
EATON ACADEMY

EDUCATION SOLUTIONS FOR EVERY MIND, EVERY AGE

EATON ACADEMY



ESTABLISHED
1995

LEAP PARENT AND STUDENT HANDBOOK

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EATON ACADEMY VISION

Eaton Academy designs education solutions for every mind, every age.

LEAP PROGRAM MISSION

The LEAP Program serves adult learners who benefit from a differentiated model of education, designed to achieve job readiness, social adaptability, and independent living skills.

CORE VALUES OF THE LEAP PROGRAM

Compassion

Understanding the needs and abilities of each participant

Diversity

Celebrating the various backgrounds and abilities of participants

Integrity

Providing accurate assessments of individual growth

Personal Development

Creating customized opportunities in order to maximize the success of all participants

Safety

Maintaining an environment that is socially, emotionally, and physically safe

Progression

Guiding participants toward employment, social health, and personal independence

LEAP PROGRAM PURPOSE

Eaton Academy's LEAP Program aims to help all of its participants maximize their potential and neuro-growth. While Eaton Academy's K-12 academic programs create customized education solutions for students who have not responded to more traditional models of education, LEAP extends the mission to meet the needs of adult learners. By capitalizing on our participants' strengths and presenting material in a multisensory approach, LEAP helps them to realize their occupational, social, and independent living goals.

It is our belief that the keys to success are a positive attitude and high self-esteem. These qualities combined with academics, time management, organization, and life skills improve an individual's ability to conquer developmental challenges, realize potential, and enhance lifelong learning.

LEAP PROGRAMS

EDGE

Experience . . . Develop . . . Grow . . . Empower

This is the “cutting edge” introductory program for those individuals with more involved social, emotional, academic, or psychological needs. EDGE staff members work with participants to develop greater social awareness, self-expression, emotional management, and personal hygiene. An emphasis is placed on creating and maintaining daily routines that may enable some participants to progress into other LEAP programs. Multi-sensory strategies and activities are explored so that neuro pathways may be created and strengthened. Through EDGE, many life skills and experiences that might have been assumed to be out of reach may be attainable.

LEAP FULL DAY PROGRAM

Learn . . . Experience . . . Adapt . . . Prepare

LEAP is an innovative, non-degree program designed for participants who want to strengthen their overall life skills in order to achieve job readiness, social adaptability, and independent living skills. Applicants should be between the ages of 18 and 30 and should have either completed high school or be working toward a GED. The goal of this program is to provide opportunities for personal and occupational growth. In LEAP, individuals are guided to set realistic, attainable goals as they develop a personal plan for living. LEAP fosters relationships with local businesses to help participants gain real-life job experience on specific worksites with the aim of obtaining employment upon completion of the program.

Along with job training, LEAP offers afternoon classes that build life skills, such as basic personal finance, meal preparation, simple home maintenance, critical thinking, social skills, and personal hygiene. These classes address areas of growth in a holistic approach.

SUPPORTED EMPLOYMENT

LEAP can facilitate and support participants’ desire to obtain and keep a job. This program requires participants to consistently exhibit job readiness and to have the approval of a GVRA counselor for Supported Employment services. In such cases a career plan will be established with the participants. This plan will include a short and long term outline so that the participants can establish goals and follow timelines in order to identify and ultimately reach their career potential. A LEAP supported employment specialist will assist participants with the job search, the application process, and preparing for interviews. Once a job has been secured, the specialist will provide support to the participant in order to keep the position. When the participant has demonstrated the ability to work independently, a final meeting will take place and Supported Employment services will end. While participants are receiving Supported Employment services, they are obligated to attend the LEAP program one day per week, and will be scheduled to work with an employment specialist. The employment specialist will designate a meeting day for participants based on the calendar of the specialist. The participant may be eligible to attend additional days of LEAP at an additional fee per day at the discretion of the LEAP Director.

LIFE

For those participants who have exhibited successful employment retention and independent living skills, LEAP offers LIFE, an independent living experience, that pairs participants in spacious two bedroom apartments less than one-half mile from Eaton Academy. LIFE participants lease apartments for the duration of their enrollment in the LIFE program and become part of, not only the LEAP community, but the apartment complex community as well. LIFE residents are mentored by appropriate LIFE coaches who support the participants’ independent living education by monitoring the apartment situation and by providing goals for employment retention, time management, financial responsibility, meal planning and shopping, home maintenance, and social activity. Participants enjoy an active community, often hosting dinners for other participants and scheduling outings such as bowling, golfing, and the movies. They also have easy access to public transportation, which enables participants to get to work promptly and removes their dependence upon their families.

WORKSITE OPPORTUNITIES & CONDUCT EXPECTATIONS

Worksite Opportunities

In an effort to improve employment opportunities and help participants develop behavior that is conducive to sustainable employment, the worksite opportunities are one of the core experiences LEAP offers. Worksite partners have ranged from Furkids Thrift, the Roswell Recycling Center, and Crust Pizzeria to REI, TJ Maxx, and Longhorn Steakhouse. At the worksites, participants learn skills which are added to their resumes for use with Supported Employment. These skills include, but are not limited to, food preparation, silverware preparation, cleaning (windows, tables, vacuuming, dusting) clothing processing, sorting, organizing, merchandise display setup, and many others.

Instructors accompany participants to worksites daily from 9:30-12:00. LEAP staff provide job coaching, instructional support, and constructive criticism at worksites to help participants hone key skills. Staff help develop participants' various strengths and identify areas of concern as focus points for improvement.

In addition to work experience, participants are guided in creating resumes, completing job applications, developing interview skills, and improving communication skills.

Worksite Expectations

Participants are expected to arrive on time to the LEAP program, as they will be expected to do at any place of employment. In keeping with the LEAP Dress Code, participants are to arrive in appropriate attire and to display a clean and well-kept appearance. LEAP polo shirts and hats may be required.

Phones, music devices, and other electronic devices are not allowed on worksites. This practice helps prepare participants for the policies on such items in most workplaces.

Participants will receive instruction from LEAP and worksite staff. They are expected to follow these instructions with respect and to the best of their ability. Many participants have been able to obtain employment at or in connection with one of our worksites. Showing compliance, effort, and adaptability are key traits that participants develop as they "practice" employment with our business partners.

Staff will drive to and from worksites without making stops for meals or snacks. Participants should come to LEAP with everything needed for lunch; special trips will not be made without having made prior arrangements.

The goal of worksite experience is to develop job readiness with the hope of moving into Supported Employment. Exhibiting mastery of worksite duties and completion of application and interviewing training are key components to transitioning to the Supported Employment program.

PARTICIPANT & PARENTAL PERMISSIONS AND ACKNOWLEDGEMENTS

Participation in the various programs of LEAP requires participants to travel and engage in specific activities that are integral parts of the program. By enrolling in LEAP, participants and parents are agreeing with the following:

1. Parents and the participants understand, acknowledge, and agree that participants may be riding with other program participants and/or using public transportation (MARTA) during LEAP.
2. Parents and the participants understand, acknowledge, and agree that the participants may be transported by LEAP Program staff members in a voluntary transportation arrangement.
3. Participants will be performing various culinary tasks such as (but not limited to) cutting, chopping, slicing, sautéing, baking, and broiling. Parents and the participants understand, acknowledge, and agree that these tasks can be hazardous and that they assume full risk and liability associated with such tasks.
4. Parents and the participants understand, acknowledge, and agree that Eaton Academy and the programs of LEAP may take photographs and videos of the participants during their normal program activities for the purpose of recruitment and publicity via print or social media.

GENERAL DISCIPLINE & CONDUCT GUIDELINES

Group Program Hours

LEAP: 8:45 a.m.— 2:30 p.m.

EDGE: 9:00 a.m.— 1:00 p.m.

Emergency Weather Notification

Severe weather, power failures, and other interruptions may necessitate a delayed opening or cancellation of classes. When such events can be foreseen, an announcement will be made as early as possible. Consult local radio and television stations for closing announcements. Follow us on Twitter (@EatonAcademy) for inclement weather notices. Such notices will also be posted on our blog and Facebook page. If our main telephone line is out of order, please call our emergency number which is published at Orientation. That number does not accept voicemail and will be activated only when the main number is down.

Attendance and Tardiness

If a participant is going to be absent, please notify the program director via phone or email. With such notification, an absence will be considered “excused.” Without such notification, an absence is “unexcused.” A participant who is significantly tardy will not be permitted to go to that day’s worksite. The participant’s parents will be notified when absences/tardies have exceeded eight (8) days. Excessive absences and tardies (more than 8) may result in expulsion from the program. Attendance is mandatory in order for a participant to remain in LEAP.

Early Dismissal of a Student

When a student needs to be picked up before the end of the academic day, parents should email the program director with the dismissal time and the transportation arrangement.

Transportation and Late Fee

Parents are expected to make arrangements for student transportation at the end of the academic day. When someone other than the parent is sent to pick up a student, prior notice must be given to an administrator. The administrator will ask for identification from any non-parent. Eaton Academy reserves the right to assess a late fee of \$1.00 per minute/per student for students who are not picked up by their designated departure time. This fee is expected to be paid in full at pick-up. LEAP instructors transport participants only to and from worksites.

Dress Code and Appearance

Monday through Thursday students must be attired in standard dress, which includes the LEAP polo shirt, traditional style pants (such as khakis or nice jeans), and skirts of appropriate length. Shorts of appropriate length may be worn April through September. LEAP hats must be worn at designated worksites

On Friday students may wear appropriate jeans and suitable T-shirts. Eaton Academy and LEAP T-shirts and hats are available for purchase.

Students will not be admitted and may be sent home at the discretion of the administration for what is deemed to be unacceptable dress. Some examples of unacceptable dress and appearance are dirty, unwashed, ripped, or torn apparel; overly baggy clothing; athletic wear; bare mid riffs; spaghetti straps; low necklines; visible underwear; tight or revealing clothing; and sandals/backless shoes.

Medication

Eaton Academy cannot dispense or monitor the taking of medication of any type at any time without appropriate documentation from the parent and prescribing physician. Participants must submit an Authorization for Medication form in order to for prescription medicines to be taken or administered at Eaton Academy. Further, the medication must be in its original, pharmacy-labelled packaging and be taken according to label directions. Medicine must be given to an administrator and will be kept in a locked container. Administrators may authorize certain medicines (epi-pens, inhalers, insulin, etc.) to be carried by the participant to whom they belong on physician’s written direction.

GENERAL DISCIPLINE & CONDUCT GUIDELINES

Lunch/Music/Cell Phones

Students are welcome to bring a healthful lunch each day. Participants are not permitted to bring high energy drinks or gum to school. Participants should not bring video games, music devices, CDs, or DVDs without permission. Similarly, cell phones and Internet/texting devices are not permitted in school. Any of these items brought to the program will be confiscated and held by an administrator; the return of confiscated items is strictly at the discretion of Eaton Academy. Confiscated cell phones and Internet/texting devices are subject to search by an administrator.

Participant Conduct and Disciplinary Consequences

Inappropriate behavior and actions will be handled on an individual basis. Eaton Academy maintains a zero tolerance for drugs, alcohol, tobacco, weapons, violence (physical or verbal), the inappropriate use of technology, and damage to property. This zero tolerance includes the possession and/or use of any of the above items as well as the possession and/or use of any paraphernalia associated with any of the above items. Further, inappropriate conversation about and/or an attitude that promotes the use of any of the above items is subject to the zero tolerance policy. As part of this policy, a student's enrollment may be terminated at Eaton Academy's discretion for whatever is, in its opinion alone, a violation of this zero tolerance policy. In view of its zero tolerance policy, Eaton Academy reserves the right to subject students to random drug screening. Samples will be obtained at Eaton Academy and sent to the lab for testing. As a courtesy, parents will be notified that a sample has been requested. Should a parent/participant refuse to submit to such a screening, the participant's enrollment becomes subject to termination, just as it would if the screening were completed and returned with a positive reading. *Drug screening fees are to be paid by the parents.*

In addition, Eaton Academy reserves the right to examine a participant's person, personal effects, personal property, locker, social network sites, and the motor vehicle the student has driven to school or in which the student was driven to school. Such searches may take place at worksites and anywhere on the campus of Eaton Academy. Campus is defined as all buildings, parking lots, driveways, and grounds on which the School has facilities, whether owned, leased, or temporarily occupied. Students who fail to permit such an examination, if Eaton Academy has reason to request such an examination, are in violation of the zero tolerance policy and subject to dismissal.

Examples of Actions Which Can Result In Suspension/Expulsion

1. Any action interfering with others' ability to learn or disrupting the positive environment
2. Disrespect, profanity, verbal abuse, and/or personal threat (whether in person, in writing, on the telephone, or on any Internet site) toward staff members, fellow students, visitors to the site, or persons encountered during a field experience. When any issue of this sort is brought to the attention of Eaton Academy, the authorities will be notified as is appropriate.
3. Using or possessing tobacco products on campus or at school events
4. Physical abuse or fighting
5. Violence of any kind which includes physical harm, negative Internet postings, and verbal threats
6. Violation of the above-stated zero tolerance policy at Eaton Academy and at any Eaton Academy function away from the site, including, but not limited to field experiences and community service activities. Please note that it is illegal for minors to possess these substances/items. When appropriate, Eaton Academy will notify law enforcement agencies.
7. Persistent unwillingness to cooperate with Eaton Academy authorities by disregard for procedures, rules and regulations, either stated or understood
8. Persistent unacceptable behavior or attitude, including leaving the school building without permission
9. Involvement in or being arrested for illegal and/or criminal activity (Parent is required to report arrests to the Company)

GENERAL DISCIPLINE & CONDUCT GUIDELINES

Student Illness/Injury

Participants with a temperature of 100 F or higher will not be permitted to attend the program until they have been fever-free without the aid of fever reducing medicine for 24 hours. Similarly, participants must be free of nausea, diarrhea, or any contagious secretions for 24 hours before returning to LEAP. If a student becomes ill or injured while at LEAP or an associated site or function, a parent/guardian will be notified to make arrangements for immediate pickup. Student's return to LEAP is subject to afore mentioned stipulations. In an emergency, 911 will be called and/or the participant will taken to the hospital *at parental expense*.

Crisis Management Protocols

The health and safety of both staff and participants is of utmost importance at Eaton Academy. Staff have been fully trained to execute crisis management protocols for the eventuality of emergency situations. To prepare for various possible emergency situations, fire, severe weather, and intruder drills are conducted bi-monthly. In the event of an emergency, parents will be notified by staff by whatever means available. If the emergency necessitates an evacuation, parents/guardians will be notified by staff once the designated safe place has been determined.

Participants must provide emergency contact information to an administrator within 5 days of the start of the program session. Such information must also be updated annually. In the event that emergency contact information or medication should change during the session, please notify administration immediately.

Visitor Policy

Parent and community partner involvement is encouraged and valued at Eaton Academy. The growth that happens daily in LEAP's various programs is designed to be shared with the public. For safety and security reasons, visits to LEAP need to be scheduled in advance. Calling or emailing to schedule a visit helps ensure the stability of each program's consistent routine.

ADMISSIONS PROCEDURE & REQUIREMENTS

Admissions

Visit www.EatonAcademy.org and click "Apply Online." Then select "Create an Account" and follow the steps. You will then have the flexibility to log in and out of your account and access your open application.

Program Tour

Once the online application has been completed, please consider making an appointment to visit. We would very much like to meet you and encourage you to tour our school and campus. While no decisions will be made during the initial tour, this gives you and your child an opportunity to see what LEAP has to offer and to meet participants and staff.

No decision regarding admittance into the program can be made until the online application has been completed, all required documents have been submitted, and the admissions committee has met to review said documentation. If the committee feels that your child is a good fit for one of our programs, the candidate will be asked to return for an admissions interview by members of the admissions committee.

Required Documents and Payment

To complete the application process, the following documents will need to be submitted prior to a decision being made by the LEAP admissions team:

1. Completed and accurate medical form
2. Official transcript from school last attended
3. A thorough psychological evaluation completed by a licensed psychologist
4. Criminal background check

If the applicant is accepted, payment for the first month must be received prior to starting the program. If at any time the participant violates the rules and procedures of the program or is deemed by the LEAP Director to be inappropriate for the program, the participant will be expelled from the program with a loss of all fees paid.

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