's absence.*

Summer school will be assigned to students who missed more than ten days of school within an academic year for any reason and/or if a student failed two core subjects. If summer work is not completed by the end of the summer term, 1.5% of the overall average grade for the grading period will be deducted from the student's final average. *At best, absences should be avoided so that the education process is not interrupted.*

DRESS CODE POLICY

Dressing in accordance with established school standards is an important part of education at Enlighthium Academy. Click [here](#) to review the Sapphire Live Dress Code Policy.

GRADING AND EVALUATION STANDARDS

At Enlighthium Academy, our educational framework is built around clearly defined power standards for each grade and subject. These standards guide the creation of learning opportunities and are integral to both formative and summative assessments of student mastery.

Evaluation Process

Throughout the school year, students will participate in many different types of learning activities to help them master academic content. For each class* there will be two graded assignments each week. These grades will be tracked in Canvas.

The assignments could fall into any of the following categories: lessons, discussions/participation, quizzes, or projects and tests. There will be at least five graded lessons, five graded discussions/participation assignments, five quizzes, and one test or project per class each quarter.

The weight of the different assignment types:

Lessons - 15%

Participation Discussion - 20%

Quizzes - 15%

Projects/Tests - 50%

Total: 100%

The weighting scale above explains how different categories (Lessons, Participation/Discussions, Quizzes, and Projects/Tests) in each Canvas LMS course contribute to the Total Course Score. Each category is assigned a specific weight, expressed as a percentage, indicating its significance in the overall grade.

Each assignment falls into one of these categories. For example, the Quizzes category, which constitutes 15% of the total course grade, will have its score determined by averaging all quiz scores.

[Report cards](#) will be sent to the primary parent via email at the end of each quarter. [Transcripts](#) for high school students are available upon request at the end of the school year.

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

Parents are welcome and encouraged to monitor their student's grades in Canvas. If they have any questions, they are welcome to reach out to the teacher or to the Sapphire Coordinator.

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

EXTRA-CURRICULAR ACTIVITIES

We have many wonderful social activities, including [clubs](#) and [student chapels](#), that we would love Sapphire students to join. These will take place on Fridays. We encourage parents to keep their eye out for emails and check the Sapphire group in the [Enlightium Parents app](#) in the early fall for more details.

GRADUATION REQUIREMENTS

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

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

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

Your family can review all Graduation Requirements on [Enlightium's Family Handbook](#) under section VIII. Credits and Graduation Requirements.

AWARDS

We want to honor Sapphire students for high academic performance, working hard on their courses, and showing improvement in their grades. Students can qualify for the Honor Roll, the Scholar's List, the Dean's List, the Outstanding Improvement Award, and the Presidential Award. Click [here](#) to learn more.

The Sapphire Team will also have a quarterly Awards Assembly during Study Hall time to honor students for hard work, perfect attendance, exemplary citizenship, and the most improved student award within each group: elementary school, middle school, and high school.

TUITION

Tuition plans by grade level, including prepayment discounts and monthly installment plans, can be found on [Enlightium's website](#).

NON-DISCRIMINATION POLICY

Enlightium Academy admits students of any race, color, theological or philosophical faith background, sex, ethnicity, or national origin, and we do not discriminate on the basis of race, color, theological or philosophical faith background, sex, ethnicity, or national origin in the administration of our educational policies, admissions policies, and other school-administered programs. Students and their families commit, however, to learning from a distinctively Christian worldview while at Enlightium Academy ([Family Handbook](#), About Us).

IMMUNIZATION/EXEMPTION

For in-person learning, per [state requirements](#), parents need to provide one of the following:

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