

INFORMATION, CONDUCT GUIDELINES AND CHURCH POLICY 2018-2019

(Handbook)

Eluminatus and Bridge, sub-groups of Eagles Nest, were created by homeschool families that are supportive of a homeschooling parents' role in educating their children. Our goal is to connect outstanding, credentialed tutors with parents, where additional help is desired, in a loving and Christian environment.

GENERAL INFORMATION – All enrolled are responsible to know the following:

Eagles Nest **Eluminatus** high school is a Non-traditional Education Center that is ACCF accredited through the Georgia Accrediting Commission <http://gac.coe.uga.edu/member-schools/>. We offer a wide range of courses for both High School Core and Elective credit.

Bridge is a program that offers middle school level courses helpful in preparing students for high school level work. The tutors are passionate about their subjects and create a dynamic learning experience. Classes offered are listed on the Course descriptions, available on the website under the academics tab.

The Directors of the programs help facilitate communication between the parents and tutors as well as protect the integrity of the program.

Tutors are approved each year by the Eagles Nest Board of Directors and are required to have their credentials on file with the Georgia Accrediting Commission's Center Manager assigned to Eluminatus of Newnan, Jennifer Switzer.

What do we do at Eluminatus and Bridge? Your student will participate in a classroom style setting with an emphasis on lab, lecture, or group activity to demonstrate mastering of the subject over the course of the school year.

STUDENT BOARD - Eluminatus high school elects a new student board each year. The student board plans occasional spirit days, fundraisers, events and dances. Some of these may be open to all of Eagles Nest and some may be open to only Eluminatus students and/or Bridge students. This is determined by the program Directors and the EN Board. Student Board officer positions are held by students in the Eluminatus high school program, but from time to time may incorporate other Eagles Nest students in its members- at- large.

GRADUATION AND PROM - Eluminatus Juniors and Seniors and their guests are eligible, as long as they are in good standing, to attend Eagles Nest's Prom and Graduation. These two events are planned by Eagles Nest's parents appointed to Senior Team. All deadlines and meetings must be adhered to. Please refer to the EN Board of Directors or the website for the current year's contacts for Senior Team which consists of parents of the current year's graduating seniors.

TUTORS – All tutors experts in their subjects. Each tutor sets their own curriculum and class expectations, keeping in mind state educational requirements. Students are expected to attend the course lectures, labs, and complete the at-home work by the deadlines given, in order to keep up with the pace of the course. Parents should communicate with the tutors and directors as special needs arise. Each Tutor has an attendance, homework, and testing deadline policy, and reserves the right to dismiss a student for non-adherence.

GRADES: As homeschool parents, per your Declaration of Intent to Homeschool, you are responsible for your student's grades. The tutors you hire through Eagles Nest will issue grades to you, the parent, by various methods and you will need to retain them. If you choose to use a transcription service, you will forward the grade reports to the service. Tutors will make grades available upon request, via returned work, via online grading system, or by email. Eagles Nest requires a tutor to make grades available to you at least quarterly and at the end of each semester. We do not retain grades or transcripts within Eagles Nest Eluminatus or Bridge.

Official Transcripts are offered but not required. Transcripts and guidance for college planning may be obtained for an additional FEE and signed annual agreement - through Georgia Accrediting Commission's Eluminatus of Newnan, GAC Center Manager, Jennifer Switzer, on an accredited track. She provides Transcript support as a school guidance counselor would. Her information and requirements are available on our website. Parents may choose to compile their student's own transcripts on an independent track.

ENROLLMENT: Open enrollment April 1st through June 30th, \$40 per family, non-refundable. Late registration, (postmarked after June 30th). July 1st to July 15th, \$70 per family, non-refundable. July 15th-Aug. 1st, \$100 per family, non-refundable. **THERE WILL BE ABSOLUTELY NO REGISTRATION AFTER AUGUST 1!!!!!!** Space is limited; enroll early to reserve your spot.

DROPS: If classes are dropped for low enrollment, your fees are refundable. If you drop classes after July 15TH you forfeit Materials and Lab fees. If you drop classes after August 1st, you must still pay your first semester tuition in full. Drops for 2nd semester after Nov. 10th must pay second semester in full.

ORIENTATION and FINANCIAL COMMITMENT IS MANDATORY - There are no exceptions. Please make arrangements to be at one of the 2 orientations. June 30th at 2:30 after Round-Up at Heatherwood or on July 24 at 6:30 at Heatherwood in the Fellowship Hall. We want you to be fully informed as you sign your financial commitment. All students and at least one parent are required to attend one of the Orientation meetings and sign the Statement of Cooperation, which is the agreement to abide by the Information, Conduct (student handbook) and Church Policy, located on www.enchea.com under the academics tab for Eluminatus.

Tuition, Lab or Materials fees: Materials and Lab Fees: due July 15th, non-refundable. Class tuition due: August 1st. Signed financial agreement must be turned in at ORIENTATION before Tuition will be accepted. Tuition and fees are listed by course in the course catalog. Once classes begin, you are committed for one semester at a time. In order to eliminate your 2nd semester commitment, you must notify us by no later than November 10th.

PARENT SERVICE REQUIREMENT: All parents are required to serve a few times a year at Eluminatus/Bridge on Parent Squad to support the program Directors. The goal of Parent Squad is to keep the student's safe, to make sure they observe the behavior guidelines, the church policy, and to show our spirit of service. A Sign-Up Genius will be provided for you to choose your dates of service. Parents are responsible for finding their own subs from among other registered families if unable to serve on their assigned day. You may do so by sending out a notice on the Yahoo group. **We take your student's safety seriously; failing to arrange for a sub and simply not showing up is considered a breach of the Statement of Cooperation and will result in a fine of \$50.**

HOURS OF OPERATION:

Thursdays only, 7:45 a.m. to 4:30 p.m. Students are not allowed on the church campus without adult supervision. They should arrive no earlier than 7:30 a.m. and leave no later than 4:30 p.m., unless an activity has been scheduled by the Directors. Students may not "hang out" in the parking lot. Those students that drive will be asked to leave the Heatherwood campus by 4:30 p.m. Parents must pick up students no later than 4:30 p.m. The Directors and adult volunteers cannot leave the campus until everyone has vacated the building and parking lot. Please be respectful of their time. Because of issues in the past, the Eagle's Nest Board of directors has voted to implement the following policy:

LATE PICK-UP: Unless a supervised scheduled activity is taking place, a monetary penalty will be charged to any family not picking their child up by 4:30 p.m. At 4:40 p.m., a charge of \$10 will be added to the family's account, to be paid by the 1st of the following month. An additional \$10 will be for each additional 10 minutes. The cell-phone time of the monitor will be used.

CODE OF CONDUCT:

Students and families are expected to be on their best behavior while on the church campus for Eluminatus/Bridge classes or any function sponsored by Eagle's Nest. A student's behavior and conduct reflect his attitude toward the LORD, his parents, and himself. Because students also represent Eluminatus/Bridge and the homeschool community in general, we ask that each student do their best in everything. Students need to be prepared for class, be punctual, be honest, and be respectful. **Submit to the authority of the instructors, directors, parent volunteers, and obey the code of conduct and policies set forth in this contract which you agree to by signing the Statement of Cooperation and Financial agreement.**

Romans 12:2 ESV

Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.

DRESS CODE

STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF THEY ARE OUT OF DRESS CODE and should remain in dress code while on campus. EN shirts will not be required this year. However, we have new shirts that can be purchased. We will be having School Spirit days and we hope you will still purchase a shirt! We are going to a photo ID lanyard system. Students must wear their Student Photo ID Lanyard at all times while on campus. It must be their own ID – no swapping! Lanyards should be picked up and returned in the lobby each Thursday. Please do not take your lanyard home. If you do and you forget it the following week, you will have to wear an EN t-shirt that we will provide. The following guidelines must be followed:

- We encourage a modest Christian appearance at all times at all Eagles Nest events. **Some styles, may not be appropriate for EN Events)**
- Pants: Jeans, dress casual or cargo type pants are acceptable -no holes or patches above the knee, no underwear and no midriff or backside showing...wear extra layers or a belt if necessary. Shirts must hang below the waistband of the pants or be **tucked into pants** and may not be tied or rubber-banded above the waist while on campus. Leggings will be allowed **IF** your shirt completely covers your bottom.
- Boys, Shorts: Walking/Bermuda length shorts, no shorter than **two inches** above the top of the knee
- Girls, Skirts/shorts: No shorter than 2 inches above the knee, no pants with holes or patches above the knee
- Please be respectful when wearing a hat and follow the policy of the class you are attending, for example remove during testing or when the tutor says to do so.
- Clothing that implies rude, disrespectful, obscene language or images is not appropriate to wear to Eagles Nest classes or events.

Dress Code for Eagle's Nest Events and Dances designated Formal or Semi-Formal: *Please refer to Prom Protocol for Prom guidelines.*

Gentlemen – Formal: Tuxedo or suit with tie or bow-tie, dress shirt, dress pants and jacket.

Gentlemen – Semi-formal – dress pants, shirt with collar and tie, jacket optional. No jeans or t-shirts.

Ladies – Formal: Floor length dresses

Ladies – Semi Formal: dress or skirt, the shortest part of the hem should be no shorter than 2 inches above the knee.

We want you to have the dress you love; however, we also want it to be modest. Here are some guidelines:

Deep plunging necklines, cutouts, strapless dresses, skin colored "illusion" fabrics are inappropriate for Eagles Nest dances. The back must not be lower than the shoulder blades (bra-line). Please understand that your dress may be altered to accommodate the dress code. If your dress is strapless, please add straps, if the V-in front shows cleavage, the back dips too low, has cut-outs on the sides, or a slit on the hem that comes above the knee, then please plan to add opaque fabric that matches the dress, or stitch fabric closed, so that your gorgeous dress complies with dress code. We would love to see you wear it! If in doubt, text a picture of you in the dress (front and back) to Mrs. June at 678-643-2421.

Conduct - Please be on your best behavior for the night. We want to leave a good impression as Christians and as homeschoolers. Improprieties such as being offensive on the dance floor, drinking any alcoholic beverages (before or during), smoking, cursing, being disrespectful, open and blatant public displays of affection, and any type of substance abuse will not be allowed. You and

your guests will be dismissed from the event, your parents will be notified and there will be consequences for any violations; your opportunity to continue to go to EN dances depends on the behavior displayed.

The chaperones have the right to determine any other issues.

Please remember we are the light of Christ in the world and we need to act accordingly, think before you do something, when in doubt, don't!

Sincerely,

EN Board

CLASS ATTENDANCE

- Tutors are required to take attendance per GAC guidelines and for safety during emergencies and drills. If a student is going to be absent from class, it is the parent's responsibility to contact the tutor and/or the director before the scheduled class begins.
- For Eluminatus and Bridge classes, all absences, tardiness and skipping, will be reported to the Director, who will, in turn, inform the parent via email unless the parent has already notified the tutor and director. For students that drive themselves, this also alerts you that they didn't make it to class.
- All unexcused absences and tardiness may adversely affect the student's grade in the class. Stay in contact with your tutor.
- If a student is habitually absent or tardy, the tutor reserves the right to utilize disciplinary action, mark the student's grade as Incomplete, Failing, or dismiss the student from the class.
- Leaving class without the tutor's permission is unacceptable and will adversely affect the student's final grade.

DAILY CONDUCT

- Students should show respect and kindness to all adults and other students and should refrain from disrupting class.
- Cheating is prohibited. Tutors or leadership may request students stow bottles, cups, hats, cell phones, etc., to avoid cheating. This includes all "Take-Home" tests.
- Students **MUST** remain in the designated class areas, the quiet study rooms and breakrooms.
- Wandering the campus grounds is not permitted.
- Visitors will be given a nametag. Only students enrolled in Eluminatus/Bridge or siblings are allowed on campus unless an event has been scheduled giving permission for guests. Non-students/visitors are not to hang around past the lunch break, during class hours, so as not to be disruptive to the tutors and students, unless arrangements have been made with the Director.
- Students that are finished with classes should leave campus; unless they are waiting for a ride home, for other family to be finished with their classes, or Voyagers co-op. They may stay as long as they are in the designated areas and adhering to the Conduct and church policy. If students have long periods between classes, they must bring work to do or a book to read.
- Eluminatus and Bridge students are allowed at Voyagers co-op only when they have been assigned a job at Voyagers and with the permission of the Voyager's Director.
- The hallways in the classroom area are to be kept quiet and may not be used as an area for group discussions.
- Students should not take or play "keep-away" with other's belongings or participate in shoving, pushing or roughhousing.
- ALL cell phones are to be turned off during class or they will be confiscated. Laptops and devices may be used for note-taking and class work, **at the tutor's discretion**, however **absolutely no texting or social networking is allowed during class**. Tutors may confiscate the device for the day if the student is being disruptive or using it for anything other than class work.
- Students should eat and drink only in designated areas and clean up after themselves. We have a microwave in the breakroom for student use. Please clean up any spills or splatters after use. Please leave the campus in better condition than it was found.
- NO hover boards, skateboards, scooters, roller blades, bikes, etc. are allowed on the church campus.
- Students are not permitted to "hang out" in any vehicles or in groups in the parking lot unless an adult is present.
- Musical instruments are allowed during the designated lunch break; but must be "unplugged" during regular class hours.

SAFETY AND PROTECTION

Eagles Nest members, tutors and students will in good faith watch out for each other and report to the local authorities abuse of children **by an adult**, physically, sexually, emotionally, by neglect or exposure, in any form of violence or threat, or exposure to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material or illegal substances. No person may abdicate this reporting responsibility to any other person. The Eagles Nest Board must be notified of this report **immediately**, or of any violation of these policies, so they may take appropriate action for the safety of our children, make appropriate notifications, and follow-up with investigating agencies.

Eagles Nest has adopted the following policies for the safety and well-being of its youth.

While these policies are primarily for the protection of youth members, they also serve to protect supervising adults.

- **Minimum two-adult leadership on all field trips and outings is required.**
- **One-on-one contact between adults and youth, in situations requiring a personal meeting, such as tutoring, ministry, or discipline, should be conducted within view of others. Rooms without adult supervision must maintain an open door.**
- **Inappropriate use of cameras, imaging, or digital devices prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in restrooms.
- **Youth leadership monitored by adult leaders.** Adult leaders or directors must monitor and guide the leadership techniques used by youth leaders and student government.
- **No secret organizations.** Eagles Nest does not recognize any secret organizations as part of its program. All aspects of the subsidiary programs are open to observation by parents.

- **No hazing.** Physical hazing and initiations are prohibited and may not be included as part of any activity.
- **No bullying.** Verbal, written or physical behavior that is predatory, including cyber bullying is prohibited by students or adults. Please note that an adult speaking to or contacting a child directly may be perceived as bullying. *****Special Note – Any form of Bullying will absolutely not be allowed. Georgia law states, “Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate”. This includes the obvious, but also calling names and talking badly about someone (whether they can hear you or not).
- **Social media guidelines.** The policy of two adults being present extends into cyberspace. Another adult should be copied on any electronic communication between an adult and student. Example, tutors emailing homework should email a copy to the parent as well as the student when using a student’s email address or online grading.
- **If bullying has occurred, do not contact** the parent(s) of the student(s) or the adult who bullied directly. This is usually a person’s first response, but sometimes it makes matters worse. A Director, or EN Board member, **with respect and calm**, should contact the adult, or the parents of the student(s), who did the predatory, bullying or provocative behavior to address the situation **with love and trust**.

DISCIPLINARY ACTION

Occasionally, disciplinary actions may be necessary to maintain the standard of behavior. If a student is reprimanded for an offense or dismissed by a tutor from class for being disruptive, written documentation – a Warning slip will be issued and the parent will be notified. Consequences to be determined by the Director, based on the offense.

Possible consequences: The student may be:

- asked to give verbal or written apology; or
- come early, or stay late, to help with set-up or clean-up; or
- restricted during "free time" on campus and asked to sit in Quiet Study Hall; or
- removed from class and issued zeroes for missed work; or
- Parent may be asked to shadow the student in class; or
- If the offense is deemed serious, the Directors may refer the matter to the Eagles Nest Board for guidance or a vote of dismissal. The student and parents may be asked to meet with the Director and/or EN Board of Directors.
- If the student is dismissed from the program, the parents are still responsible for full payment of the classes.

ACADEMIC PROBATION

- An Academic Probation form may be used by an instructor for informing the family if a student's academic standing falls below a “Passing” level. Evaluations and review of academic progress will occur approximately every nine weeks. A grade below 70% is considered “Failing”. The student has until the next review date to bring their grade up to a “Passing” percentage (70% or above). If this is achieved, the student will be released from academic probation. If the grade percentage remains below 70%, the student will not be able to continue participating in the course, for which they are on academic probation, for the remainder of the year, unless the tutor determines that the student will benefit from the additional instruction and has not been a behavior problem in the class. Payment for the course and the repeat of the course are required.
- If your child is on academic probation and is dismissed from a class, you will still be financially obligated for class payment for the remainder of the semester. If this is first semester, follow the guidelines in number 7 of the Financial Agreement policy, and any outstanding fees. No credit or grades will be issued from Bridge or Eluminatus for that class and your student will not be able to register for classes for the next academic year until all financial obligations have been met and the EN Treasurer has cleared your account as “Paid in Full”.

BOARD REVIEW

At the Director's discretion, any violation of the Academic standards, Information Guide, handbook, Behavior Guidelines, Dress Code, Church Policies, or any infraction not mentioned, can be taken directly before the Eagle's Nest Board for consideration. The Board will review the information to the best of their ability and render a course of disciplinary action. Eagle's Nest By-Laws will be a point of reference, but not exclusively, for their decision.

Eagles Nest Christian Home Educators Association By-Laws is the Umbrella under which Eluminatus and Bridge operate.

EN Board of Directors:

The following families are currently on the Board of Directors: encheaboard@gmail.com

Chris & Rhonda Abercrombie

Jeff & Kelly Myers

Jamie & Lori Walker

Kevin & Kelli Yarbrough

MAILING ADDRESS FOR THE EAGLE'S NEST TREASURER: P.O.BOX 158, SHARPSBURG, GA 30277

DISMISSAL:

EAGLES NEST RESERVES THE RIGHT TO DISMISS Adults and Students, for any of the following from Eluminatus/Bridge, Eagles Nest, and the church campus:

- **Cheating or Plagiarism** - The direct copy of other’s work without documentation and credit is against the law. Student must use MLA standards (Modern Language Association) for citing other’s writing (we recommend www.easybib.com)
- **Abuse** - No physical, written, verbal or emotional abuse, including obscenity, racial slurs, foul, malicious, predatory, bullying, language or gestures.

- Weapons - No firearms, knives, or bb-guns. Pretend or otherwise. *Special permission may be given to the student if needed for class presentation. Parents must contact the Director prior to presentation for permission. Licensed carry is exempt.
 - Controlled substances - No use or possession of alcoholic beverages, tobacco/nicotine products, E-cigarettes, illegal drugs or drug paraphernalia.
 - No public displays of intimate affection (PDA) while on campus.
 - No abuse of access to technology, cell-phones, and computers (Wi-Fi, texting, Facebook, Instagram, etc.)
 - No reckless driving by students or parents. The speed limit on campus is 15 mph! Please use extreme care.
 - Non-payment, refusal to comply with EN Bylaws, Eluminatus/Bridge conduct guidelines, safety policies, or church campus rules.
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DISCLAIMER

A home school parent does not abdicate their responsibility for the education of their child by enrolling their student in Eagles Nest Eluminatus or Eagles Nest Bridge or using Transcription Service. Parents are responsible for the record keeping, education and safety of their students while participating in the Eagle's Nest programs, events, functions, including attending classes at Eluminatus, Bridge, Voyagers, Explorers and all field trips. ENCHEA, Heatherwood Baptist Church and all representatives of these organizations do not accept any liability for any injuries sustained while attending an ENCHEA function. Eagle's Nest, Eagle's Nest Eluminatus/Bridge and Heatherwood Baptist Church are not responsible for any of the student's accidents or injuries that occur off campus. Transportation to and from campus is the parent's responsibility. Students leaving campus to go to lunch, etc. do so at their own risk. If you do not want your student to leave campus after their arrival, either on their own or with friends, it is the parent's responsibility to enforce this issue.

Georgia Department of Education: Excerpt from the Declaration of Intent to Home School

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx>

"Georgia law requires parents or guardians who teach their children at home to submit to the Georgia Department of Education (GADOE) an annual Declaration of Intent form. A Declaration of Intent must be submitted to the Georgia Department of Education within 30 days after establishment of a home study program and by September 1 annually thereafter."

The parent or guardian shall have the authority to execute any document required by law, rule, regulation, or policy to evidence the enrollment of a child in a home study program, the student's full-time or part-time status, the student's grades, or any other required educational information. This shall include, but not be limited to, documents for purposes of verification of attendance by the Department of Driver Services, for the purposes set forth in subsection (a.1) of Code section 40-5-22, documents required pursuant to Chapter 2 of Title 39 relating to employment of minors, and any documents required to apply for the receipt of the state of federal public assistance.

Once the child/children are officially registered as a home school student, you as the parent have similar rights and responsibilities of the Local Education Authority (District office). The parent is considered the superintendent, principal, teacher, and you can create and sign any document that relates to the educational needs of your child/children."

HEATHERWOOD BAPTIST CHURCH POLICIES and ENTRANCES

We are blessed to be able to use the facilities of the Church for Eagles Nest(ENCHEA), Eluminatus, Bridge, Voyagers, Archery, as well as for many other home school functions. It is vital to our continued use of the facility that the church's activities NOT be disrupted. Failure to abide by these simple rules could result in the loss of the privilege of using this facility and damage the credibility of Eagle's Nest. (Color map on website)

- Eluminatus and Bridge designated areas are in the lobby entrance, 2nd floor classrooms and 1st floor forward classrooms only.
- Eluminatus and Bridge may use only the designated entrance for ENCHEA. Do NOT use the entrances or exits for the church PRE-K program. These areas are off-limits.
- Do not enter areas designated for the Church Pre-K, the fellowship hall (unless passing through to class), kitchen, or gym while in use by the Church Pre-K from 8am to 12:30pm. All doors are security locked and the campus is on camera surveillance.
- Speed limit on campus is 15mph. **All traffic is ONE WAY, keeping to the left** as you enter the campus. No reckless driving in the parking lot by students or parents. Please use extreme care.
- Park only in the 2nd tier lot or in the parking spaces before the second tier begins.
- Please keep to the left, drive through the 2nd tier parking lot. **Do not use the Portico drive-thru/pickup as this is for church PreK.**
- All students must be supervised, including time between classes.
- No animals are to be brought into the church facility unless for class purposes ONLY. Please notify the Directors at least one week prior to the date of needing to bring the animal. **THIS IS A MUST!**
- All classrooms should be cleaned at the end of each class and the trash removed after the last class.
- Pick up after yourself. Please leave the area in better condition than when you arrived