

BEHAVIOR GUIDELINES AND CHURCH CONTRACT 2011 - 2012

Students are expected to be on their best behavior while on the Unity church campus for Eluminatus/Bridge classes or any function sponsored by Eagle's Nest. A student's behavior and conduct reflects his attitude toward the LORD, his parents, and himself. Because students also represent Eluminatus/Bridge and the homeschool community in general, we ask that each student does their best in everything. Students need to be prepared for class, be punctual, be honest, and be respectful. Students should submit to the authority of the instructors, directors, parent volunteers, and should obey the behavior guidelines and policies set forth in this contract.

BEHAVIOR GUIDELINES

Below is a list of general guidelines that students are expected to adhere to. This is in no way an all inclusive list.

- Students should show respect to all adults and other students.
- The use of obscenities, racial slurs, foul, inappropriate or abusive language or gestures will not be tolerated.
- Students are not allowed to have firearms, knives, or bb-guns. *Special permission may be given to the student if needed for class presentation. Parents must contact the Director prior to presentation for permission.
- Water pistols, sling-shots, or toy-weapons are not allowed.
- The use or possession of alcoholic beverages, tobacco products, illegal drugs or drug paraphenalia is prohibited.
- NO public displays of affection (PDA) while on Unity campus.

Note: Any of the above offenses may mean an immediate dismissal from Eluminatus/Bridge

- Students are expected to be on time to class and remain in the classroom until dismissed from class by their teacher then they are to proceed quietly to their next class.
- The hallways in the classroom area are to be kept quiet and may not be used as an area for group (two or more students) discussions.
- Cell Phones and Electronics: ALL cell phones are to be turned off during a student's class hours. Lap Tops and other devices may be used for note taking and class work. **Absolutely no texting or social networking (Facebook) is allowed during class.** Instructors may confiscate the electronic device for the day if the student is being disruptive or using it for anything other than class work. NO EXCEPTIONS!
- Eat and drink only in designated areas.
- Clean up after yourself. Please leave the church in better condition than it was found.
- NO skateboards, scooters, roller blades, bikes, etc. are allowed on the church campus during co-op hours. (8:00am – 6:00 pm)
- High school students MUST remain in the front of the Student Activities Bldg. No student is allowed to hang out in the back or sides of the building. The ONLY acceptable areas for the students to be present in are the classroom with a teacher, the break area, and the study room where there is an adult presence.

- Students are not permitted to "not hang" out in any vehicle that is not their own unless accompanied by a parent.

DISCIPLINARY ACTION

Occasionally, disciplinary actions may be necessary to maintain the standard of behavior expected by Eluminatus and/or Bridge administrators.

- If a student is reprimanded, written documentation – a write up - will be placed in the student's file. Consequences will be determined by the Director, based on the offense. ****If a student is disrespectful when informed of a behavioral write up, the offense will immediately be elevated to a "strike" offense, the parent will be contacted and the procedure below will be followed.**
- A three strike policy will be enforced.
- A "strike" will be issued for more serious behavior offenses, and to a student that has habitually been written up for lesser offenses. Parents will be notified when a behavior "strike" is issued and the consequence explained.
- After the second strike, the Eagle's Nest Board of Directors, as well as the parent, will be notified.
- Upon the receipt of the third strike, the student will be expelled by Eluminatus and/or Bridge for the remaining school year. You are still financially responsible, per the signed Financial Agreement, for the agreed term of the contract.

The following consequences may result if Behavior Guidelines are not followed by the student: (This is NOT an all inclusive list, but examples of consequences that may be used to correct behavior.)

- Verbal or written apology if applicable
- Come early or stay late to help with set up or clean up
- Parent (be required to) shadowing the student to class
- Restriction during "free time" on campus
- Removal from class and issued zeroes for missed work
- Student and parent meeting with Director and/or EN Board of Directors

CLASS ATTENDANCE

- Class attendance is required. If the student is going to be absent from class, it is the parent's responsibility to contact the instructor or the administration before the scheduled class begins.
- All unexcused absences and tardies will adversely affect the student's final grade in the class.
- All absences and tardies will be reported to the administration, who will, in turn, inform the parent.
- If a student is habitually tardy (2 or more times per semester), disciplinary action will be taken. The disciplinary action may require the parent to be physically present, to insure their student conforms to the attendance policy.
- Leaving class without the instructor's permission is unacceptable and will adversely affect the student's final grade. If the student is not in class during their scheduled class time without a hall pass from the instructor, it will be considered "skipping" class. The administration (and parent) will be notified and appropriate actions will be taken.

DRESS CODE:

STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF OUT OF DRESS CODE

- Pants: Jeans, dress casual or cargo type pants are acceptable IF there are no holes or patches above the knee. No excessively baggy pants (no underwear showing...wear a belt if necessary), no sweat pants or loungewear.
- Shirts: The “official” Eluminatus or Bridge T-shirt, Courant or senior shirt must be worn to attend classes. The shirt must hang below the waistband of the pants while on campus and be visible at all times. The shirt may not be altered in any way. A button down, zipper jacket, or a sweater with buttons may be worn over the approved t-shirt...the t-shirt MUST be visible at all times.
- Shorts: Walking/Bermuda length shorts, no shorter than two inches above the top of the knee.
- Skirts and dresses: long skirts and dresses to the knee or below, are allowed.
- Hats: No hats are to be worn in the classroom at any time.
- Shoes: Must be worn at all times. Sandals, flip flops, athletic, etc.
- Athletic Uniforms: While on campus the students are to be in dress code. If a student is leaving campus and going to a team sport, the student may change into their uniforms just before leaving the campus.
- NO clothing (top or bottom) should be tight and form fitting or be made of thin fabric that requires an undershirt in order to not be “see through.” You can be stylish AND modest.

Each time a student is out of dress code the parent will be notified and given two options. A student must be in dress code while on the Eluminatus Campus during Eluminatus hours from 8:00 a.m. – 5:00 p.m. whether or not they are in a class. No exceptions.

- **Option 1:** The parent will bring the student clothing that is within the dress code. The student will not be allowed to attend class but will wait at the Eluminatus table until the parent arrives.
- **Option 2:** If the student is complying with the dress code except for the Eluminatus t-shirt, the student may purchase a new Bridge or Eluminatus T-shirt and will be charged \$15.00. This charge will be added to the family’s account to be paid by the 1st of the following month.

BEFORE AND AFTER ELUMINATUS CLASS HOURS

Scheduled hours are 8:00 a.m. to 5:00 p.m.

Students are not allowed on the Unity campus without adult supervision and should arrive no earlier than 7:45 a.m. and leave no later than 5:15 p.m., unless an administrator or instructor has a scheduled activity.

Students cannot "hang out" after 5:15 p.m. in the parking lot. Those students that drive will be asked to leave the Unity campus at 5:15 p.m.

Parents must pick up students by 5:15 p.m.

Administrators and adult volunteers cannot leave until everyone has vacated the building and parking lot. The adults waiting with the students are usually volunteers that have chosen to sacrifice their time away from their homes and families to help you with your students. Please be respectful of their time.

Because of issues in the past, the Eagle's Nest Board of directors has voted to implement the following policy:

Unless a supervised scheduled activity is taking place, a monetary penalty will be charged to any family not picking their child up by 5:15 p.m.
At 5:16 p.m., a charge of \$10 will be added to the family's account, to be paid by the 1st of the following month. An additional \$10 will be for each additional 10 minutes late. (ex. At 5:26 an additional \$10 will be added to the penalty.) The official time will be taken from the cell phone of the adult waiting with the student.

ACADEMIC PROBATION:

An Academic Probation form may be used by an instructor for informing the family if a student's academic standing falls below a "Passing" level. Evaluations and review of academic progress will occur approximately every nine weeks. A grade below 70% is considered "Failing". The student has until the next review date to bring their grade up to a "Passing" percentage (70% or above). If this is achieved, the student will be released from academic probation. If the grade percentage remains below 70%, the student will not be able to continue participating in the course for which they are on academic probation for the remainder of the year.

If your child is on academic probation and is dismissed from a class, you will still be financially obligated for class payment for the remainder of the semester (if this is first semester, follow the guidelines in number 7 of the Financial Agreement policy) and any outstanding fees. No credit or grades will be issued from Bridge or Eluminatus for that class and your student will not be able to register for classes for the next academic year until all financial obligations have been met and the EN Bookkeeper has cleared your account as "Paid in Full".

BOARD REVIEW

At the Director's discretion, any violation of the Behavior Guidelines, Dress Code, Church Policies, or any infraction not mentioned, can be taken directly before the Eagle's Nest Board for consideration. The Board will review the information to the best of their ability and render a course of disciplinary action. Section 10 of the Eagle's Nest By-Laws will be a point of reference, but not exclusively, for their decision.

CHURCH POLICIES

We are blessed to be able to use the facilities at Unity Baptist Church for Eluminatus/Bridge, as well as for many other home school functions. It is vital to our continued use of the facility that the church's activities NOT be disrupted.

- Running and loud discussions in the hallway disrupts church business and is not allowed. Violation of the church policies jeopardizes our use of the facility.
- Use only the designated entrances.
- All students will be supervised, including time between classes.
- No animals are to be brought into the church facility unless for class purposes ONLY. Please notify the Eluminatus/Bridge director at least one week prior to the date of needing to bring the animal. THIS IS A MUST!
- All classrooms should be cleaned at the end of each class and the trash removed after the last class. Pick up after yourself.

Failure to abide by these simple rules could result in the loss of the privilege of using this facility and damage the credibility of Eagle's Nest. Please leave the area in better condition than when you arrived.

DISCLAIMER

Parents are responsible for the safety of their students while at the Eagle's Nest functions, including attending classes at Eluminatus/Bridge and all field trips. ENCHEA, Unity Baptist Church and all representatives of these organizations do not accept any liability for any injuries sustained while attending an ENCHEA function. Eagle's Nest, Eagle's Nest Eluminatus/Bridge and Unity Baptist Church are not responsible for any of the student's accidents or injuries that occur off campus.

Transportation to and from campus is the parent's responsibility. Students leaving campus to go to lunch, etc. do so at their own risk. If you do not want your student to leave campus after their arrival, either on their own or with friends, it is the parent's responsibility to enforce this issue.