



Eagle's Nest

Bridge and Eliminator

Parent/Student

Handbook

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General Information

Mission Statement

The Mission Statement of Eagle's Nest Bridge and Eluminatus is to be a support to homeschooling parents in educating their children. Our goal is to connect outstanding, credentialed tutors with parents where additional help is desired; and to do so in a loving and Christian environment.

Eagle's Nest Statement of Faith

We, the members of ENCHEA, in order to spread the gospel of our Lord Jesus Christ and further His kingdom, do ordain and establish this statement of faith:

- i) We believe there is one true God, eternal Creator of the universe, and He alone is to be worshiped. Though one God, He is revealed in three Persons--Father, Son, and Spirit. (Gen 1:1-2, Mat 4:10, Heb 1:5-8, Joh 1:1-3, 8:56-58, 10:30, 14:8-9, 16-18)
- ii) We believe that Jesus Christ is the only begotten Son of God, who took on human flesh, remaining fully God and fully man, yet without sin, and that He is the image of the invisible God. (Joh 3:14-17, 9:35-38, Mat 14:31-33, Heb 1:1-3, 4:14-15, Col 1:15-19)
- iii) We believe that the Bible is the inspired, inerrant word of God, and is the only infallible written guide for our daily life. God has ordained that through the preaching of His word, He will eternally save souls. (2Ti 3:16-17, Rom 10:13-17, 1Co 1:21)
- iv) We believe that salvation is a work of the Spirit of God as men are born again. This salvation is offered as a free gift to the sinner and must be responded to in individual repentance and faith, not trusting in any personal works but in the sacrificial death of Jesus Christ alone. (Joh 3:3-8, Mar 1:14-15, Tit 3:4-7, 2Ti 1:9, Eph 2:8-9)
- v) We believe that our children are gifts from God and that as parents we are fully responsible for educating them, instilling godly character within them, and training them by instruction and example to love God with all their heart, soul, mind and strength, and to love their neighbors as themselves. (Psa 127:3, Pro 22:6, Eph 6:4, Mar 12:28-31)

Hours of Operation and Late Pick-Up

Our regular hours of operation are Thursdays from 7:45 a.m. to 4:30 p.m. Students are not allowed on the church campus without adult supervision. Those students who drive will be asked to leave the campus by 4:30 p.m. Parents must pick up students no later than 4:30 p.m. The director cannot leave campus until all students have vacated the building and parking lot. Please be respectful of her time! There will be a \$1.00 per minute fine charged to any family who is late picking up students.

Safety and Protection

Eagle's Nest has adopted the following policies for the safety and well-being of its students:

- Minimum two-adult leadership on all field trips and outings is required.
- One-on-one contact between adults and youth: 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 is prohibited. It is always inappropriate to use any device capable of recording or transmitting visual images in restrooms.
- Adult leadership or directors must monitor and guide the leadership techniques used by youth leaders and student government.
- Eagle's Nest does not recognize any secret organizations as part of its programs.

Inclement Weather Policy

In the event of inclement weather, we follow the Coweta County School System. If they are closed, we are closed. If they delay, we are still closed. An email announcement will come out through Groups.io.

Lunches

The Senior Team orders lunch each week, alternating between Chick-Fil-A and Papa John's Pizza. An order email comes out weekly. This is optional and usually costs between \$5.00-\$6.50. Students may bring their own lunches. We have a microwave in the break room for student use. The Senior Team also sells snacks and drinks throughout the day.

Leaving Campus During School Hours

If your high school student has permission to leave campus during school hours for lunch, coffee, etc., please fill out and sign a sticker at orientation. It will be placed on the back of your student's ID to indicate that you are allowing your student to leave campus during school hours.

Communication and Weekly Newsletter

A newsletter is sent out each week on Monday with important information about the upcoming week. It is imperative that you commit to reading this newsletter each week and sharing the information with your student. Groups.io is our primary means of communication. You will receive an invitation to join if you are not already a member.

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 goals of Parent Squad are to keep the students safe, make sure they observe the behavior guidelines and church policies, and show our spirit of service. A Sign-Up Genius will be provided for you to choose your dates of service. If you have not signed up by August 1, 2021, your student will not be allowed to attend class on the first day! No exceptions!

Parents are responsible for finding their own subs from among other registered families if unable to serve on their assigned days. You may do so by sending out a notice on the Groups.io page. We take your student's safety seriously! Failing to arrange for a sub and simply not showing up is a breach of the Statement of Cooperation and will result in a fine of \$50. For additional information, please contact the Parent Squad coordinator.

*Parents of students who are participating only in Monday classes or activities are not required to serve on Parent Squad.

Senior Team

The Senior Team plans both Prom and Graduation. Eluminatus Juniors and Seniors in good standing and their guests are eligible to attend Eagle's Nest Prom and Graduation. Seniors and their parents must attend meetings and adhere to deadlines.

Student Board

Eluminatus elects a new Student Board each year. The Student Board plans spirit days, events, and dances. Some of these may be open to only Eluminatus students and/or Bridge students, while others may permit guests. 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 Eagle's Nest 8th graders in its members-at-large.

Declaration of Intent

The State of Georgia requires that parents who choose to homeschool their children must submit a Declaration of Intent. This form states that YOU are the teacher for your child during that school year. In Georgia, you are required to do 4 ½ hours of schoolwork each day. You may hire tutors to help you educate your child, but YOU are the teacher. Your student meets with our tutors for 1-1 ½ hours per week. Content is introduced on Thursdays and then YOU, as the teacher, must help and follow-up with your students each and every day to be sure that they understand the concepts and that they are completing the work assigned. If you are not doing this follow-up, you are not fulfilling your commitment to the state to teach your child.

Mandatory Reporting

As educators, we are required by Georgia Law to report any case of child abuse, neglect, or educational neglect within 24 hours from the time there is reasonable cause to believe that abuse has occurred.

Academics

Accreditation

Eagle's Nest Eluminatus is a Non-Traditional Education Center accredited through the Georgia Accrediting Commission. Eluminatus classes are accredited; Bridge (middle school) classes are not. Classes offered are listed in the Course Descriptions, available on the website under the Academics tab.

Transcripts

If you would like to obtain an accredited Eagle's Nest Eluminatus transcript, contact Mrs. Switzer (entranscripts@gmail.com) for details. She provides this service for an extra fee and with a signed agreement. Her information and requirements are available on our website. Parents may choose to compile their student's transcript on an independent track.

When filling out forms related to dual enrollment, college admissions, or scholarships, keep in mind that your "school" is the organization that issues your transcript. If you are using Mrs. Switzer's transcript service, Eagle's Nest Eluminatus should be listed as your school. If the transcript is issued by parents or some other organization, that should be considered your "school" for this purpose – NOT Eluminatus. This applies even if you are taking/have taken Eluminatus classes.

Standardized Testing

Eagle's Nest offers the Iowa Test of Basic Skills each year in April. Registration information for this test will be posted through Groups io. Testing is required every third year beginning in grade 3; however, parents may choose to have their children tested in other years as well.

Tutors

All our tutors are certified or highly qualified in their subjects. Tutors set their own curriculum and class expectations, keeping in mind state educational requirements. Students are expected to attend the course lectures and labs, and to 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 needed. All our tutors have plans in place in case of a Shelter-In-Place order or other event that prevents us from holding in-person classes. We realize that distance learning is not ideal, but our tutors know how to make it work.

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, through Thinkwave, and you will need to retain them. You will receive an invitation to join Thinkwave before classes start. 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, the online grading system, or email. We do not retain grades or transcripts within Eagle's Nest Eluminatus or Bridge.

Attendance

Students who are enrolled in Bridge and Eluminatus are expected to be present and on time for school every day school is in session. Students are expected to attend classes and complete all requirements for each course in which the student is enrolled. Because we only meet for 33 weeks, class attendance is vital to students' progress.

1. Short-term absences: If a student needs to be absent from school for a day, the parents should contact the tutors and the director as soon as possible prior to the absence. Absences will be excused due to student illness or an emergency, but the teacher must be contacted **BY THE PARENT prior** to the absence for it to be considered excused. Even though an absence may be excused, the work assigned is NOT excused. Assignments are due on time whether the student is in attendance or not. This means that your student **MUST** send in work via email and it must be timestamped **PRIOR** to the time that class would start. For example, if your student's class starts at 9:45, all work due that day must be emailed no later than 9:44 – even if you are out of town!!!! A tutor can make exceptions on a case-by-case basis, but it must be arranged in advance.

(Attendance continued)

2. **Pre-Planned Absences:** We will cooperate with families taking their children from school for family plans or other non-illness reasons. However, we expect schoolwork to be completed and turned in on time as stated above. As soon as you know that you will be absent due to a reason other than illness, please let the tutor know so that he/she may get the work together for you.

3. **Maximum Absences:** If the number of absences total 4 class days for the semester, the student may not receive credit for that semester. This means that 3 days for the semester is the maximum number of absences, whether planned or unplanned, that will be permitted for a passing grade. There are a minimum number of days in attendance required for Eagle's Nest to keep our accreditation, and we must adhere to that rule.

Late Work Policy

Work that has been assigned is due when it is due! Late work will not be accepted. If you are absent, your work must be turned in BEFORE your class is scheduled to start. For example, if your class begins at 9:45, you must turn in work by email which is timestamped by 9:44 or it is late. Tutors can make exceptions on a case-by-case basis, but exceptions will be rare. Get your work completed in a timely manner and make sure it is turned in on time to avoid zeros!

Cheating and Plagiarism

The direct copy of another person's work without documentation and credit is plagiarism, which is dishonest and illegal. Students must use MLA or APA standards for citing works (we recommend www.easybib.com). Please know that plagiarism is considered theft of someone else's writing, and colleges will expel you for plagiarism. Plagiarism at Eluminatus/Bridge is referred to the tutor and Eagles Nest Board of Directors for review. It is a dismissible offense.

Academic Probation

- An Academic Probation form may be used by a tutor to inform 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 the 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 that course. Payment for the course is still required, and the course must be repeated in order to get class credit.
- If your child is on academic probation and is dismissed from a class, you will still be financially obligated for tuition payments for the remainder of the semester. 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 had cleared your account as "Paid in Full".

Personal Conduct

Code of Conduct

Students, parents, and guests are expected to be on their best behavior while on the church campus for Eluminatus/Bridge classes or at any function sponsored by Eagle's Nest. Your behavior reflects your attitude toward the Lord, your parents, and yourself.

Because students also represent Eluminatus/Bridge and the homeschool community in general, we ask that all students do their best in everything. Students need to be prepared for class, punctual, honest, and respectful. Respect the authority of the instructors, directors, and parent volunteers; and obey the code of conduct and policies set forth in this contract to which you have agreed by signing the Statement of Cooperation and Financial Agreement.

Daily Conduct

- Students should show respect and kindness to all adults and other students and should refrain from disrupting class.
- Bullying and hazing are not allowed! Please keep in mind that what seems like a joke to you may be hurtful to someone else. If you feel that you are being bullied, inform the director right away.
- Students are expected to do their own work on assignments and tests – no cheating! Tutors or leadership may request that students stow bottles, cups, hats, cell phones, etc., to minimize the opportunity to cheat. Honesty is also expected for all take-home tests.
- Students must spend their time on campus in the designated classrooms, quiet study room, or break room. No loitering in other areas or wandering the campus grounds.
- Use the break room for conversations with friends and classmates. The hallways and study area need to remain quiet.
- Students must get permission from the director to use the elevator. If you need to use the elevator due to physical limitations or to transport heavy/bulky items, permission will be granted. Otherwise, use the main lobby stairs.
- Eluminatus/Bridge students are allowed at Voyagers only when they have been assigned a job at Voyagers and with the permission of the Voyagers’ director.
- Students are not permitted to “hang-out” in any vehicles or in groups in the parking lot unless an adult is present.
- Students may eat and drink in the break room. No food or drinks except water are allowed in other areas. You must clean up your mess after eating and drinking in the breakroom!
- There is a microwave in the breakroom for student use. Please remember to leave the microwave clean after each use.
- Hoverboards, skateboards, scooters, roller blades, bikes, and wheeled shoes are not permitted on the church campus.
- Musical instruments are allowed in the breakroom. Acoustic only please.
- The speed-limit on campus is 15 mph. You will lose the privilege to drive on campus if you are caught speeding!
- Students may use phones in the quiet study area only. Phone use is not permitted in the break room, hallways, or restrooms. Phones may not be used in class unless a tutor specifically asks students to use their phones for an educational purpose. Please make sure that what you’re doing or viewing on your phone is appropriate.
- There should be no use of social media at Bridge/Eluminatus. You may not post any video taken at Bridge/Eluminatus to social media. Keep in mind that colleges, the NCAA, and future employers all look at social media accounts when making decisions on admissions and hiring. Does your social media reflect the character and conduct of Christ?
- Visitors will be given nametags. Guests are permitted for certain scheduled events, but at all other times only students, parents, and siblings are allowed at Bridge/Eluminatus.
- We are in a church setting. Keep your language and conversations clean. We want to honor God with our words, thoughts, and deeds!

Dress Code

Students will not be allowed to attend class if they are out of dress code.

- While EN shirts are not required, we do have them available for purchase at the beginning of each school year. We will be having School Spirit days and we hope you will purchase a shirt!
- All students must wear a photo ID on a lanyard while on campus. Clipping it on a backpack is not acceptable. You must wear your own ID – no swapping! If you forget your ID, you will wear an EN shirt and stick-on nametag for the day.
- The following dress code guidelines must be followed at Eluminatus/Bridge:
 - We encourage a modest Christian appearance at all times at Eagle’s Nest events.
 - 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.
 - Pants: jeans, dress casual, or cargo type pants are acceptable – no holes above the knee, no underwear, midriff or backside showing. Wear extra layers or a belt if necessary.
 - Shorts and Skirts: Walking/Bermuda length shorts with a minimum 7-inch inseam. No skirts shorter than 2 inches above the knee. No holes above the knee.

(Dress Code continued)

- No tank tops may be worn (male or female). Sleeveless shirts may be worn as long as no bra strap is showing. No backless shirts may be worn.
- Please be respectful when wearing hats and follow the policy of the class you are attending. If a tutor asks you to remove your hat, you must do so.
- Clothing that implies rude, disrespectful, or obscene language or images is not appropriate to wear to Eagle's Nest classes or events.

Dress Code for Dances

- Gentlemen (Formal): Tuxedo or suit with tie or bowtie, 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.
- Dress guidelines: No plunging necklines or cut-outs. Strapless dresses are allowed if they have “stays” to prevent slipping. If you feel the need to constantly tug at your dress to keep it up, don't buy it! Lace dresses with skin-colored fabric are acceptable as long as the lace is not placed to look as if it is covering up “parts”. The back must not be lower than mid back. All prom dresses must be approved in advance by the director or designated prom coordinator.

Communication Etiquette

Remember the old adage, “Sticks and stones may break my bones, but words will never hurt me?” The truth is that words CAN hurt us, but they can also encourage, console, instruct and heal. Words are powerful instruments! Good communication between tutors and parents, tutors and students, and parents with other parents is essential. Because we are all human, issues will inevitably come up that need to be talked through. Matthew 18:15-17 says:

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (ESV)

We must all deal with one another honestly whether the issue is small or large. If you have a disagreement with someone (for example, parent to tutor), work together to come to an agreement on the issue. If someone has truly offended you in any way, go to them first to try to reconcile the situation. Kindly and truthfully discuss the situation, and hopefully it can be resolved. If an issue cannot be resolved and is Eluminatus/Bridge related, then get the director involved.

Church Policies

Church Policies

We are blessed to use the facilities of Crossroads Church for Eagle's Nest, Eluminatus, Bridge, Voyagers, Archery, and many other homeschool functions. It is vital to our continued use of the facility that we avoid disrupting church activities. To continue to be allowed to meet at Crossroads and avoid damage to the credibility of EN, we must follow the rules.

- Eluminatus and Bridge may only use the main lobby entrance and 2nd floor classrooms.
- Do not enter areas designated for the church preschool program.

(Church Policies continued)

- Speed limit on campus is 15mph. No reckless driving in the parking lot by students or parents. Please use extreme care.
- Park only in the designated areas. Students, parents, and EN guests should use the upper parking lot. Tutors and families with special needs may use the lower parking lot near the elevator.
- All students must be supervised, including time between classes. Students may not go anywhere on campus that is not supervised or approved for EN.
- No animals are to be brought into the church facility unless for class purposes only. If you need to bring an animal for class purposes, please notify the director at least one week in advance. 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.

Board Review and Dismissal

Board Review

At the Director's discretion, any violation of Eagle's Nest bylaws or the rules in this handbook can be taken directly before the Eagle's Nest Board of Directors (encheaboard@gmail.com) for consideration. The Board members will review the information to the best of their ability and render a course of disciplinary action. Eagle's Nest bylaws will be a point of reference, but not the exclusive basis, for their decision. Eagle's Nest Christian Home Educators Association is the umbrella under which Eluminatus and Bridge operate. The following families currently serve on the Board of Directors: Jeff and Kelly Myers, Jamie and Lori Walker, and Kevin and Kelli Yarbrough.

Dismissal

Eagle's Nest reserves the right to dismiss adults and students, for any of the following:

- Cheating or Plagiarism – please see the full explanation on page 6 of this document.
- Abuse – No physical, written, verbal or emotional abuse will be tolerated. This includes obscenity and racial slurs, as well as foul, malicious, predatory, or bullying language or gestures.
- Weapons – No firearms, knives or bb-guns, pretend or otherwise.
- Controlled substances – No use or possession of alcoholic beverages, tobacco/nicotine products, E-cigarettes, illegal drugs, or drug paraphernalia.
- Public displays of intimate affection while on campus.
- Abuse of access to technology, cell phones, and computers.
- Reckless driving by students or parents. The speed limit on campus is 15 mph. Please use extreme care.
- Non-payment of tuition, tutor fees, fines, or any other payment due per the Financial Agreement.
- Refusal to comply with EN Bylaws, Eluminatus/Bridge conduct guidelines, safety policies, or church campus rules.
- Out-of-control behavior or blatant disrespect of adults.

Disclaimer

Homeschool parents do not abdicate their responsibility for the education of their children by enrolling their students in Eagle's Nest Eluminatus or Bridge or using a Transcription Service. Parents are responsible for the record keeping, education and safety of their students while participating in the EN programs, events, and functions. ENCHEMA, Crossroads Church and all representatives of these organizations do not accept any liability for any injuries sustained while attending ENCHEMA functions; nor are they responsible for any student accidents or injuries that occur off campus.