

Eagle's Nest



Parent/Student Handbook 2024-2025

*Be strong and courageous! Do not be afraid
or discouraged. For the Lord your God
is with you wherever you go.*

Joshua 1:9

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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: Jeff and Kelly Myers; 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 students and adults should follow the biblical pattern of conflict resolution found in our Unity Agreement. The Unity Agreement is part of the membership application completed by all new and returning Eagle's Nest members each year.

Unity Agreement

Eagle's Nest Unity Agreement

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

*Proverbs 19:11 states: "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 anyone, 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 ever discuss it with anyone.

If after prayer and consideration, I am not able to overlook the offense I will follow the plan laid out in Matthew 18:15–17:

"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. 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 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 a tax collector."

This means:

1. If I am offended and cannot overlook the offense (Proverbs 17:9, 19:11), I will contain the conflict by "going and showing them the fault, just between the two of us." If I need counsel, I will consult an ENCHEA leader or Board member. I agree not to involve other parties as this can lead to division. (2 Corinthians 12:20, Proverbs 16:28, James 4:11a)
2. If the conflict is not resolved after I "go and show," I will work to resolve the conflict via a conflict resolution meeting with the help of ENCHEA group leaders or ENCHEA board members. I agree to involve only "witnesses" who might help resolve the differences in a gracious and godly manner. I agree not to discuss this matter with those who are not directly involved.
3. If the conflict is still not resolved, I can "tell it to the church." For the purposes of ENCHEA, this would mean scheduling a time to bring my concerns to the board. However, I will not go to the board without informing a group director, as well as the other party. I understand that the other party will also be invited to the meeting so that we can all be heard at the same time.

Board will never condone any kind of abuse or coverup of sinful behavior but will always investigate fully any serious allegations of that kind. Please report any serious, abusive, or potentially harmful situations directly to the board. Board members are available for Godly counsel about any matter related to ENCHEA. We will gladly offer support or advice concerning conflict resolution, regardless of whether the matter results in a formal investigation or confrontation meeting with another party.

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 Eagle's Nest Board communicates otherwise. Details will be communicated 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 come to 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 or campus manager 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. The Monday Campus Manager will communicate changes in the hours of operation.
- Students are not allowed on campus without adult supervision. The director/campus manager 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 schoolyear, 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 lunch time.
- 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 Eluminatus students.
- Please 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 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!
- Students are expected to be truthful in their words, actions, and work. Integrity matters!
- 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.
- Students are not permitted to "hang-out" in any vehicles or in groups in the parking lot unsupervised.
- Students must sign in when arriving at 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

- While on campus, students may not use phones or other devices in the break room, hallways, or restrooms.
- Students may not use phones during classes or activities unless specifically directed to do so by the tutor/adult leader for a purpose related to the class or activity.
- On Thursdays, students may use phones or other devices in the quiet study area for studying or contacting parents ONLY! Students may also use phones to contact parents standing at the welcome table under supervision.
- On Mondays, students may only use phones or other devices to contact parents standing at the welcome table under supervision. There is not a quiet study area available on Monday; however, the Monday Campus Manager may allow a student to use a device for studying in a designated supervised area if she deems it appropriate.
- 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 may not use social media on campus. Students may not post photos or videos taken on campus (which should not exist in the first place) on social media.
- 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. Please note that it is NEVER appropriate to take photos or videos in a restroom!
- If you share photos or videos of Eagle's Nest social events, please make sure that all content is clean, appropriate, and respectful of others. Your social media posts should reflect Christian character and conduct!
- Students are expected to help with set-up or clean-up when asked, whether or not a reward is offered.
- 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.
- 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 is 15 mph.
- 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!

DRUG POLICY

Possession/use of alcoholic beverages, tobacco products, illegal drugs, prescription drugs without a prescription, hallucinogenics, 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!

Church Policies

We are blessed to use the facilities of Crossroads Church for Eagle's Nest, Eluminatus, Voyagers, club meetings, 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 ENCHEMA, we must follow the rules.

- Eagle's Nest may only use the main lobby entrance and designated 2nd floor classrooms.
- Do not enter areas designated for the church preschool program.
- The speed limit on campus is 15mph. No reckless driving!
- Park only in the designated areas. Students, parents, and guests should use the upper parking lot. Tutors and families with special needs may use the lower parking lot near the elevator.
- Students may not go anywhere on campus that is not supervised and approved for Eagle's Nest use.
- 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 ask the director for approval 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.

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 spaghetti 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.

“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

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 15 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, Crossroads 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 campus manager or volunteer coordinator, 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 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 Monday Campus Manager 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 first time minor offenses, the director, or campus manager will issue a verbal warning to the student and inform the parent.
- 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 or campus manager.
- 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 or campus manager will issue a verbal warning to the student and inform the parent. For more serious or repeated offenses, students may experience consequences such as restriction from the break room, 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 serve their required Monday Parent Squad shifts to help supervise students in the break room. For more details about Monday Parent Squad, please see Parent Service Requirements in the Performing Arts Section.
- Parents are expected to meet all financial obligations to Eagle's Nest and their child's club.

ELUMINATUS ACADEMIC PROGRAM

Eluminatus Mission Statement

Statement of 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, forums, and other information on the website. Tutors will also use the website to post assignments, grades, and other information. This will replace the student information system we have used in the past (Thinkwave).
- 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 accredited unless otherwise stated in the course description; middle school classes are not accredited. 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 Kate Walker (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 an independent parent-led track or use another transcript service.

**Parents who are already working with Jennifer Switzer to obtain an accredited transcript for their students may continue to work with her, but she is no longer accepting new clients.*

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 you are enrolled in Mrs. Switzer or Mrs. Walker's transcript service, 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 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 parent, 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=B, 71-79=C, 70=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.

**Enrollment in Eluminatus classes alone may 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 work days do not meet the requirement, it is up to the parent to supplement with other educational activities.*

At-Home Work Days

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. This calendar is a suggestion, not a requirement. Parents may arrange the at-home work schedule to fit the needs of the student.

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 review 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 had 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:

- To make sure students are supervised and to prevent disruptions to the Voyagers enrichment program, Eluminatus students may not visit/attend Voyagers unless they are signed up as a student or assistant for a Voyagers class OR have specific permission from the Voyagers director to be there. Eluminatus students who have parents/siblings in Voyagers should not assume that they automatically have permission to visit Voyagers.
- 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, the quiet study room will be used as an "overflow" break room during that time only. At the end of lunch, the quiet study room should be left clean and return to being quiet so people can study in peace.



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 by 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 parent 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 parent 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.*

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 blank 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 Kudos hole punches is not appropriate.*

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 teacher.
- To ensure academic honesty, parents are required to closely supervise take-home tests. Parents should also ensure that students are completing 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.
- 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!

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 any responsibility for ensuring that member families are in compliance 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 determine this and 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 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.*