



2026-2027 SCHOOL YEAR

Family & Student Handbook

A guide to the shared expectations, policies, and practices that help our virtual Christian learning community thrive.

"Commit to the Lord whatever you do, and He will establish your plans."

PROVERBS 16:3

Welcome to RoyalMinds

Welcome to a new year of learning, growth, and purpose. RoyalMinds Academy partners with families to provide a flexible Christian education that develops knowledge, responsibility, confidence, and character. This handbook should be read by every parent, guardian, and student before coursework begins.

School	RoyalMinds Academy, LLC
Grades	6-12
Model	Virtual Christian academy
Curriculum	BrightThinker
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1. Mission, faith, and values

RoyalMinds Academy provides a flexible, faith-centered education that builds confident learners, strengthens character, and prepares students for purposeful futures. Christian principles guide our culture, communication, relationships, and expectations. Families are not required to share every belief of the Academy, but students and families must respect its Christian mission and community standards.

Core commitments

- Academic growth through mastery and persistence
- Integrity in learning, communication, and conduct
- Respect for every member of the school community
- Personal responsibility and consistent effort
- Faith, purpose, service, and strong character

2. Nondiscrimination

RoyalMinds Academy admits students of any race, color, national or ethnic origin and provides all students with equal access to the rights, privileges, programs, and activities generally available through the Academy. RoyalMinds Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in the administration of its educational policies, admissions practices, financial assistance programs, or other school-administered programs.

As a Christian educational institution, RoyalMinds Academy operates in accordance with its sincerely held religious beliefs, mission, and values, to the extent permitted by applicable law. RoyalMinds Academy is committed to providing a respectful, welcoming, and supportive learning environment for every student.

3. Enrollment and records

Admission is based on available space, review of student records, academic needs, technology access, and the Academy's ability to serve the student within its virtual model. Enrollment is not complete until required documents, agreements, and payment arrangements are received and approved.

Required records may include

- Proof of identity, age, residency, and parent/guardian authority
- Immunization documentation or an applicable exemption
- Prior report cards, transcripts, test results, and withdrawal records
- Current special education, accommodation, evaluation, or intervention records
- Other information reasonably necessary for placement or compliance

Families must promptly report changes to contact information, custody, health information, or other facts affecting the student's education or safety.

4. School calendar and communication

The Academy publishes an annual calendar identifying instructional days, breaks, conferences, and major deadlines. Because instruction is virtual, severe weather may not automatically cancel coursework. RoyalMinds will communicate any closure, schedule change, or extended deadline by email, text message, learning platform announcement, or another designated channel.

Parents and students are expected to review Academy communications every school day and respond to staff within two business days unless an emergency prevents timely response.

5. Attendance and participation

Virtual attendance is demonstrated through meaningful academic participation-not merely logging in. Students must follow their assigned weekly schedule and make consistent progress in every enrolled course.

Evidence of participation may include

- Completing lessons, assignments, quizzes, or assessments
- Attending required virtual meetings or check-ins
- Communicating with teachers or academic coaches
- Submitting requested work or corrections
- Demonstrating measurable progress in BrightThinker

Parents should notify the Academy as soon as possible when illness, emergency, technology failure, or another circumstance prevents participation. Extended inactivity, repeated missed meetings, or failure to make adequate progress may

result in an intervention plan, required conference, academic consequences, or withdrawal.

6. Academic program and pacing

Students receive a course schedule and individualized plan based on grade level, prior credits, academic records, and goals. BrightThinker delivers online lessons and assessments. RoyalMinds provides progress monitoring, coaching, family communication, and intervention.

Students must complete the number of lessons and assignments included in their weekly pacing plan. Working ahead may be permitted after required work demonstrates mastery. Students may not skip required instructional content or assessments without written authorization.

Mastery and intervention

When a student has not demonstrated adequate understanding, the Academy may assign additional instruction, practice, corrections, tutoring, or reassessment. Repeated reassessment may require evidence of completed intervention first.

7. Grading and academic credit

Grade	Percentage	Performance
A	90-100	Excellent mastery
B	80-89	Above-average mastery
C	70-79	Satisfactory mastery
D	60-69	Limited mastery
F	Below 60	Insufficient mastery

Course grades may include assignments, quizzes, projects, unit tests, cumulative assessments, participation requirements, and other evidence of learning. High school credit is awarded only after the student completes the assigned course requirements and earns a passing final grade. RoyalMinds may review unusual completion patterns, assessment results, or suspected integrity concerns before finalizing credit.

8. Promotion and graduation

Promotion and course placement are based on completed coursework, demonstrated mastery, credits earned, academic records, student age, and applicable school requirements. High school students receive individualized guidance regarding credits and their anticipated graduation pathway.

Enrollment in RoyalMinds does not by itself guarantee promotion, credit, graduation, admission to another institution, athletic eligibility, or acceptance of transfer credit. Families are responsible for discussing specialized eligibility requirements with the receiving school, college, athletic association, military branch, scholarship program, or other organization.

9. Testing and assessment

RoyalMinds uses curriculum-based assessments, diagnostic information, progress data, and other measures to guide instruction. Students may also be required to participate in standardized or externally administered testing when selected by the Academy or required by an applicable program. Families will receive instructions regarding dates, locations, technology, identification, and any separate fee.

10. Academic integrity and artificial intelligence

Students must submit original work and accurately identify any outside assistance. Prohibited conduct includes copying, plagiarism, sharing answers, using unauthorized notes or websites, impersonation, receiving unapproved assistance, or misrepresenting work completed by another person or technology.

Artificial intelligence tools may be used only when expressly permitted by the teacher or assignment. When allowed, students must follow the stated boundaries and disclose or cite AI assistance as directed. AI may not complete graded work, assessments, personal reflections, or other assignments intended to measure independent understanding unless written instructions specifically allow it.

Suspected violations may result in work being invalidated, reassessment, parent conference, loss of tool privileges, academic probation, or additional disciplinary action.

11. Student conduct

Students must communicate respectfully and behave in a manner consistent with the Academy's Christian mission. Expectations apply during live sessions, on school platforms, in messages, and at Academy-sponsored activities.

Prohibited behavior includes

- Bullying, harassment, intimidation, threats, or discriminatory conduct
- Profanity, sexually explicit content, or inappropriate images or messages
- Disruption, disrespect, impersonation, or deliberate dishonesty
- Unauthorized recording, screenshots, or distribution of private content
- Attempts to bypass security, access another account, or damage systems
- Possession, display, promotion, or use of illegal or dangerous items during school activities

Responses may include redirection, parent contact, behavior agreement, restricted privileges, probation, suspension from activities, or withdrawal. Serious safety concerns may be reported to appropriate authorities.

12. Virtual classroom expectations

- Join required sessions on time from an appropriate learning environment.
- Use the student's correct name and assigned Academy account.
- Dress and appear appropriately when video participation is required.
- Keep cameras and microphones ready for instructional use when requested.
- Avoid driving, public disruptions, or unsafe activities during live instruction.
- Protect the privacy of classmates and staff.

Parents may support younger learners but should not answer for the student, interrupt instruction, or record a session without written permission.

13. Technology and acceptable use

Families must maintain reliable internet access and a compatible device unless the Academy has separately agreed to provide equipment. School accounts, curriculum access, and devices must be used for authorized educational purposes.

- Keep passwords private and report suspected account misuse immediately.
- Install required updates and maintain reasonable security protections.
- Do not alter controls, install unauthorized software, or bypass content filters.

- Do not use Academy systems to harass, defraud, threaten, or access inappropriate material.
- Use care with personal information and never share another person's private data.

Families are responsible for loss or damage to Academy-owned equipment beyond normal wear, according to the applicable device agreement.

14. Parent and guardian responsibilities

- Provide a safe, appropriate location and sufficient time for daily learning.
- Maintain internet and device access and communicate technology problems.
- Monitor attendance, pacing, grades, messages, and progress reports.
- Participate in conferences and support intervention plans.
- Encourage independence without completing work for the student.
- Keep contact, custody, health, and emergency information current.
- Meet financial and documentation obligations on time.

15. Diverse learners and accommodations

RoyalMinds values students with diverse strengths and needs. Families must provide current evaluations, plans, and relevant records so the Academy can understand the student's needs and determine reasonable supports within its virtual model.

RoyalMinds Academy is a nonpublic school and may not offer the full range of programs, therapies, accommodations, related services, or procedural protections available through a public school system. Enrollment decisions and support plans will be based on available staff, resources, course design, safety, and the Academy's ability to implement the requested support effectively.

16. Student safety and well-being

Students or families should immediately report threats, abuse, self-harm concerns, exploitation, harassment, or other urgent safety issues to a trusted adult and the appropriate emergency or protective authority. RoyalMinds staff may contact emergency services, parents, child protection, law enforcement, or other authorities when necessary or required.

RoyalMinds does not provide emergency, medical, psychological, or crisis services. Call 911 for an immediate emergency.

17. Privacy, records, photographs, and recordings

The Academy maintains educational and operational records needed to serve students and administer the program. Access is limited to authorized individuals and service providers with a legitimate need, except when disclosure is authorized or required.

Students may not record live sessions, copy private messages, or distribute another person's image, voice, work, or personal information without permission. RoyalMinds will obtain appropriate consent before using an identifiable student photograph, video, testimonial, or work sample for public promotion.

18. Tuition, fees, and withdrawal

Families must follow the signed enrollment agreement and approved payment schedule. The \$50 registration fee is nonrefundable. Access may be delayed or suspended when required payment or documentation is overdue, subject to the enrollment agreement and applicable requirements.

Withdrawal requests must be submitted in writing. The effective withdrawal date, remaining balance, records release, and any applicable refund are determined under the signed enrollment agreement. Academy records and access credentials must not be treated as active after withdrawal.

19. Complaints and grievances

1. First, communicate respectfully with the staff member closest to the concern.

2. If unresolved, submit the concern in writing to the Executive Director with relevant dates, facts, documents, and the requested resolution.
3. The Academy will review available information and provide a response or next step within a reasonable time.

Retaliation for raising a good-faith concern is prohibited. This process does not prevent a person from contacting an appropriate authority when required by law or necessary for immediate safety.

20. Changes and interpretation

RoyalMinds may revise this handbook when operational needs, program rules, legal requirements, or educational practices change. Families will be notified of material revisions. The Executive Director is responsible for interpreting Academy policy and may address circumstances not specifically covered here in a manner consistent with the Academy's mission and applicable requirements.

Family acknowledgment

By enrolling and remaining enrolled, the parent/guardian and student acknowledge that they have received or can access the current Family & Student Handbook, understand their responsibility to review it, agree to follow Academy expectations and policies, and understand that the handbook may be updated.

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____

Student grade: _____

Use your browser's Print command to print this handbook or save it as a PDF.

Electronic Acknowledgment Submission

After the parent/guardian and student have reviewed this handbook together, complete the electronic acknowledgment form available on the RoyalMinds Academy website. Submit one form for each enrolled student. Typed names will serve as electronic signatures. Upon submission, the family will receive a confirmation receipt, and RoyalMinds Academy will retain the acknowledgment in its records.

Document note

This handbook establishes general school expectations and is not a contract guaranteeing enrollment, services, outcomes, or continued placement. The signed enrollment agreement controls financial obligations and specific enrollment terms.