
EATON ACADEMY

EDUCATION SOLUTIONS FOR EVERY MIND, EVERY AGE

EATON ACADEMY



ESTABLISHED
1995

Post-Secondary Programs HANDBOOK

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EATON ACADEMY VISION

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

PROGRAM MISSION

The 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

Compassion

Understanding each individual participant's needs and abilities.

Diversity

A multi-sensory approach to learners of various backgrounds and abilities.

Integrity

Providing accurate assessments of individuals' growth.

Personal Development

Providing customized opportunities for growth and success of each participant.

Safety

Qualified staff and ongoing staff training provide a safe environment for participants and staff.

Progression

Dedication to advancing participants towards employment, social health, and independence.

PROGRAM PURPOSE

We believe in the potential and neural growth of all individuals. Eaton Academy designs education solutions and provides customized services to learners of all ages who have not responded to more traditional models of education. The Post-Secondary Program provides a continuation of this model for adult learners. By capitalizing on our participants' strengths and presenting material in a multisensory approach, we help participants realize their occupational, social, and independent living potential. Based on required documentation and a two week period of analysis, we tailor the program to meet each individuals' needs in order to provide opportunities for growth.

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.

PROGRAM DESCRIPTIONS

LEAP

LEAP is an innovative, non-degree program designed for young adults 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 with the aim of obtaining employment upon completion of the program. Along with job readiness training, LEAP offers afternoon classes that build life skills, such as basic personal finance, meal preparation, simple home maintenance, critical thinking, social skills, emotional management, and personal hygiene. These classes address areas of growth in a holistic approach.

LEAP Summer Sessions

The LEAP Summer Sessions are an introductory option for high school students with special needs and post-secondary young adults who would benefit from the LEAP day program. Summer sessions provide participants with occupational and social growth opportunities. While offering many of the same benefits as the day program, summer sessions are also filled with social activities and outings that offer participants the chance to build lasting friendships and gain new experiences.

Supported Employment

Once a participant consistently exhibits job readiness and the desire to work in the community, a career plan will be established with the participant. This includes a long term and short term outline so that participants can work towards identifying and ultimately reaching their career potential. The Supported Employment Specialist will assist the participant in areas such as searching for a job, submitting applications, and interviewing. There is also assistance with on-the-job training and support. Once the participant has demonstrated the ability to work independently, a final meeting will take place and Supported Employment services will end.

Transition Counseling

Transition Counseling is designed for those individuals who are interested in the LIFE program and/or who want to have more individualized guidance towards living independently. Initially, parents and participants will meet with the LIFE Program Coordinator to complete an initial assessment, discuss the current living situation, and decide whether or not Transition Counseling is an option. If it is decided the program will be beneficial, an individualized plan will be established based on what the participant needs in order to successfully live independently. Transition Counseling takes place twice a week on a monthly basis. Those receiving Transition Counseling focus on a variety of areas necessary for them to be a candidate for the LIFE program, including: Personal Finance, Meal Planning and Preparation, Household Cleaning and Laundry, Transportation, Social Planning, Time Management, and Personal Hygiene and Care.

LIFE

For those who exhibit successful employment retention and independent living skills, LIFE offers an independent living experience, pairing 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 LIFE community, but the apartment complex community as well. LIFE residents are mentored by qualified LIFE coaches who continue the participants' independent living education by providing monitoring and 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 joining Social Club outings such as bowling, golfing, and going to movies. They also have easy access to public transportation, which most use to get to work promptly.

Worksite Opportunities

In an effort to grow employment opportunities and help participants develop behavior conducive to sustainable employment, the worksite opportunities are one of the core experiences LEAP offers. Worksite partners range from Furkids Thrift, the Roswell Public Library, and Crust Pizzeria to REI, Play it Again Sports, and Longhorn Steakhouse. At these and other worksites, participants learn skills that are then 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, and merchandise display setup.

Instructors accompany participants to worksites daily from 9:30-12:00. LEAP staff provide job coaching, instructional support, and constructive criticism at the worksite to help individuals hone employment 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.

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

Group Program Hours

LEAP: 8:30 a.m. to 2:30 p.m.

Transition Counseling, Supported Employment, and LIFE coaching appointments will be made by those instructors and participants individually. Participants should arrive no earlier than 15 minutes before and depart no more than 15 minutes after their scheduled appointment.

Emergency Weather Notifications

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 and visit our website (www.EatonAcademy.org) for inclement weather closing notices.

Attendance and Tardiness

If a participant is going to be absent, please notify the program coordinator via phone or email. With such notification, an absence will be considered “excused.” Without such notification 24 hours in advance, 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 program day, parents should email the program coordinator 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 program 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 a collared 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.

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.

Lunch/Music/Cell Phones

Participants 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 to school without permission. Similarly, cell phones and internet/texting devices are not permitted during the school day. 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.

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 participant'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 participants 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 caregiver/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 caregivers.

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 participant has driven to school or in which the participant 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. Participants 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 social media) toward staff members, fellow participants, 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. While we recognize the legal age requirements of LEAP participants, all of the afore mentioned items are forbidden from LEAP and LEAP related events and facilities, regardless of participant's age.
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, or any of the afore mentioned inappropriate behaviors.
9. Involvement in or being arrested for illegal and/or criminal activity (Caregiver is required to report arrests to the Company)

Suspended participants are subject to discretion of LEAP director regarding off-campus activities. Eaton Academy is not required to provide an instructor or academic support outside the Eaton Academy's published school year calendar.

Medication

If possible, all medications should be taken at home before or after school. This includes prescribed and over the counter medication or herbal supplements. If medication is required during the program hours, the following policies apply. Medication will only be administered according to labeled dosage.

All medication must be in its original pharmacy labeled packaging. Medicine not provided in these containers with current, non-expired label will not be administered. Medicine must be turned in to administrator and will be kept in a locked container. Administration may authorize certain medicines (epi-pens, inhalers, insulin, etc.) to be carried by the student to whom they belong on physicians written direction.

Participant Illness/Injury

Participants with a temperature of 100 degree F or higher will not be permitted to attend 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 participant becomes ill or injured while at LEAP or an associated site or function, parent/guardian will be notified to make arrangements for immediate pickup. Participant's return to LEAP is subject to aforementioned stipulations.

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, caregivers 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.

Emergency contact information should be updated annually within 5 days of the start of the program session. 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. We love to share the growth that happens daily in our various programs. If you are interested in visiting LEAP, please call or email to schedule a visit.