

# EAGLE'S NEST ELUMINATUS



## Parent/Student Handbook 2023-2024

*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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## **GENERAL INFORMATION**

### **Mission Statement**

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

### **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. (Gen 1:1-2, Mat 4:10, Heb 1:5-8, Joh 1:1-3, 8:56-58, 10:30, 14:8-9, 16-18)*

*ii) We believe that Jesus Christ is the only begotten Son of God, who took on human flesh, remaining fully God and fully man, yet without sin, and that He is the image of the invisible God. (Joh 3:14-17, 9:35-38, Mat 14:31-33, Heb 1:1-3, 4:14-15, Col 1:15-19)*

*iii) We believe that the Bible is the inspired, inerrant word of God, and is the only infallible written guide for our daily life. God has ordained that through the preaching of His word, He will eternally save souls. (2Tim 3:16-17, Rom 10:13-17, 1Cor 1:21)*

*iv) We believe that salvation is a work of the Spirit of God as men are born again. This salvation is offered as a free gift to the sinner and must be responded to in individual repentance and faith, not trusting in any personal works but in the sacrificial death of Jesus Christ alone. (Joh 3:3-8, Mar 1:14-15, Tit 3:4-7, 2Tim 1:9, Eph 2:8-9)*

*v) We believe that our children are gifts from God and that as parents we are fully responsible for educating them, instilling godly character within them, and training them by instruction and example to love God with all their heart, soul, mind and strength, and to love their neighbors as themselves. (Psa 127:3, Pro 22:6, Eph 6:4, Mar 12:28-31)*

### **Hours of Operation and Late Pick-Up**

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

### **Safety and Protection**

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

- All tutors, staff, parents serving on Parent Squad, and other adult volunteers must complete the required online child protection training.
- Minimum two-adult leadership on all field trips and outings is required.
- One-on-one contact between adults and youth: situations requiring a personal meeting, such as tutoring, ministry, or discipline, should be conducted within view of others.
- 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.

### **Mandatory Reporting**

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

### **Inclement Weather Policy**

In the event of inclement weather, we follow the Coweta County School System. If they are closed, we are closed. If they delay, we are still closed. An announcement will be sent via email.

### **Illness Policy**

- The Eluminatus illness policy is intended to minimize the spread of illness without causing unnecessary absences.
- Students experiencing the following symptoms or conditions should not come to Eluminatus:
  - 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 Covid-19 or any other contagious illness
- If a student becomes ill while at Eluminatus, 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 class 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.
- This illness policy only applies to Eluminatus. Other Eagle's Nest programs and activities may require additional illness precautions.

*We don't want students to be forced to miss class 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 to send your child to Eluminatus.*

### **Lunches**

The Senior Team orders lunch each week as a fundraiser. An order email comes out weekly. 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.

### **Students Leaving Campus**

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

## **Communication and Announcements**

There are a few ways we will communicate information to Eluminatus families:

- **The weekly newsletter:** The newsletter will contain important announcements and reminders. It is imperative that parents and students read the newsletter each 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).

## **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 Eagle's Nest graduation.
- **Other senior activities** will depend on the interest of the seniors and the willingness of parents to plan the events.

## **Student Council**

High school students who are part of EN elect a new Student Council each year. The Student Council plans spirit days, events, and dances. Some of these may be open to only Eagle's Nest students, while others may permit guests with permission from the Eagle's Nest Board.



## **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 schoolwork will be done at home. **The parent is the teacher.**
- Parents are expected to supervise take-home tests.
- Parents are expected to read communication sent by Eluminatus staff and tutors, including the weekly newsletter, and frequently monitor grades and assignments.
- Parents are expected to communicate in a respectful manner with Eluminatus staff, tutors, parent volunteers, students, and anyone else involved in Eluminatus.
- 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 are expected to set a positive Christian example by their conduct and suitably modest attire when visiting Eluminatus for any reason.
- Parents are encouraged to volunteer in other ways as well. 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 3<sup>rd</sup> grade.**

### **PARENT SERVICE REQUIREMENT**

All parents are required to serve a few times a year at Eluminatus on Parent Squad to support the program directors. The goals of Parent Squad are to keep the students safe, make sure they observe the behavior guidelines and church policies, and show our spirit of service. An online sign-up form will be provided for you to choose your dates of service. If you have not signed up by August 1, your student will not be allowed to attend class on the first day! No exceptions!

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

\*Parents of students who are participating in Monday and Thursday classes or activities will be required to serve on both the Monday and Thursday Parent Squads.

## **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 in the Course Descriptions, available on the website under the Academics tab.

### **Transcripts**

If you would like to obtain an accredited Eagle’s Nest Eluminatus transcript for your high school student, contact Kate Walker ([enchea.transcripts@gmail.com](mailto:enchea.transcripts@gmail.com)) for details. This service is available for an extra fee and with a signed agreement. The information and requirements are available on our website. Parents who do not wish to use this service may compile their student’s transcript on an independent 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 using Mrs. Switzer or Mrs. Walker’s transcript service, Eagle’s Nest Eluminatus should be listed as your school.
- If the transcript is issued by the parent, fill out all forms as a homeschool student – NOT an Eluminatus student. This applies even if the student 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 of Basic Skills each year in the spring. Registration information for this test will be posted a few months before the test date.

### **Tutors**

- All 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 should communicate with the tutors and directors as needed.
- 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 absolutely necessary.
- At the beginning of the school year, tutors will let parents and students know the best way to communicate with them. To ensure a timely response to your questions and concerns, please use the tutor’s preferred method of communication.

### **Field Trips**

Tutors may occasionally plan field trips for their classes. Students are strongly encouraged to attend class field trips; however, if a student is unable to attend, the tutor may give an alternate assignment in place of the field trip. The tutor may determine what type of alternate assignment is appropriate.

## 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 within Eagle's Nest Eluminatus.

The Eluminatus grading scale is 90-100=A, 80-89=B, 70-79=C, 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 for 34 weeks, class attendance is vital to students' progress.

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

2. 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. As soon as you know that you will be absent due to a reason other than illness, please let the tutor know so that he/she may get the work together for you. Several weeks' advance notice is preferred. If possible, avoid planning absences on final exam days.

3. Maximum Absences: If the number of absences total 4 class days for the semester, the student may not receive credit for that semester. This means that 3 days for the semester is the maximum number of absences, whether planned or unplanned, that will be permitted for a passing grade.

### **ACADEMIC INTEGRITY**

**Students are expected to maintain academic integrity in their Eluminatus classes, including work completed at home.**

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 academic activities.

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 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.

## **PERSONAL CONDUCT**

### **Code of Conduct**

Students are expected to follow the code of conduct while at Eluminatus. Parents, tutors, and staff are expected to set an example of Christian conduct and character.

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

### **Daily Conduct**

- Students should be respectful and kind to all adults and other students and should refrain from disrupting class.
- Bullying and hazing are not allowed! Please keep in mind that what seems like a joke to you may be hurtful to someone else. If you feel that you are being bullied, inform the director right away.
- All students must wear a photo ID on a lanyard while on campus. Clipping it on a backpack is not acceptable. You must wear your own ID – no swapping! If you forget your ID, you will wear an EN shirt and stick-on nametag for the day.
- Students are expected to do their own work on assignments and tests – no cheating!
- Students must spend their time on campus in the designated classrooms, quiet study room, or break room. No loitering in other areas or wandering the campus grounds.
- Use the break room for conversations with friends and classmates. The hallways and study area need to remain quiet.
- Students must get permission from the director to use the elevator. If you need to use the elevator due to physical limitations or to transport heavy/bulky items, permission will be granted. Otherwise, use the main lobby stairs.
- Eluminatus students are allowed at Voyagers only when they have been assigned a job at Voyagers and with the permission of the Voyagers' director.
- Students are not permitted to "hang-out" in any vehicles or in groups in the parking lot unsupervised.
- Students may eat and drink in the break room. No food or drinks except water are allowed in other areas. You must clean up your mess after eating and drinking in the breakroom!

- There is a microwave in the breakroom for student use. Please remember to leave the microwave clean after each use.
- Hoverboards, skateboards, scooters, roller blades, bikes, and wheeled shoes are not permitted on 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 not be permitted to drive on campus anymore. The speed limit is 15 mph.
- Students may use phones in the quiet study area only. Phone use is not permitted in the break room, hallways, or restrooms. Phones may not be used in class unless a tutor specifically asks students to use their phones for an educational purpose. Please make sure that what you're doing or viewing on your phone is appropriate.
- Public displays of intimate affection are not permitted.
- Students may not take photos or videos at Eluminatus.
- Students may not use social media at Eluminatus. Students may not post photos or videos from Eluminatus 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!
- Guests are permitted for certain scheduled events, but at all other times only students and parents are allowed at Eluminatus. All visitors should have a purpose and permission from the program director to be at Eluminatus. Visitors should sign in and get a visitor lanyard at the welcome table.
- 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!



### **Reward System (Kudos)**

Kudos are reward slips given to students by the Eluminatus Director, Assistant Directors, and tutors.

Students can save up their kudos to earn rewards such as free snacks or gift cards. This is an individual reward system, so Kudos may not be transferred to other students.

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)
- Volunteer to help with set-up, clean-up, or other tasks at Eluminatus
- Other actions at the Director's discretion

### **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 a note 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 a note of the warning 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.

## Dress Code

- We encourage all students, parents, staff, and guests to maintain a modest Christian appearance at all times at Eagle's Nest activities.
- **Students will not be allowed to attend class 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 must be followed at Eluminatus:
  - 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 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.
  - Pants and shorts must not reveal skin higher than the tip of your index finger with your arms resting at your sides. This includes skin visible through holes or rips. Skirts must be no shorter than 2 inches above the knee. Opaque leggings may be worn under skirts to meet the length requirement.
  - 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 implies rude, disrespectful, or obscene language or images is not appropriate to wear to Eagle's Nest classes or events.

### Dress Code for Dances

- Gentlemen (Formal): Tuxedo or suit with tie or bowtie, dress shirt, dress pants, and jacket.
- Gentlemen (Semi-Formal): Dress pants, shirt with collar, tie and jacket optional. No jeans or t-shirts.
- Ladies (Formal): Floor Length Dresses
- Ladies (Semi-Formal): Dress or skirt – the shortest part of the hem should be no shorter than 2 inches above the knee.
- Dress guidelines: No plunging necklines or cut-outs. Strapless dresses are allowed if they have "stays" to prevent slipping. If you feel the need to constantly tug at your dress to keep it up, don't buy it! Lace dresses with skin-colored fabric are acceptable as long as the lace is not placed to look as if it is covering up "parts". The back must not be lower than mid back. All prom dresses must be approved in advance by the director or designated prom coordinator.



## COMMUNICATION ETIQUETTE AND UNITY AGREEMENT

Good communication between 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

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 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.
- 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. 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.

## **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.

- Eluminatus may only use the main lobby entrance and designated 2<sup>nd</sup> 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.
- All students must be supervised, including time between classes. Students may not go anywhere on campus that is not supervised or approved for ENCHEMA 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.

## **BOARD REVIEW AND DISMISSAL**

### **Board Review**

At the Director's discretion, violation of Eagle's Nest bylaws or the rules in this handbook can be taken directly before the Eagle's Nest Board of Directors ([encheaboard@gmail.com](mailto:encheaboard@gmail.com)) 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. Eagle's Nest Christian Home Educators Association is the umbrella under which Eluminatus operates. The following families currently serve on the Board of Directors: Jeff and Kelly Myers; Steven and Tyra Ingle; Kevin and Kelli Yarbrough; Greg and Amy Matkovich; and Ryan and Kate Walker.

### **Dismissal**

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

- Academic Dishonesty – please see the full explanation on page 6 of this document.
- Abuse – No physical, written, verbal or emotional abuse will be tolerated. This includes obscenity and racial slurs, as well as foul, malicious, predatory, or bullying language or gestures.
- Weapons – No firearms, knives or bb-guns, pretend or otherwise.
- Controlled substances – No use or possession of alcoholic beverages, tobacco/nicotine products, E-cigarettes, illegal drugs, or drug paraphernalia.
- Public displays of intimate affection while on campus.
- Abuse of access to technology, cell phones, and computers.
- Reckless driving by students or parents. The speed limit on campus is 15 mph.
- Non-payment of tuition, tutor fees, fines, or any other payment due per the Financial Agreement.
- Refusal to comply with ENCHEMA 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 Eluminatus or using a transcription service. Parents are responsible for the record keeping, education, and safety of their students while participating in the EN programs, events, and functions. 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.