

2026



2027

Eagle's Nest HANDBOOK

for
**Eluminatus,
Performing Arts,
Voyagers, & Clubs**

**Whatever you do, work heartily, as for the Lord and not for men,
knowing that from the Lord you will receive the inheritance as your reward.**

You are serving the Lord Christ.

— Colossians 3:23-24

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"Train up a child in the way he should go; even when he is old, he will not depart from it."

- Proverbs 22:6

About Eagle's Nest

Eagle's Nest Christian Home Educators Association is a Christian homeschool support organization that seeks first to honor the Lord Jesus Christ in all we do as we come alongside families in their homeschooling journey. Eagle's Nest is like one big umbrella with lots of smaller groups included under the umbrella. You have to be a member of Eagle's Nest to participate in anything under the umbrella.

Eagle's Nest programs and activities include the Eluminatus academic program, Voyagers enrichment co-op, the Performing Arts program, several clubs, field trips, service opportunities, social events, a graduation ceremony, standardized testing, a summer book sale, and more.

Eagle's Nest is governed by a Board of Directors. The following families currently serve on the Board of Directors: Alan and Danielle McKenzie; Steven and Tyra Ingle; Kevin and Kelli Yarbrough; and Greg and Amy Matkovich.

Statement of Faith

Eagle's Nest Statement of Faith

We, the members of Eagle's Nest Christian Home Educators Association, 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. (Genesis 1:1-2, Matthew 4:10, Hebrews 1:5-8, John 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. (John 3:14-17, 9:35-38, Matthew 14:31-33, Hebrews 1:1-3, 4:14-15, Colossians 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. (2 Timothy 3:16-17, Romans 10:13-17, 1 Corinthians 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. (John 3:3-8, Mark 1:14-15, Titus 3:4-7, 2 Timothy 1:9, Ephesians 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. (Psalms 127:3, Proverbs 22:6, Ephesians 6:4, Mark 12:28-31)

Promoting Positive Communication, Respect, and Unity

"How good and pleasant it is when God's people live together in unity!"

– Psalm 133:1

Good communication and respectful interaction between leaders, tutors, parents, and students is essential. Because we are all human, issues will inevitably come up that need to be talked through. We can all honor God and set a positive Christian example by dealing with each other with kindness and sincerity.

When conflict occurs within Eagle's Nest, all members should follow the biblical pattern of conflict resolution found in our Unity Promise. The following Unity Promise is part of the membership application completed by all new and returning Eagle's Nest members each year.

Unity Promise

The purpose of the Unity Promise is to encourage adult and student members of Eagle's Nest to follow a Biblical model of reconciliation and peacemaking in the event of interpersonal conflict.

As a member of Eagle's Nest Christian Home Educators Association (ENCHEA), I agree to the following Biblical pattern for resolving conflict:

1. Proverbs 19:11: *"A person's wisdom yields patience; it is to one's glory to overlook an offense."* If I am offended and I can overlook an offense, I will do so. Overlooking an offense means I will be able to be in fellowship as if the offense had never happened. I will not speak of the offense to others, and I will not keep a record of wrongs against the person who offended me. Overlooking an offense means truly putting it behind me without the need to discuss it with anyone. (see also Proverbs 17:9, Ephesians 4:32)

2. Matthew 18:15: *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."* If I am offended and cannot overlook the offense, I will contain the conflict by going directly to the other person and seek to peacefully resolve the matter between us. I will not involve other parties since this can lead to division. (2 Corinthians 12:20, Proverbs 16:28, James 4:11a)

3. Matthew 18:16 *"But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."* If the conflict is not resolved after speaking directly to the other person, I will only involve two or three witnesses who may help resolve the differences in a gracious and godly manner. This may include an ENCHEA leader, board member, or another member. I agree not to discuss this matter with others who are not directly involved. (Ephesians 4:2-3)

4. Matthew 18:17 *"If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or tax collector."* If the conflict is still not resolved, I can schedule a time to bring my concerns to the ENCHEA Board for the purpose of seeking a peaceful solution. Additionally, I may seek the help of a pastor or other mediator who is specifically trained in conflict resolution.

If a situation results in the need for disciplinary action, the appropriate measures will be taken according to the ENCHEA Tiered Discipline Policy.

Please report any serious, abusive, or potentially harmful situations directly to the board. The ENCHEA Board will never condone any kind of abuse or coverup of sinful behavior but will always investigate fully any serious allegations of that kind. Situations involving members where one party is in a position of authority over the other may also be brought directly to the ENCHEA Board if steps 1 – 3 are not feasible.

Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind.

-1 Peter 3:8

General Information for Eluminatus, Performing Arts, and Clubs

The information in this section is for Eluminatus, Performing Arts, and Clubs. For information specific to one of these groups, please refer to the relevant section. Please note that other Eagle's Nest programs and activities, such as Voyagers, may have different guidelines and requirements.

Inclement Weather Policy

In the event of inclement weather, we generally follow the Coweta County School System. This applies to all programs, activities, and events unless the ENCHEA Board communicates otherwise via email.

Illness Policy

- This illness policy only applies to Eluminatus, Performing Arts, and Clubs. Other Eagle's Nest programs and activities may require additional illness precautions. Please consult the relevant director, club sponsor, or event organizer for more information.
- This policy is intended to minimize the spread of illness without causing unnecessary absences.
- Students experiencing the following symptoms or conditions should not attend classes or activities:
 - Fever of 100 Fahrenheit or above within the past 48 hours
 - Cough, sore throat, or congestion due to a contagious illness, or suspected to be due to a contagious illness
 - Vomiting within the past 48 hours
 - Diarrhea within the past 48 hours
 - Eye infection such as pinkeye
 - Skin rash that is/may be contagious
 - Lice
 - Confirmed diagnosis of any contagious illness
- If a student becomes ill while at classes or activities, or is observed to have symptoms of illness, the Director will contact a parent to pick up the student as soon as possible. The sick student will wait in an area separate from other students until a parent arrives.
- If a member of a student's family has a minor illness, the student may still attend classes as long as he/she has no symptoms of illness. However, we ask that the student minimize the risk by spending as little time as possible on campus before/after class, avoiding the break room, and avoiding close contact with others.
- This policy also applies to staff members, tutors, and parent volunteers.

We don't want students to be forced to miss class or rehearsal every time a sibling has the sniffles, but we also want to make sure we aren't exposing our families to illness. If you have sick family members at home, please use good judgment and consideration for others when deciding whether or not your child should attend.

Safety and Protection

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

- All tutors, staff, parents serving on Parent Squad, and other adult volunteers must complete the required online child protection training and background check.
- A minimum of two unrelated adult chaperones is required on all field trips and outings. Depending on the number of students and the nature of the activity, more chaperones may be required, as determined by the Eagle's Nest Board.
- 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.
- It is strongly discouraged for students to be unsupervised in a room. However, we realize that on rare and brief occasions it is unavoidable. In the event that students are in a room without adult supervision, the door must remain fully open.
- 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.

Visitors

All visitors should have a purpose and permission in advance from the program director to be at Eluminatus, Performing Arts, or clubs. Visitors should sign in and get a visitor lanyard at the welcome table.

Mandatory Reporting

All staff members, tutors, and club leaders are considered mandatory reporters. 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.

Signing In/Out

To help maintain a safe campus, all students are expected to sign in when arriving for Eluminatus, Performing Arts, or club meetings and sign out when leaving. Students must sign out when leaving campus at the end of their classes/activities, leaving campus for lunch, or going out to the parking lot (even briefly). In the event of an emergency, this will help us determine which students are present.

Students Leaving Campus

- Parents may choose to give their high school students permission to leave campus between classes/activities to get lunch, coffee, etc. There will be a list parents can sign at our orientation meeting letting staff know that the student has permission to leave at will.
- Staff will not detain high school students from leaving campus, *whether or not they are on the list*. However, if we become aware of students leaving campus without parent permission, we will notify the parent. It will be up to the parents to address the matter as they see fit.
- Students must not loiter in the parking lot when leaving campus.
- Middle school and younger students may not leave campus between classes/activities unless they are with a parent, another adult designated by their parents, or an older sibling with permission from their parents.
- It is up to parents to decide how their students may leave campus after their last class/activity of the day. If students do not follow their parents' decision, it will be up to the parents to address the matter as they see fit.

Hours of Operation and Late Pick-up

- Thursdays: Our regular hours of operation are from 7:45 a.m. to 4:30 p.m.
 - Students who drive to campus must leave the campus by 4:30 p.m. Parents must pick up students by 4:30 p.m.
- Mondays: Hours of operation may vary according to which clubs and activities are meeting.
- Students are not allowed on campus without adult supervision. The director cannot leave students unattended on campus, so please pick up your student on time! There will be a \$2.00 per minute fine charged to any family who is late picking up students.

Social Events for Students

- Student Council Events: Our high school student council is made up of elected student representatives who help plan social events and fun activities for their classmates. Some events are open to both high school and middle school students, while other events are open only to high school students. Non-member guests may be permitted for certain events such as dances.
- Parent Organized Events: In addition to events planned by the Student Council, there may also be social events planned by parents. All events must be approved by the EN Board.
- Prom, Graduation, and Senior Activities
 - Eagle's Nest juniors and seniors are eligible to attend prom, along with their approved guests.
- Family Activities: Students of all ages are encouraged to attend family activities such as the Eagle's Nest Christmas Party and Family Fun Day.



Senior Team

The Senior Team is made up of the parents of all participating seniors. A few parents will coordinate the team's efforts as they plan Prom, Graduation, and sometimes other events for seniors.

All graduating seniors are encouraged to participate in these activities. We want to make sure that senior events are special and well-planned for our students, so seniors and their parents must attend meetings and adhere to deadlines. Fees for participation will be announced early in the school year, and there will be fundraising opportunities.

- Prom: Eagle's Nest Juniors and Seniors in good standing and their approved guests are eligible to attend prom.
- Graduation: Eagle's Nest Graduating Seniors are eligible to participate in the Eagle's Nest graduation ceremony. Please contact the senior team coordinators for details about fees and requirements.
- Other senior activities will depend on the interest of the seniors and the willingness of parents to plan the events.

Lunch

- The Senior Team orders lunch each Thursday as a fundraiser. There may also be lunch orders on Mondays if many students are likely to be present at lunchtime.
- An email comes out weekly so parents can place lunch orders for students. This is optional and usually costs between \$6.00 and \$8.00 per meal.
- Students may also 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.

Additional Opportunities for Students

- *Eagle's Nest offers additional opportunities for students such as Beta Club, field trips, a talent show, an art show, a science fair, and more. These activities and events are organized and supervised by parent volunteers.*
- *Eagle's Nest is a member of Georgia Association of Private & Parochial Schools. Some students may be eligible to participate in sports at other GAPPS schools as crossover students.*

Code of Conduct

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.”

– 1 Timothy 6:12

Students are expected to follow the code of conduct while at Eagle's Nest classes and activities. Parents, tutors, and staff are expected to set an example of Christian conduct and character.

Because our students represent Eagle's Nest and the homeschool community in general, we ask that all students do their best in everything. Students need to be prepared, 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 the contract to which you have agreed by signing the Statement of Cooperation and Financial Agreement.

- Refrain from disrupting classes or activities.
- Bullying and hazing are not allowed! If you feel that you are being bullied, inform the director right away.

WHAT IS BULLYING?

Bullying is conscious, repeated, hostile, aggressive behavior of an individual or group abusing their position with the intention to harm others or gain power.

- Gossip is not acceptable. Speak kindly, respectfully, and truthfully about your fellow students.
- Keep in mind that what seems like a joke to you may be hurtful to someone else. What you perceive as a joke or prank may be hurtful to someone else. “I was only joking” is not an excuse for unkind behavior.
- All students are required to have an Eagle's Nest ID.
- Students are expected to be truthful in their words, actions, and work. Integrity matters!
- Use the break room for conversations with friends and classmates. The hallways and study area need to remain quiet.
- Students may not go anywhere on campus that is not supervised and approved for Eagle's Nest use.

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!

- Students must sign in when arriving on campus and sign out when leaving. This is to help us keep track of which students are present in case of an emergency.
- 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 break room!
- There is a microwave in the breakroom for student use. Please remember to leave the microwave clean after each use.

PHONES, PHOTOS, AND SOCIAL MEDIA

- Students may not use phones or other personal communication devices during classes or activities unless they are specifically directed to do so by the tutor/adult leader for a purpose related to the class or activity.
 - Students may be asked by the tutor to place their phones on the tutor's table face down to be picked up at the end of class.
 - When not in classes or activities, students may use their phones to send brief texts, make brief phone calls, and access study resources and course work. Students may also listen to music or audiobooks using headphones.
 - Students may use laptops and tablets in quiet study only. These devices may only be used to access study resources and course work.
 - Students may not use social media, play video games, or watch internet videos (other than videos assigned for course work) on campus.
 - Students may not take photos or videos on campus. Exception: students on yearbook staff may take photos with yearbook cameras if directed to do so by the yearbook sponsor.
 - Students are permitted to take photos or videos at Eagle's Nest social events that take place outside of normal co-op hours, as long as the content is clean and appropriate. Students should NEVER take photos or videos in a restroom or dressing room!
- Students are expected to help with set-up or clean-up when asked, whether a reward is offered or not.
 - We are blessed to be able to meet at Ramah First Baptist Church. Please be respectful of the facility and strive to leave everything better than you found it!
 - All classrooms should be cleaned at the end of each class and the trash removed after the last class.
 - Hoverboards, skateboards, scooters, roller blades, bikes, and wheeled shoes are not permitted on campus.
 - Students may play acoustic musical instruments in the break room, within reasonable limits. If your performance is too loud or disruptive, you may be asked to stop.
 - Other than trained service animals required because of a disability, no animals are to be brought into the church facility unless for class purposes. If you need to bring an animal for class purposes, please ask the director for approval at least one week in advance. This is a must!
 - The side and lower parking lot areas are not to be used by Eagle's Nest Eluminatus, or club participants. Performing Arts participants may park in these areas. If you are unsure where to park, please ask the program director for clarification.
 - Students are not permitted to "hang-out" in vehicles or in groups in the parking lot unsupervised.
 - Respect the safety of others by driving carefully and **S L O W L Y** on campus. If you are seen driving recklessly, you will be banned from driving on campus. The speed limit on campus is 5 mph. Please obey the posted campus speed limit.
 - Public displays of affection and excessive physical contact are not permitted. This includes but is not limited to any contact that appears to be romantic or intimate. Brief side-hugs, fist bumps, and high fives are allowed. More prolonged or intimate contact is not allowed.
 - We are in a church setting. Keep your language and conversations clean. We want to honor God with our words, thoughts, and deeds!

***"Do you not know that your bodies are temples of the Holy Spirit, who is in you,
whom you have received from God? You are not your own;
you were bought at a price Therefore honor God with your bodies."***

- 1 Corinthians 6:19-20

DRUG POLICY

Possession/use of alcoholic beverages, tobacco products, illegal drugs, prescription drugs without a prescription, hallucinogenic, or other intoxicants is not permitted at any ENCHEMA class or event. The possession/use of any electronic cigarette, personal vaporizer, electronic nicotine delivery system, or any other delivery system, regardless of its contents, is prohibited. Any ENCHEMA leader, director, or board member reserves the right to conduct a search of any student's personal effects when a report is received or when a student is suspected of being in violation of any policy listed in section 9 (Conduct and Discipline) of the ENCHEMA bylaws.

VIOLATION OF THE DRUG POLICY IS A DISMISSIBLE OFFENSE!

Dress Code

- We encourage all students, parents, staff, and guests to maintain a modest Christian appearance at all Eagle's Nest activities.
- Students will not be allowed to attend classes or activities if they are out of dress code. If a student is absent from class for this reason, the tutor is not required to excuse any missed work.
- The following dress code guidelines apply for all students in Eluminatus, Performing Arts, or Clubs:
 - 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. Midriff (bare skin) should not be visible between your top and pants/skirt while you are sitting, standing, walking, or doing any other activity.
 - No tank tops or spaghettis straps 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. Excessively tight-fitting tops are not permitted.
 - All pants, shorts, and leggings must be at least fingertip length, which is determined with arms resting straight at the sides and shoulders relaxed. No skin should be visible through rips or holes in pants above fingertip length.
 - Dresses and skirts must be at least knee length OR have opaque shorts (such as bike shorts or cartwheel shorts) worn under them. The shorts worn under the dress must be no shorter than fingertip length.
 - Pants must not expose your underwear, midriff, or backside. Wear extra layers or a belt if necessary.
 - If leggings or other very tight pants are worn, the student's shirt must cover the entire backside.
 - 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 displays or implies rude, disrespectful, or obscene language or images is not appropriate to wear to Eagle's Nest classes activities, or events.
 - Certain social events or activities, such as pool parties or dances, may have event-specific dress codes which will be communicated in advance. All attendees should dress accordingly.

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, tie and jacket optional. No jeans or t-shirts.
- Ladies (Formal): Floor Length Dresses.
- Ladies (Semi-Formal): Dress or skirt – Dresses and skirts must be at least knee length OR have opaque shorts (such as bike shorts or cartwheel shorts) worn under them. The shorts worn under the dress must be no shorter than fingertip length.
- 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. Many dresses can be adjusted to meet the dress code with minor alterations. All prom dresses must be approved in advance by the director or designated prom coordinator.



BOARD REVIEW

Most minor disciplinary matters will be addressed by the program directors or campus managers; however, when necessary, violation of Eagle's Nest bylaws or the rules in this handbook can be taken directly before the Eagle's Nest Board of Directors for consideration. The Board will review the information to the best of their ability and render a course of action. Eagle's Nest bylaws will be a point of reference, but not the exclusive basis, for their decision.

Dismissal

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

- Academic Dishonesty
- 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.
- Serious or habitual instigation of conflict within Eagle's Nest, paired with an unwillingness to apply the principles of the Unity Agreement in good faith.
- 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 5 mph.
- Non-payment of tuition, tutor fees, fines, or any other payment due per the Financial Agreement.
- Refusal to comply with ENCHEA Bylaws, Eluminatus 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 them in Eagle's Nest programs. Parents are responsible for the record keeping, education, and safety of their students while participating in the EN programs, events, and functions. Eagle's Nest, Ramah First Baptist Church, and the representatives of these organizations are not liable for any injuries sustained while attending Eagle's Nest functions; nor are they liable for any student accidents or injuries that occur off campus.

***If any of you lacks wisdom, let him ask God,
who gives generously to all without reproach,
and it will be given him.***

- James 1:5

PERFORMING ARTS PROGRAM

This section contains information that applies specifically to the Eagle's Nest Performing Arts Program.

Communication and Announcements

- At the beginning of the school year or semester, the director or club leader will let parents know what means of communication (email, website forum, etc.) will be used for their activities. Please read all communication in a timely manner so your student doesn't miss important announcements!

Parent Responsibilities

- It is essential for parents to read communication sent by leaders.
- Communication between parents, tutors, leaders, students, and anyone else involved in the Performing Arts Program should be respectful and courteous.
- Parents are expected to help their students understand and follow the code of conduct and dress code. This includes making sure students come to Eagle's Nest activities in clothing that meets the dress code. Dance practice attire is not exempt from modesty requirements.
- Parents and other adults are expected to set a positive Christian example by their conduct and suitably modest attire when volunteering or visiting Eagle's Nest for any reason.
- If conflict or potential conflict occurs, parents and other adults are expected to abide by the principles of the Unity Agreement and assist students in doing so as well.
- Parents are expected to meet all financial obligations to Eagle's Nest and the Performing Arts Program. If you have questions or concerns, please discuss them with the Eagle's Nest treasurer.
- Parents are expected to serve their required parent squad shifts, as well as additional service requirements leading up to performances.
- Parents are encouraged to volunteer beyond just the minimum required if possible. Extracurricular activities, clubs, and social events cannot happen without the help of parent volunteers!

PARENT SERVICE REQUIREMENT

- All parents are required to serve a few times on Parent Squad. The number of required shifts is determined based on enrollment numbers and program needs. 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.
- Parents who will serve on Parent Squad must complete a background check and brief online child protection course each year. If it is likely that both parents will serve on Parent Squad, both parents should complete these requirements. If you plan to have other adult family members (grandparents, responsible adult children, etc.) serve your Parent Squad shifts, they must be approved in advance and complete these requirements.
- An online sign-up form will be provided for you to choose your dates of service. If you have not signed up by the deadline set by the performing arts director, you will be assigned shifts! You will be responsible for these shifts even if you did not choose them.
- If you are unable to cover your shift, it is your responsibility to find someone from among registered Performing Arts or Eagle's Nest families to swap shifts or sub for you. You may do so by sending out a notice to other families via the website conversations. If a parent agrees to sub for you and it is not a swap, the recommended payment to the sub is \$40. Payment is arranged directly between parents, not through Eagle's Nest.
- We take your students' 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 \$75.
- For additional information, please contact the performing arts director or volunteer coordinator.
- Parents may also be asked to help in various ways leading up to and during performances.
- Parent Squad for Monday activities is completely separate from Parent Squad for Eluminatus on Thursday.

Class Credit

If a student is counting a Performing Arts class or activity for an elective or fine arts credit, it is the responsibility of the parent to maintain time logs and all other documentation needed to obtain course credit. If a high school student is enrolled in the accredited transcript service, please contact your transcript counselor about requirements.

Participant Responsibilities

- Those participating in performance-based activities are expected to be at all rehearsals/practices.
- The success of the end performances is dependent on students attending scheduled rehearsals AND memorizing, reviewing, and practicing lines, dances, choreography in addition to rehearsal time.
- The expectation is for students to be responsible for all of their parts in the show/performance and to respect fellow actors/singers/performers by being prepared and ready for rehearsal and meeting expected deadlines.
- Not being prepared can affect placement in future shows and, if necessary, the current show.
- Students are expected to treat leaders, parent volunteers, other students, and everyone else involved in Performing Arts with courtesy and respect. Disagreements should be resolved by following the Unity Agreement. Gossip is not acceptable.

Discipline Policy

Students who do not follow the code of conduct may face correction or consequences.

- For the first minor offense, the director will issue a verbal warning to the student and inform the parents.
- For more serious or repeated offenses, students may experience consequences such as restriction from the break room, restriction from other on-campus activities, loss of a role in a production, dismissal from the Performing Arts program, or dismissal from Eagle's Nest.
- If another person was affected by the offense, the student may be asked to make restitution in some way. Consequences are at the discretion of the director.
- If a student is involved in similar conduct offenses at other Eagle's Nest programs and activities, leaders may discuss and coordinate disciplinary action at their discretion. This is to promote consistency and help correct problem behavior.
- Illegal activity is not subject to the normal discipline policy. The proper authorities will be notified immediately, followed by the ENCHEA Board of Directors.

EAGLE'S NEST CLUBS

The following guidelines apply to students participating in Eagle's Nest clubs such as Yearbook Club, Chess Club, or Robotics Team. If a club has additional guidelines and requirements specific to that club, they will be communicated to parents and participants by the club sponsor.

Participant Responsibilities

- Participants should make every effort to attend all club meetings. Missing scheduled meetings may limit the participant's role in competitions, performances, presentations, or any other events that require practice and preparation. This is at the discretion of the club leader.
- Club participants are expected to follow the guidelines in this handbook.
- Participants are expected to treat leaders, parent volunteers, other students, and everyone else involved in their club with courtesy and respect. Disagreements should be resolved by following the Unity Agreement. Gossip is not acceptable.
- Discipline Policy: For minor offenses, the club leader will issue a verbal warning to the student and inform the parents. For more serious or repeated offenses, students may experience consequences such as restriction from other on-campus activities, limited opportunities to take part in club activities, dismissal from the club, or dismissal from Eagle's Nest.

PARENT RESPONSIBILITIES

- Eagle's Nest Clubs are organized and supervised by parent volunteers. Please be mindful of the time and effort club leaders are giving to make these opportunities available to Eagle's Nest students.
- All parents of participating students will be asked to help supervise club meetings and events. How often a parent is asked to serve will depend on the number of participants and the needs of the club.
- Parents are expected to meet all financial obligations to Eagle's Nest and their child's club.



Eluminatus Academic Program

Eluminatus Mission Statement

Eagle's Nest Eluminatus is 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 caring and Christian environment.

Communication and Announcements

Communication is essential to student success in Eluminatus! Parents and students are expected to read all communication from leadership and tutors, and to communicate questions and concerns to leadership and tutors, in a timely manner. Parents, please guide students on how to communicate respectfully and effectively as needed.

- The weekly newsletter: The newsletter will contain announcements and reminders concerning what's going on in Eluminatus and in Eagle's Nest. The newsletter is also where you can find the weekly memory verse and word of the week.
- Email: If we send out an email to the entire group, it is important information that you need to know!
- The Eagle's Nest website: You will be able to find announcements, a calendar, conversations, and other information on the website. Tutors will also use the website to post assignments, grades, and other information.
- Other communication from tutors: While we encourage tutors to use the website for communication, there may be times when they need to share information in some other way. Tutors will give advance notice if they need to communicate using something other than the website.

Academics

***“Whatever you do, work heartily, as
for the Lord and not for men.”
– Colossians 3:23***

Accreditation

Eagle's Nest Eluminatus is a Non-Traditional Education Center accredited through **the Georgia Accrediting Commission**. Eluminatus high school classes are part of our accredited program unless otherwise stated in the course description; however, students do not have to be on an accredited track to enroll in these classes.

Middle school classes are not part of the accredited program but are designed to prepare students for high school. Classes offered are listed on the website (enchea.com).

Transcripts

If you would like to obtain an accredited Eagle's Nest Eluminatus transcript for your high school student, contact our transcript counselor, Kate Walker, at enchea.transcripts@gmail.com for details. This service is available for an extra fee and with a signed agreement. Parents who do not wish to use this service may compile their student's transcript on a non-accredited parent-led track or use another transcript service.

DOES ELUMINATUS COUNT AS MY “SCHOOL?”

When filling out forms related to dual enrollment, college admissions, or scholarships, keep in mind that your “school” is the organization that issues the transcript.

- If the student is enrolled in the accredited transcript service with Mrs. Switzer or Mrs. Walker, Eagle's Nest Eluminatus should be listed as your school.
- If the student's transcript is issued by the parent, fill out all forms as a homeschool/home study student – NOT an Eluminatus student. This applies even if the student is taking/has taken Eluminatus classes.

Standardized Testing

Testing is required every third year beginning in grade 3; however, parents may choose to have their children tested in other years as well.

Eagle's Nest offers the Iowa Test each year in the spring. Registration information for this test will be posted a few months before the test date.

Tutors

- Our tutors are certified or highly qualified in their subjects.
- Tutors set their own curriculum and class expectations, keeping in mind state course standards.
- Students are expected to make the most of the time they have with their tutors by attending the course lectures and labs and completing the at-home work by the deadlines given to keep up with the pace of the course.
- Parents, please communicate with the tutors and directors as needed. If a tutor needs to communicate with students and parents in some way other than through enchea.com, the tutor will provide this information in advance.
- All our tutors have plans in place in case of events that prevent us from holding in-person classes for an extended period of time. We realize that distance learning is not ideal, but our tutors know how to make it work if necessary.

Class Field Trips

Tutors may occasionally plan field trips for their classes. If a field trip is mandatory, the trip date and any associated cost will be listed in the course description before the beginning of the school year. If a field trip is added after the start of the school year, the tutor will give an alternate assignment for students who are unable to attend. The type of alternate assignment is determined by the tutor. Whether the field trip is arranged before the school year or planned on shorter notice, we encourage all students to participate if at all possible.

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 parents, through the online grading system, 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, the online grading system, or email. We do not retain grades or transcripts after the end of the school year within Eagle's Nest Eluminatus.

The Eluminatus grading scale is 90-100=A 80-89.9=B, 71-79.9=C 70-70.9=D below 70=F.

Attendance/Late Work

Students who are enrolled in Eluminatus are expected to be present and on time for classes. Students are expected to attend classes and complete all requirements for each course in which the student is enrolled. Because we only meet once a week, attendance is vital to students' progress.

Absences:

- Short-Term Absences: If a student needs to be absent from class, the parent should notify the tutor and director in advance. As long as the maximum number of absences is not exceeded and advance notice is given, all parent-approved absences are excused. However, even if an absence is excused, the work assigned is NOT excused. Assignments are due on time whether the student is in attendance or not. The student must send in all due work, and it must be timestamped PRIOR to the time the class starts. For example, if your student's class starts at 9:45, all work due that day must be sent in no later than 9:44, even if you are out of town! Tutors may choose to make exceptions on a case-by-case basis, but exceptions will be rare and generally limited to emergencies.
If an absent student misses a test or quiz, the parent must arrange for a make-up test or quiz at the tutor's convenience.
- Pre-Planned Absences: We will cooperate with families taking their children from school for family plans or other non-illness reasons. The maximum number of allowed absences must not be exceeded, and schoolwork must be completed and turned in on time as stated above. Please let the tutor know well in advance so that he/she may get the work together for you. Several weeks' advance notice is preferred. If possible, avoid planning absences on final exam days. Scheduling make-up tests for finals can be difficult and may delay report cards!
- Maximum Absences: If a student misses 4 or more days of any class in a semester, the student will not receive credit for the class. This means that 3 days for the semester is the maximum number of excused absences, whether planned or unplanned, that will be permitted for a passing grade.

At-Home Workdays

Eluminatus classes only meet once a week, so most course work will be completed at home under parent supervision.

- For high school classes, it is recommended that students spend about 4 hours a week per class studying and completing assignments. *(Example: A high school student enrolled in two Eluminatus classes can expect to spend about 8 hours a week on at-home work. A high school student enrolled in four Eluminatus classes can expect to spend about 16 hours a week on at-home work.)*
- For middle school classes, it is recommended that students spend about three hours a week per class studying and completing assignments. *(Example: A middle school student enrolled in two Eluminatus classes can expect to spend about 6 hours a week on at-home work. A middle school student enrolled in four Eluminatus classes can expect to spend about 12 hours a week on at-home work.)*
- The parent is the primary teacher, so it is up to the parent to determine if a student requires more or less than the recommended at-home work time to succeed in Eluminatus classes.
- A working calendar is available on the website to help parents and students plan their at-home work. Use of this calendar is a suggestion, not a requirement. Parents may arrange the at-home schedule to fit the needs of the student.

Enrollment in Eluminatus classes alone does not meet state attendance requirements! It is the responsibility of the parent to keep track of student attendance and ensure that they have enough days of education to be in compliance with state law. If the Eluminatus class days and at-home workdays do not meet the requirement, it is up to the parent to supplement with other educational activities.

ACADEMIC INTEGRITY

Students are expected to maintain academic integrity in their classes, including at-home work. Academic integrity is a way to show respect for the Lord, your parents, your tutors, your classmates, and even yourself. Academic dishonesty can have serious consequences, up to and including dismissal from the Eluminatus program!

Academic dishonesty includes the following actions:

- Cheating: copying another student's work, letting another student copy your work, or using unauthorized information sources or devices to complete a quiz, test, or take-home test.
- Plagiarism: the use of the published or unpublished work of another person without full and clear acknowledgement. This includes the use of materials prepared by another person engaged in the selling of term papers or other academic materials.
- Fabrication or falsification: artificially creating data when it should be collected from an actual experiment or making up a source of information that does not exist.
- Sabotage: disrupting or destroying another person's work so that the other person cannot successfully complete assignments.
- Artificial Intelligence: the use of AI (such as ChatGPT) for any part of any assignment or test.

**If a student enrolled in the accredited high school transcript program is found to be involved in academic dishonesty in Eluminatus classes, that student may be dismissed from the transcript program.*

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 reviews of academic progress will occur approximately every nine weeks. A grade below 70% is considered to be 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 a student is on academic probation and is dismissed from a class, the parent will still be financially obligated for tuition payments for the remainder of the semester. No credit or grades will be issued from Eluminatus for that class, and the student will not be able to register for classes for the next academic year until all financial obligations have been met and the ENCHEA treasurer has cleared the account as paid in full.

Grading Standards and Accommodations

- Eluminatus high school classes are part of our accredited program. All high school classes are taught at a college preparatory level, and all students (except those auditing) will be graded by tutors according to that standard.
 - ACCREDITED TRANSCRIPT STUDENTS: If a high school student is enrolled in the accredited transcript program, the course grade given by the Eluminatus tutor is the grade that will appear on the transcript.
 - PARENT-LED TRANSCRIPT STUDENTS: If a high school student is not enrolled in the accredited transcript program, the tutor will still grade that student's work to the same accredited standard. However, if the parent feels that the student's grade should reflect work done outside the class or take into consideration certain learning challenges, the parent can assign a different grade for the course on the student's unaccredited transcript. This change will not be reflected in the Eluminatus grading system.
 - AUDITING A CLASS: A student may audit a course if approved by the director and tutor. The student may participate in the class and assignments, but the tutor will not enter grades into the grading system. Auditing a class may be an acceptable alternative for a student who could benefit from an Eluminatus course but has unique challenges or circumstances that would prevent them from fully completing the course requirements. An audited course will not count for credit on an accredited transcript. The tuition for auditing a class is the same as the regular tuition.
- ACCOMMODATIONS:
 - As a small private non-traditional education center, Eagle's Nest Eluminatus does not have the resources to support IEPs or 504 plans.
 - If a student requires extra support or resources to succeed in Eluminatus classes, it is the responsibility of the parent to provide for those needs. The parent is the primary teacher.
 - Any student must be able to participate in a class without causing disruption to classmates or interfering with the tutor's ability to conduct the class.
 - Tutors are not required to provide individual accommodations or extra tutoring for students. However, some tutors may be able to offer minor accommodations on a case-by-case basis. Parents should speak with the director and tutor about this before registering for a class to see how we can partner with you as you provide the best education possible for your child.
- MIDDLE SCHOOL CLASSES: Eluminatus middle school classes are designed to help provide the academic instruction and accountability students need to be prepared to succeed in high school. Grading standards will reflect this goal.

Eluminatus Conduct

The following are a few more conduct guidelines that are specific to Eluminatus:

- Students may not line up in the halls for their next class until 5 minutes before the start time for that class. Please be quiet while waiting to prevent disruption to classes in progress. Until 5 minutes before class time, please wait in the break room or quiet study.
- Because the break room is especially crowded during lunch time, we may open a classroom space to be used as an "overflow" break room during that time only. At the end of lunch, the classroom should be left clean for the class entering during that class hour.

Reward System ("Kudos")

- We appreciate the help from students in the many tasks that keep our program running smoothly, and we want to reward our students for serving. We also want to encourage students to hide scripture in their hearts by learning the weekly memory verses. For these reasons, Eluminatus has a reward system in place.
- At the beginning of the school year, each Eluminatus student will receive an individual Kudos Card. Each time the student earns a reward for one of the actions listed below, he or she will receive a punch in that card. Once a Kudos Card has 10-hole punches, it can be traded in for a \$10 gift card. The student will then be issued a new Kudos Card.
- How to earn Kudos:
 - Memorize the weekly memory verse and recite it correctly to the Director or Assistant Directors
 - Participate in spirit days planned by the student council (usually 1 per month)
 - Help with set-up, clean-up, or other tasks at Eluminatus
 - Bring an appropriate donation when there is an organized charitable collection effort (food drives, etc.)
 - Other actions at the Director's discretion

**While we want to reward students who are helpful, please note that frequent "begging" for jobs just to get lots of rewards is not appropriate. We want to make sure all students have an opportunity to participate.*

Tiered Discipline Policy

The following will be the normal process to correct student behavior. For serious infractions, discipline may be immediately escalated at the Director's discretion without following these steps.

**Illegal activity is not subject to the normal Tiered Discipline Policy. The proper authorities will be notified immediately, followed by the ENCHEMA Board of Directors.*

• First Offense

- The student will receive a verbal warning from the Eluminatus Director or Assistant Director, a tutor, or a Parent Squad volunteer.
- The Eluminatus Director or Assistant Director will inform the parent of the warning via email.
- The Eluminatus Director will keep documentation of the warning on file.

• Second Offense

- The parents will be contacted by the Eluminatus Director or Assistant Director about the infraction, and an in-person or online meeting will be scheduled.
- The student and parent will meet with the Eluminatus Director or Assistant Director.
- Possible consequences for a Second Offense may include but are not limited to
 - Restriction from spending time in the break room
 - Extra "chores" at co-op (with no kudos awarded)
 - A 1-page written report about the infraction, why it was wrong, and how the student can make better choices, to be submitted before the student attends classes the next week
 - Restitution (if the infraction resulted in property damage/loss for another person)
- The Eluminatus Director will keep documentation on file.

• Third Offense

- The parents will be contacted by the Eluminatus Director about the infraction, and an in-person meeting will be scheduled. If the infraction is especially disruptive, the parent may be asked to pick up the student immediately.
- The ENCHEMA Board of Directors will be notified and may become involved.
- The student and parent will meet with the Eluminatus Director and/or ENCHEMA Board of Directors
- Possible Consequences for a Third Offense or any subsequent offenses may include but are not limited to
 - Permanent restriction from spending time in the break room
 - An approved service project (supervised and documented by the parent, with documentation sent to the Eluminatus Director)
 - Restitution (if the infraction resulted in property damage/loss for another person)
 - Suspension from Eluminatus with no class credit given for assignments during that time
 - Dismissal from a specific class
 - Dismissal from Eluminatus for the current school year or permanently.
 - Dismissal from ENCHEMA for the current school year or permanently
- The Eluminatus Director will keep documentation on file.

**If a student is involved in similar conduct offenses at other Eagle's Nest programs and activities, leaders may discuss and coordinate disciplinary action at their discretion. This is to promote consistency and help correct problem behavior.*

Homeschooling in Georgia

It is the responsibility of parents to know and comply with all Georgia homeschool laws, including any changes to those laws. Eagle's Nest does not assume responsibility for ensuring that member families comply with homeschool laws.

The following list highlights some important homeschool requirements in Georgia:

- Ensure that the teaching parent/guardian and any tutors have at least a GED or high school diploma.
- Submit an annual Declaration of Intent form to the Department of Education.
- Provide the equivalent of 180 days of education in a school year, 4.5 hours per day. (Please note that participation in Eluminatus classes alone may not meet this requirement. It is up to parents to supplement their child's education days as needed.)
- Teach subjects including but not limited to reading, language arts, mathematics, social studies, and science.
- Write annual progress reports and keep them with your records for at least three years.
- Have the student complete a standardized test at least every three years starting at the end of 3rd grade.

PARENT RESPONSIBILITIES

- Parents are expected to supervise student work and provide guidance, assistance, and resources as needed. Eluminatus classes only meet once a week, so most of a student's work will be done at home. **The parent is the primary teacher.**
- To ensure academic honesty, parents are required to closely supervise take-home tests. Parents should also ensure that students complete all other at-home work with integrity.
- Parents are expected to read communication from Eluminatus staff and tutors, and to monitor grades and assignments.
- Communication between parents, tutors, leadership, students, and anyone else involved in Eluminatus should be respectful and courteous.
- Parents are expected to help their students understand and follow the code of conduct and dress code. This includes making sure students come to class in clothing that meets the dress code.
- Parents and other adults are expected to set a positive Christian example by their conduct and suitably modest attire when visiting Eluminatus for any reason.
- If conflict or potential conflict occurs, parents and other adults are expected to abide by the principles of the Unity Agreement and assist students in doing so as well.
- Parents are expected to meet all financial obligations to Eagle's Nest and Eluminatus. If you have questions or concerns, please discuss them with the Eagle's Nest treasurer.
- Parents are expected to serve their required Parent Squad shifts. Additional details will be provided.
- Parents are encouraged to volunteer beyond just serving Parent Squad shifts if possible. Extracurricular activities, clubs, and social events cannot happen without the help of parent volunteers!

PARENT SERVICE REQUIREMENT/PARENT SQUAD

- All parents are required to serve a few times a year at Eluminatus on Parent Squad to support the program directors. The number of required shifts is determined based on enrollment numbers and program needs. The goals of Parent Squad are to keep students safe, ensure they observe the behavior guidelines and church policies, and show our spirit of service.
- Parents who will serve on Parent Squad must complete a background check and brief online child protection course each year. If it is likely that both parents will serve on Parent Squad, both parents should complete these requirements. If you plan to have other adult family members (grandparents, responsible adult children, etc.) serve your Parent Squad shifts, they must be approved by the director in advance and complete these requirements.
- An online sign-up form will be provided for you to choose your dates of service. If you have not signed up by August 1st, the Parent Squad coordinator will assign your shifts! You will be responsible for these shifts even if you did not select them.
- If you are unable to cover your shift, it is your responsibility to find someone from among registered Eluminatus families to swap shifts or sub for you. You may do so by sending out a notice to other Eluminatus families via the website forum. If a parent agrees to sub for you and it is not a swap, the recommended payment to the sub is \$40. Payment is arranged directly between parents, not through Eagle's Nest.
- 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 \$75.
- For additional information, please contact the Parent Squad coordinator.
- *Parent Squad for Monday activities is completely separate from Parent Squad for Eluminatus on Thursdays.*



VOYAGERS ENRICHMENT PROGRAM

The Vision

The Voyagers Co-Op is part of the Eagle's Nest Christian Home Educators' Association (ENCHEA). Voyagers' classes enrich the education of school-age children by offering group classes taught from a Biblical worldview in a group setting, allowing families to connect with other like-minded homeschool families.

Voyagers is a Christ-centered organization, and through all aspects of our program, we seek to honor Biblical principles and bring glory to His name.

Family Commitment

We all depend upon one another to make the Voyagers Co-Op work smoothly. Your commitment to Voyagers is for the full year; two 10-week semesters. By joining the Co-Op, you agree to accept the responsibility for your place in the program.

100% parental involvement is REQUIRED with a family member teaching and/or assisting at every meeting. The oldest child must be in at least Kindergarten. Drop offs are not permitted (e.g. – a parent dropping off a child and not participating in co-op activities themselves). A mandatory co-op orientation for parents will take place at the beginning of each school year.

Logistics

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.”
- 1 Peter 4:10

How Does It Work?

The Voyagers Co-Op is designed to be a 2 period / 2 class program. To function in an orderly manner, children must participate in the complete program for both periods. Every child in 8th grade and younger must be in a Voyagers class each period. If you have a child in 9th grade or older that will be accompanying you to Co-Op, they must be assisting in a class. No children are to be left unsupervised during Co-Op time.

Each parent must teach at least one of the two semesters each year. Every parent is also required to be “on call” to help during any time they are not teaching or assisting.

Where

Voyagers meets at **Ramah Baptist Church** 502 Ramah Dr, Palmetto, GA 30268.

When

Voyagers meets weekly on Wednesday afternoons from 9:45 a.m. - 1:15 p.m. for two 10-week semesters each school year. Fall semester generally begins the second Thursday of September and ends in November before Thanksgiving. Winter semester usually begins the second Thursday of January and runs through the end of March.

Daily Schedule

- 9:45 -10:15 Assembly
- 10:20 -11:15 1st Class Period
- 11:20 - 12:15 2nd Class Period
- 12:15-12:25 Dismissal and clean up
- 12:25 - 1:00 Optional lunch time
- 1:15 Doors closed and locked

Arrival

You may arrive anytime between 9:30 and 9:45. Park in the South Lot (closest to the traffic light). If you are arriving early and bringing supplies to your classroom, you may enter through the side doors. Otherwise, come in through the main entrance to the church.

Assembly

Assembly time includes pledges, prayer, devotions, skits, announcements, etc. Everyone is expected to attend assembly each week. Please set a good example for your children and be on time each week.

Grade Level

Children are placed in grade levels based on their age as of September 1st.

Parent Break/Lunchroom

A break room for adults at Voyagers is available for teachers and assistants to use during their off-hour. Each family helps provide food twice per semester. A sign-up list will be distributed.

After Co-Op Dismissal & Pick Up

All students must be picked up no later than 12:25. You may go back to your classrooms after picking up your children to finish cleaning up if necessary. All children must be picked up by a parent. **Please do not congregate in the hallways.* Middle school students will have assigned jobs to help clean up at the end of the day. Once you have picked up your children, please make your way to the lunch area or playground so that the staff can lock up the building.

Personal Belongings

Label everything that you bring to Co-Op, (e.g., bottles, sippy cups, and diaper bags, etc. Children are asked not to bring anything that is not appropriate for their classes, or which could be distracting to the class (i.e., phones, electronics, playing cards, headsets, toys, etc.). We do not have storage space for many lost and found items.

Parent/Family Member Participation

As the family member joining the program, you will teach or assist one class period each week. During the period you are not assigned to teach or assist, you have an off-hour for fellowship and snacks. It is a wonderful place to relax, find help, encouragement and laughs with our fellow moms and dads! You will on occasion be asked to sub for a missing teacher during your off-hour.

If the thought of teaching a class makes you nervous, don't worry! We have Grade Coordinators who will be more than happy to help you develop your class plans, answer any questions you have, and help you with any issues that arise. You are not alone!

We will do our best to accommodate your requests for teaching assignments; however, teaching assignments will be filled on a first come, first served basis and according to our class needs. Please understand that the teaching assignments for Babies, Toddlers, and Pre-K classes will be filled with expecting, nursing, and moms with children in those classes first.

Teacher Responsibilities

- Plan and prepare to teach for 10 weeks – submit high level outline of plans to grade coordinator
- Provide a “sub-packet” to keep on hand at Voyagers in case of an unexpected absence. Turn in sub-packet no later than the second week of the semester.
- Buy supplies for class and submit receipts for reimbursement
- Update the class attendance sheet each week
- We ask that only the second period teachers provide a snack (if they choose to do so – this is not mandatory).
- Lead your class during an emergency drill or event taking the attendance packet with you
- If you are going to be absent, you must:
 - get the lesson plan and supplies to your assistant
 - let the sub coordinator and your assistant know
- If you have a planned absence (vacation, not sickness), you may be asked to sub during another week
- Additional duties will be assigned to parents who are teachers, as needed. We must all pitch in to make our Co-Op successful!

Teacher Perks

- You may have your child in your class (if it is their grade level)
- You will not be required to sub during the other hour (unless you are covering for a pre-arranged absence as noted above)
- Predictability about what you are doing each week

Assistant Responsibilities

- Assist in your assigned class for 10 weeks
- You will be put on the sub list to sub during the other hour of class. You are not guaranteed a break time.
- **Be the crowd control for your class**
- You must stay with the class for the entire class period.
- Ask the teacher what you can do to help. **Take initiative.**
- Assist the teacher in escorting students during an emergency drill or event
- Have additional responsibilities in one other area of co-op.
- If you are going to be absent, you must let the sub coordinator and your teacher know
- If your teacher is absent, be prepared to teach the class
- Other duties, as needed

Assistant Perks

- You do not have to plan, prepare, or buy materials

Supplies

Basic supplies are provided in each room:

- Babies - wipes, gloves, dirty-diaper baggies, paper tape for marking bags and bottles, cleaning supplies
- Toddlers – coloring books, fat crayons, extra sippy cups, wipes, gloves, dirty-diaper bags, masking tape (for marking bags and cups), cleaning supplies
- Pre-K3 and Pre-K4 - crayons, scissors, glue sticks, washable markers, cleaning supplies, and simple snacks
- K-8th grade – scissors, pencils, glue sticks, crayons, markers, transparent tape

Teachers are responsible for obtaining specific supplies needed for their classes and are reimbursed for their purchases out of their class budget.

Voyagers supply cabinets are in the storage room on the second floor. A list of supplies, available on a first-come, first-served basis, will be shared before classes begin. Please contact Kelly Gritts for assistance in reserving and obtaining these items.

Absences

It is your responsibility to make sure our Sub Coordinator, Mallory Winske, knows that you will be absent. She will schedule a substitute to take your place. If you are teaching, it is your responsibility to arrange to get your materials, with instructions, to your assistant. Remember, this is a co-op, and everyone contributes every week. When you are out, someone will need to fill in for you. The sooner we know you are going to be out, the better. When you need to be absent, follow the steps outlined in your **'What Do I Do When I Need to Be Absent?'** handout. Also see our Illness Policy under the **Safety** section of this document.

Missing more than 3 classes each semester may be grounds for dismissal from the program. Anyone missing a class without notification to Mallory **prior to the absence** may be dropped from the program. Exceptions can be made for extended illness and family emergencies.

***“Whatever you do, work heartily, as
for the Lord and not for men.”
– Colossians 3:23***

Communication & Connection

**"Let your conversation be always full of grace,
seasoned with salt,
so that you may know how to answer everyone."
- Colossians 4:6**

Forums

Voyagers uses the forums through our website, enchea.com, to communicate with members. All members should join the Voyagers forum when their application to Eagle's Nest has been approved. PLEASE check it often. You are responsible for getting connected to the forum so you can stay informed about Voyagers.

Family Folders

Please check your family folder weekly for information, handouts, notes from others, reimbursement checks, etc.

Facebook

We have a Facebook group for Voyagers that is used for connecting with each other. This is not a primary means of communication about Voyagers' information, so if you are not on Facebook, don't worry. If you are on Facebook, go to <https://www.facebook.com/groups/658918047556135/> and request to be added to our group.

Common Courtesy

Please be considerate of your fellow Voyagers and do not "spam" them with information about direct sales parties, business opportunities, etc. To ensure we follow federal regulations of a tax-exempt organization, we ask that you not share political advertisements or emails.

Contact & Family Information

Teachers, you may use the information from the rosters to contact the parents of the students in your class with any class-specific information. Please be considerate and do not email the entire Voyagers group with something only the parents of your students need to know. It is your responsibility to ensure we have your correct family contact information.

Expectations

**"Walk in obedience to all that the Lord your God has commanded you."
- Deuteronomy 5:33**

Conduct Guidelines

Participants are expected to abide by all of the rules.

- All regularly attending adults at Voyagers must pass a background check and complete Child Protection Training.
- Children must always be supervised, and parents are responsible for their children's conduct at all times.
- All members of the co-op, including adults, will remain away from the church offices.
- Everyone is always expected to be on their best behavior.
- For everyone's protection and to comply with our Child Protection Guidelines, please ensure two unrelated adults are present in classrooms when classes are in session.
- Adults, please do not have phones out during class, unless needed for class purposes.
- Everyone should stay off the stage except when they are participating in assembly.
- Please clean up after yourselves.
- Speed limit on campus is 15mph. No reckless driving in the parking lot by students or parents. Please use extreme care.
- Do not use any physical discipline. Instead use redirection. Contact your grade coordinator for assistance.
- Please be on time.

Conduct Guidelines Cont.

- Do not bring the following items to any Voyagers function:
 - Firearms, knives, BB or pellet guns, real or toy weapons (exceptions made for certain classes – Duct Tape Warfare, Archery, Wilderness Survival, etc. In these cases, specific guidelines will be outlined for use of “weapons.” Parents enroll students in these type classes at their own risk and liability.)
 - Alcoholic beverages, tobacco products, or flammable materials.
 - Clothing that states or implies rude, disrespectful, or obscene languages or images.
- No violence, theft, or defacing of church property will be tolerated.
- No gossiping will be tolerated. Speaking negatively about a member, family, or the program will not be tolerated. Leadership is happy to hear any constructive feedback on policies, but co-op is not the place to discuss your private opinions.

In addition to the above, students will be expected to:

- Use listening ears.
- Use correct and polite language.
- Follow the teacher’s rules and directions the first time and without argument.
- Be in the appropriate area always. No roaming or running is allowed!
- Please walk and use quiet voices while inside. **No running!**
- Remain with their class unless they obtain permission from their teacher to leave.
- Eat only during appropriate times and in appropriate places.
- Treat others with Christ-like kindness. - - *Remember no bullying, no gossiping!*
 - Bullying or hazing is not allowed. If a student feels that they are being bullied, contact the director immediately. Some things that one may see as joking, others may see as bullying. Ask yourself if what you are about to say could offend someone or hurt their feelings. If so, do not say it!
- Wear name tags always during class.
- Cell phones are not to be used in any way (no texting) by STUDENTS during Voyagers. If a student uses a cell phone, he/she will be asked to leave it with a staff member until the end of the day.
- Inappropriate use of cameras, imaging or digital devices is prohibited.
- Keep all electronic devices in their bag, pocket, or with a parent during Voyagers.
- No animals are to be brought into the church facility except for class purposes only. The Director must be notified at least two weeks prior to the date of needing to bring the animal.
- Help keep the facility secure by closing doors and windows behind you.
- We are responsible for daily clean-up. Please leave the area in better condition than when you arrived.
 - Should you find a mess when you arrive, please take a picture and inform a staff member. Please proceed with cleaning up.
 - Messes made at Voyagers should be cleaned up by Voyagers.
 - If you find anything that needs follow-up attention (damage to anything, spills, etc.) please inform a staff member.
 - All classrooms should be cleaned at the end of each class and the trash removed after the last class.
 - Any sports equipment should be put back to its original place.
 - In the event cleaning is necessary after use, we will be charged for any and all janitorial fees incurred by Ramah.

Failure to abide by these rules could not only result in the loss of the privilege of using the facilities but damage the credibility of Eagle’s Nest. Therefore, any member of the Co-Op that continues to disrespect these policies will be asked to leave the Co-Op, rather than risking the program for all involved. As a rule of thumb, it is the policy of any ENCHEA function to always leave an area that we have been blessed to use, in better condition than when we found it.



Dress Code

Please remember we are in a church and school environment. The following dress guidelines apply to adults and students attending Voyagers.

- No tight, form fitting, or “see through” clothing (tops or bottoms)
- No short shorts or skirts-make it below your fingertips or 2 inches above the knee
- No spaghetti strap tops or tank tops (male or female). Sleeveless shirts may be worn if no bra strap is showing. No backless shirts may be worn.
- No low-cut tops or tops showing midriff
- No holes above where your fingertips touch when arms hanging down
- No underwear, midriff, or backside showing

We always encourage modest Christian appearance.

Middle School Jobs

All middle school students are assigned a job at the beginning of the semester. They will perform their assigned job on a weekly basis for the entire semester. They are assigned various jobs before and after Co-Op. These students are a huge help in making our Co-Op run smoothly. We expect the students to perform their jobs diligently and with positive attitudes.

Student Guidelines (6th – 12th Grade)

Because our Middle School and High School students may serve as assistants to our younger students, and because of their additional job responsibilities at Voyagers, there are a few guidelines specific for this age group:

- Do not take pictures of the children without the permission of parents. Do not post pictures of children on social media.
- Use appropriate touch – high fives, fist bumps, side hugs. Don’t give front hugs to children. Respect space. Some children may not be comfortable with “touch.”
- Young students should sit next to middle schoolers, not in their lap.
- When performing your assigned job, stick to the job you are assigned until it’s complete.
- When assigned to assist in a classroom, remain with that class the entire hour. Permission is needed from the adult in that room before leaving the room for any reason.
- Do not change diapers or take children to the restroom. Only adults may help children in restrooms. The only exception is an older sibling helping a younger child in his/her family.
- When serving in preschool, interaction with the children is top priority. Get down on the floor and play, invite kids to join your fun. Some children may not want to interact. In this case, you may just need to sit quietly next to them and be available to them.
- Do not roughhouse with the kids. Do not swing them around or pick them up. Use the activities provided in the class to engage with them.
- Follow the room clean-up plan. Before leaving, check with the teacher to see what needs to be done.

Playgrounds & Outdoor Space

The playground can only be used by preschool classes during Voyagers. The preschool classes are scheduled with a limited time for play. Children are allowed to be on the playground after co-op with parent supervision. Voyagers is not responsible for anyone on the playground outside of preschool class time.

The lunch area is available to use during class time on a first-come, first-served basis. Please let the supply coordinator know if you anticipate needing to use our outdoor space. After co-op lunch time is a parent supervised time.



Discipline Procedures

Teachers, assistants, and grade coordinators should work together, **with the parent**, to address any issues that arise in class with a student. This could be things such as not following directions, constant interruption of class, or any other classroom management concerns. **We believe parents know their children best and want to be notified and involved if any issue arises with their child in class.** Teachers should notify the grade coordinator and parent sooner rather than later with any concerns.

The following steps will be followed if there is a serious or recurring problem with a student in class. These steps are in place because we believe parental involvement is essential to addressing discipline concerns, and it is not the job of our teachers to handle serious discipline matters.

1. WARNING - The child will be spoken to, with respect, by the teacher or a Voyagers staff member. TEACHERS – you must notify a staff member should an issue arise as soon as possible. Parents will be notified of any issues that are serious in nature or do not resolve with a warning.
2. STEP ONE - If the problem continues beyond the warning, the parent will be notified. This will be a verbal discussion, often followed by an email summarizing the events and any next steps. Verbal discussions will include the parent and child, when appropriate, as well a second Voyagers staff member. The parent will need to sit with the child during his/her off hour.
3. STEP TWO - If the problem continues, the parents will be asked to take the child to class with them OR out of the Co-Op program and off-campus for the day.
4. STEP THREE- If a parent is contacted twice to remove a child; the child may not be allowed to participate in the remaining semester and potentially the next semester.

Steps are cumulative. At the Director's discretion, violations of the rules or any other offense may be taken to the Eagle's Nest Board for consideration. A family or child may, at the discretion of Eagle's Nest leadership, be asked to leave the program at any point.

Safety

***“Fear not, for I am with you; be not dismayed, for I am your God;
I will strengthen you, I will help you,
I will uphold you with my righteous right hand.”
– Isaiah 41:10***

Illness, Injury, & Liability

Help us to make our Co-op a healthy environment by not bringing your family if you or your children have had any of the following symptoms within the last 48 hours: fever, diarrhea, vomiting, severe runny nose, persistent cough, or any symptom of an illness which could be communicable. THANK YOU for your care and concern. You must contact the Sub-Coordinator and follow instructions for obtaining a sub for your position at Voyagers if you need to be out.

A first aid kit will be available for minor injuries. In the event of serious injury, parents will be contacted immediately.

Parents are responsible for the safety of their children while at all Eagles Nest functions, including the Co-Op and all field trips. ENCHEA, Ramah Baptist, and all representatives and staff of these organizations will not accept any liability for any injuries or illnesses sustained while attending a Voyagers function.



Security

Be vigilant to lock car doors and do not allow children to be outside unsupervised. **If you see something, say something.** Please do not bring valuables or leave them in your vehicle. ENCHEA and Ramah Baptist are not responsible for lost or stolen items.

It is our policy that at least two *unrelated* adults are always present in the classroom, and only adults may take children to the restrooms. If you need assistance in your classroom, notify the grade coordinator who is in the hallway. Try not to leave your classroom.

For the protection of all children/students, we ask Middle School students not to use the restroom at the same time as the younger children. Siblings may help their younger family members, but students should not be asked, expected, or take the initiative to help children in the restrooms.

For everyone's protection, adults should stand at the restroom door with the door open when taking children to the restroom. If a child needs assistance in the restroom, a second adult should be standing at the door.

Evacuation Procedures

Voyagers will perform fire and tornado safety drills. Specific instructions will be provided and will be available in each classroom.

Inclement Weather

In the event of inclement weather, ENCHEA follows the Coweta County School System (CCSS). If CCSS is closed, we will not be in session. If they delay, we are still closed. Please check your email for updates.

Lanyards & Name Tags

All Voyagers members and visitors will wear a nametag/lanyard during co-op. Question anyone who is not wearing a lanyard and report anyone suspicious to a staff member immediately. It is your responsibility to keep up with your family's nametags. A \$3 fee will be charged to replace lost lanyards.

Lunch & Food Safety

Be sensitive to the food allergies of our students and parents. Check the allergies in your classroom before you bring in food items for the class. We ask that classes be nut and dye free.

Finances

"And my God will meet all your needs according to the riches of his glory in Christ Jesus."
- Philippians 4:19

Fees

The Voyagers Annual Family Fee is \$100. Before each semester we will also collect class fees per child. They are typically \$5-\$25 per class per student (10 weeks) to cover the cost of supplies for each class.

Refunds

There will be no refunds of the Voyagers Annual Family Fee. Refunds of the class fees will only be given when written notice is received prior to the first day of Co-Op. After this time, no refunds will be given.

Budgets & Reimbursements

Teachers are reimbursed for expenses for classroom materials from their class budgets up to the amount in their budget. To be reimbursed, attach your **original** receipts to the completed reimbursement form and put them in your classroom envelope. Put your reimbursement envelope in the **Treasurer** folder in the Mom's Lunchroom. Reimbursement checks will generally be handed out the following week. All receipts must be turned in by the last day of the semester for you to get reimbursed.

Thank you for doing your part to make this an excellent Co-Op!!

But grow in the grace and knowledge of our Lord and Savior Jesus Christ.

To him be the glory both now and forever! Amen.

- 2 Peter 3:18

Eagle's Nest Financial Agreement

Commitment Form

1. To enroll in any Eagle's Nest program, you must be a member of Eagle's Nest Christian Home Educators Association.
2. There is a non-refundable registration fee for each program. Performing Arts is \$30 per student. *There is a cap of \$120 per family on this fee, so if you have more than 4 children participating, you only pay for the first 4.* Eluminatus is \$100 per family. Voyagers is \$100 per family. Clubs each have their own fee.
3. For Eluminatus and Performing Arts, the lump sum or monthly payments to EN cover class tuition, building rental contribution, and administrative fees. This can be paid in full by August 1st or in monthly installments. One-semester classes can be paid for in 5 monthly installments (August - December for fall semester, January - May for spring semester). Tuition is set by individual tutors. The administrative fee is \$10 per month and is already included. Voyagers have their own class fees due once per semester.
4. Supply fees (including lab fees, copy fees, or book fees) listed in the Course Descriptions are not included in tuition payments. This separate non-refundable fee must be paid directly to the tutor before classes begin. If this fee becomes delinquent, it will be considered part of your bill. Late charges will begin with the September bill.
5. **Drop date for classes registered for first semester is AUGUST 1st. If a class is dropped after this date, you will still be responsible for the entire first semester tuition (Aug-Dec).**
6. **For two semester classes: To drop a class for second semester, you must notify the Performing Director or Eluminatus Director, and the EN Treasurer no later than DECEMBER 1st in order to be released from your financial obligation for the second semester. If you choose to drop a class at a later date, you will be responsible for the tuition until the end of the year, NO EXCEPTIONS! If you have paid for a class in full, a refund will be issued to you for the second semester, less any late fees.**
7. If your child is on academic probation and/or is dismissed from the program, you remain financially obligated for the remainder of the semester (for first semester, follow the DROP guidelines above) and any outstanding fees. No credit or grades will be issued, 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 Treasurer has cleared your account as "paid in full."
8. Other fees incurred - late pick up fees, no-show fees for parent squad duty, or supply fees owed to tutors - are considered a part of your bill.
9. **PAYMENTS ARE DUE on the 1st and LATE after the 15th. There will be a \$20 late fee added to your account after the 15th. NO EXCEPTIONS!**
10. Payments can be made on our website at enchea.com. There is a small service fee when paying online.
11. Only the treasurer and directors will accept cash payments. **All cash payments must be in an envelope with a payment description.** Please do not put cash payments in the payment box. Eagle's Nest is not responsible for cash payments that are not hand delivered to the treasurer or directors.
12. We accept direct pay through your bank. You will need to call your bank and have them set this up for you. You will then need to email the treasurer at enchea2@gmail.com and let them know you have set up direct-pay.
13. There is a \$15 service fee for any returned check. If you have more than one returned check you will be required to pay in cash for the remainder of the year.
14. If payments are late two (2) consecutive months or late three (3) or more times, you will be notified that you have 10 days to pay your account in full for the rest of the year. Your student will not be allowed to receive class credit and your Homeschool Life account on enchea.com will be locked until our Treasurer has cleared your account as "paid in full."
15. Make checks payable to Eagle's Nest or ENCHEA. The treasurer will not hold checks. Do not post-date checks. You can mail checks to the address below or place them in the payment box at EN.

**ENCHEA
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