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# EATON ACADEMY

*EDUCATION SOLUTIONS FOR EVERY MIND, EVERY AGE*



## PARENT AND STUDENT HANDBOOK

1000 Old Roswell Lakes Parkway  
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phone: 770.645.2673 fax: 770.645.2711  
[www.EatonAcademy.org](http://www.EatonAcademy.org)

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**EATON ACADEMY VISION**

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

**EATON ACADEMY MISSION**

Eaton Academy serves students who benefit from a more customized model of education, designed to meet their personal needs.

**EATON ACADEMY PURPOSE**

All people can learn. How they learn is the key to education and success. Eaton Academy designs education solutions and provides customized services to learners of all ages who have not responded to more traditional models of education. By capitalizing on our students' strengths and presenting material in a multisensory approach, we help students realize their academic potential and goals. Eaton Academy focuses on the identification of learning styles, the use of state-of-the-art resources and technology, and the implementation of specific strategies that meet the individual needs of our learners. Questioning and study techniques are implemented at a variety of levels and in all subjects to facilitate study skills, organization, retention, comprehension, retrieval, and application of specific information.

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 study skills improve an individual's ability to conquer learning challenges, realize potential, and enhance lifelong learning. All people, regardless of learning challenges, are encouraged to participate in our program.

### **Group Program Hours**

**K-8:** 8:45 a.m.— 2:15 p.m. (Additional programs available from 2:15 p.m. – 4:00 p.m.)

**9-12:** 8:45 a.m.— 3:00 p.m. (Additional programs available after school.)

### **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 student is going to be absent, please notify the appropriate administrator via phone or email. With such notification, an absence will be considered “excused.” Without such notification, an absence is “unexcused.” Unexcused absences will result in the student’s receiving a zero for the affected day(s). Excessive or lengthy absences require documentation from the student’s physician. A student who is significantly tardy will be required to stay at the end of that school day to make up the missed time. Work from excused absences and tardies must be completed in a timely manner as determined by the appropriate administrator. Work not completed within the determined period will result in zeroes. The parents will be notified when absences and tardies have seriously affected the student’s academic performance. Eight (8) absences and tardies per semester will require the administration to re-evaluate the student’s continued enrollment in the program and may necessitate additional programming. There will be additional parental expense for such programming. Student attendance during the above stated K-12 program hours is mandatory.

### **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. Instructors *may not* transport students.

### **Dress Code and Appearance**

Monday through Thursday students must be attired in standard dress, which includes: traditional, collared shirts, short or long sleeve (button-down collar oxfords or polo style pullovers) and traditional style pants (such as khakis) and skirts of appropriate length. Khaki-style shorts of appropriate length may also be worn. On Friday, students may wear appropriate jeans and T-shirts without pictures, advertising, *et cetera*. Students will not be admitted to class and may be sent home at the discretion of the administration for unacceptable dress and appearance. Some examples of unacceptable dress and appearance are: overly baggy clothing; athletic wear; excessive body piercings; hair styles and coloring which attract attention; bare mid riffs; spaghetti straps; low necklines; visible underwear; tight or revealing clothing; and sandals/backless shoes.

### Lunch/Music/Cell Phones

Students are welcome to bring a healthful lunch each day. Students are not permitted to bring high energy drinks or gum to school. Students should not bring video games, music devices, CDs, or DVDs to school without permission. Similarly, cell phones and Internet/texting devices are not permitted in school. Any of these items brought into school 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.

### Student 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/student refuse to submit to such a screening, the student'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 student'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 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, harassment, bullying, and/or personal threat (whether in person, in writing, on the telephone, via text, or on any Internet/social media 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

Suspended students may need to be placed in an academic situation at the end of Eaton Academy's academic year for the number of days equal to the length of their suspension in order to satisfy the state requirement for attendance. Eaton Academy is not required to provide an instructor or academic support outside the Eaton Academy's published school year calendar.

### K-8 Book Reports and DEAR Time

K-8 students must read and report on a book of an assigned genre monthly. Reports will include both written and project work. Parents and students should obtain these books in a timely fashion as directed by the instructor. Failure

## PARENT/STUDENT HANDBOOK

to obtain books and file reports on time will affect the student's grade and can result in appropriate disciplinary action. When appropriate, students will participate in our DEAR Time (*Drop Everything And Read*). For this period students must have age-appropriate reading material such as picture books, chapter books, content magazines, or newspapers. Students should bring DEAR materials to school daily.

### Computer/Homework

In order to maximize the impact of Eaton Academy's curriculum, all students in the K-8 and High School programs are required to have a laptop computer. The computer is to be brought to school daily. Type and specification information is available from the Admissions Office. Homework is assigned as an extension of the school day to help reinforce specific concepts or to provide extra time for long-term assignments. It will be monitored through the use of a daily student planner. Homework also helps students develop organizational skills and responsibility. The amount of homework will vary daily and will be assigned Monday through Thursday for the K-8 program and Monday through Friday for the high school program. The suggested *usual* homework time allotments are between 30 and 45 minutes each evening for the K-8 program and between one hour and one and a half hours for the high school program. Updated assignments and calendars are available online through [www.EatonAcademy.org](http://www.EatonAcademy.org). *Independent Study Program (ISP) students must adhere to their individual homework schedules.*

### Field Experiences

Taking advantage of the resources available in metro Atlanta is an integral part of an educational program. Staff and students will travel to sites around the city when appropriate. All transportation to and from field experiences is to be provided by the parents and/or by using the school's bus. Students are expected to attend field experiences.

### The Progress Report System

The progress report system involves daily student planner, Friday Folders (*K-8 only*), Three Week Reports (*high school only*), mid-quarter grades (*K-8 only*), parent/teacher conferences, formal assessments, narrative reports, and report cards. K-8 students receive report cards for each nine-week period. Report cards are distributed to High School students at the end of each semester. An explanation of report card remarks and letter grade percentages is included on page 5 of this handbook. K-8 and High School conferences are held during the fall and spring.

### Communication and Forms

Communication between parents and teachers regarding all student issues is vital to the educational process. Verbal and written communication is encouraged among the instructor, students, and parents throughout the year. Eaton Academy invites all parents and guardians to be a part of the program by sharing their time and talents. Parents are encouraged to communicate their interests to the instructors.

Parents should give all student recommendation, immunization, and request for records forms to the appropriate administrator, not to the classroom instructor.

As a member of the Atlanta Area Association of Independent Schools (AAAIS), Eaton Academy uses the Common Teacher Recommendation form. We do not complete any other teacher recommendation forms.

### Medication

Eaton Academy cannot dispense or monitor the taking of prescribed medication of any type at any time without appropriate documentation from the parent and prescribing physician.

### Independent Study Program (ISP) Fees

Tuition for ISP students is charged on a semester-by-semester basis and is to be paid according to invoices emailed to parents and posted to the FACTS account of each family. A student's tuition is determined by the individual program created for each student. The ISP fees for Tutorial programs are as follows: \$600.00 for a full credit course; \$350.00 for a half credit course; and \$70.00 per hour of tutorial instruction. There are no refunds for sessions left unused by the early completion of a course by the student. For the Basic approach, fees are \$800.00 for a full credit course and \$450.00 for a half credit course. Distance charges are \$700.00 for a full credit course and \$400.00 for a half credit course.

### Independent Study Program Procedures

When testing, ISP students should reserve their test times 48 hours before they wish to be tested. ISP tests are given in the ISP facility from 9:30 to 2:30, Monday through Thursday afternoons. Students should call Ms. Segal at 770-645-2673 to make arrangements. Self-tests must be either faxed or delivered to the school 48 hours prior to testing. Completed lifepacs must be brought to the test to be verified. ISP students need to honor the Eaton Academy dress code whenever they come to school, whether for testing or tutoring.

With regard to canceling or missing scheduled tutorial sessions, the Company or its representative must receive notice of the absence or cancellation no later than the day before the scheduled session. Failure to provide the Company with such notice will result in an unexcused or “lost” session, which is not subject to any make-up or refund.

Materials used in Independent Study courses may contain Christian/Biblical references. The Student will be directed to “skip” such content; it is not the intent of the Company to espouse or support any religion or faith.

### Graduation Requirements

The specific courses and credit distribution required for graduation vary based on a student’s Program of Study. Students who take Algebra I, physical science, and/or two years of the same foreign language in middle school may receive credit toward their high school requirements. Two years of the same foreign language in middle school equate to one unit of high school foreign language credit. Parents will meet with the appropriate administrator prior to the student’s junior year to determine and verify the Program of Study.

### Programs of Study

Eaton Academy offers four programs of study leading to high school diplomas. *Please note, college entrance requirements may be different than those for high school graduation.*

#### ***College Preparatory***

This program of study is designed to prepare students for college. It requires students to complete 23 total credits according to a 4/4/4/3/2 core course distribution. Two years of a foreign language are required, along with specific courses of rigor such as Algebra III.

#### ***College Preparatory with Distinction***

The “with Distinction” notation is attached to a diploma if the college preparatory student has earned 24 credits with one additional unit being in the core curricular areas (*English, mathematics, science, social studies, or foreign language*). Students must maintain a grade point average in the core curricular areas of 3.0 or an 80 numeric average.

#### ***High School Graduation***

This program of study requires 23 total credits according to a 4/4/4/3 core course distribution. Two years of a foreign language are not required, and alternative courses such as Consumer Math may be used to meet core course requirements. This program of study is acceptable to certain two-year types of colleges.

#### ***PACE***

This program of study is designed to prepare students for a variety of post-secondary education options, such as technical/vocational training. Individual programs will vary with specific student needs. However, the PACE diploma does require students to complete 23 total credits according to an individualized distribution. *Please note, many core curricular area courses will be listed as “Fundamental,” “Elements of,” or “Foundations of.”*

Students may graduate *via* any of the above programs of study whether they enroll in Eaton’s full-day High School Program, Independent Study Program, Distance Learning Program, or Virtual Academy.

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