



**eLearning Academy**

**Elementary/Middle  
School Handbook**

**2023-2024**

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## **Mission Statement**

***The mission of eLearning Academy is to provide a quality, customized education that guides students to grow in pursuit of academic excellence, citizenship, sound Christian values, and a healthy mind, body, and spirit, empowering each student to develop his/her unique gifts and dreams.***

## eLearning Academy Calendar 2023-2024 - Thibodaux Location

<b>Important Dates</b>	
<b>Event</b>	<b>Date</b>
Professional Development (All Locations)	August 1, 2023
Professional Development (Thibodaux Only)	August 2, 2023
Parent Orientation Meeting (Mandatory for all grade levels, child care available)	August 2, 2023, 6:30 PM
Parent-Teacher Initial Conferences	August 3-4, 2023 (by appointment)
Split Start - ½ Days Only	August 7-8, 2023
First Full Day	August 9, 2023
Pre-K Parent Meeting	August 10, 2023, 6:30 PM
Pre-K First Day	August 14, 2023
Labor Day Holiday (Center Closed)	September 4, 2023
Fall Break (Center Closed)	October 9 - 10, 2023
Professional Development (Center Closed)	October 10, 2023
Thanksgiving Break (Center Closed)	November 20-24, 2023
Center Closes at Noon	December 21, 2023
Christmas/New Year's Break (Center Closed)	December 22- January 5, 2024
Students Return	January 8, 2024
Martin Luther King Jr. Day/Mid-Year Conferences (Center Closed)	January 15- 16, 2024
Professional Development (Center Closed)	January 16, 2024
Mardi Gras Break (Center Closed)	February 12- 16, 2024
Easter Break (Center Closed)	March 29 - April 5, 2024
Graduation	TBA

*\*\* For the first day of school, we will split attendance, with half of the students attending on August 7 and half on August 8. Your learning coach will advise which day your child will attend. The first full day for all is August 9.*

**UPDATED: 07/28/23**

## **Roles and Responsibilities of the Student**

### **1. Attendance**

Students should attend all scheduled onsite sessions timely and complete assigned work at home, approximately 4-6 hours daily, on the days not attending, and live lessons scheduled for the week.

### **2. Communications and Interaction**

Students are expected to communicate with their learning coaches and should respond to them in a timely and respectable manner. Students should also be considerate and kind to others in the learning space.

### **3. Time Management Skills**

eLearning Academy gives students the flexibility to complete coursework whenever it is best for them, but they must set aside adequate and realistic time to complete assignments in a timely fashion.

### **4. Self-Motivation**

Students should strive to have a positive academic outlook, be accountable, and adhere to eLearning policies with respect and integrity, trying their best in all activities.

## **Roles and Responsibilities of the Parent/Guardian**

### **1. Meetings and Conferences**

- All parents will attend one mandatory session on August 2nd, 2023, at 6:30 PM for orientation and training.
- Parents/guardians will also attend a beginning, mid-year, and end-of-year conference with the student's learning coach to make plans, set goals, review progress, and decide on upcoming educational plans.

### **2. Communication**

- Parents/guardians should make sure that all parent information and emergency contact information is correct in our system.
- Someone should be available at all times via phone in case there is a need for your child and will maintain timely contact with teachers and school administration staff to ensure student success.
- Email should be checked regularly for newsletters and information.
- Call the school office 985-447-5994 for communication needed for your child.
- For tech support, email [support@elearningk12.com](mailto:support@elearningk12.com)

### **3. Engagement**

- The parent/guardian, or an assigned designated adult, should oversee the day-to-day learning activities on the days that the student is working from home.
- Grade averages and percentage completion should be checked weekly to ensure the student progresses successfully. Learning coaches will assist you in learning how to check progress.

### **4. Absences**

- The parent/guardian should notify the school or student's teacher by 8:00 a.m. if he/she cannot attend class on an assigned day. The parent/guardian should also work with the student to ensure he/she completes assigned work. As a BESE-approved school, eLearning Academy must adhere to state attendance laws with the flexibility of the schedule. If a student continually lacks attendance requirements, he or she will be directed to withdraw from eLearning Academy and transfer to homeschool status with eLearning or another school.

## **Academic Policies**

- The grading system is as follows:
  - A: 93 to 100
  - B: 92 to 85
  - C: 84 to 75
  - D: 74 to 67
  - F: Below 67
- Dishonesty in any form will result in a consequence of a zero without a retake. If this occurs, parents and students will be notified.

## **Daily Procedures**

- Students may arrive 30 minutes before starting time.
- Students should be picked up within 10 minutes of dismissal time. After that time, children will be directed to aftercare.  
Aftercare hours 3:00 PM - 5:00 PM \$175 per month or \$12 per day.
- Make sure to have needed supplies: charged laptop, power cord or charger, headphones, notebooks or workbooks, pencils, water bottles, etc. We will begin each day with a short, non-denominational prayer and Pledge of Allegiance.
- Students should maintain a library voice in the center during learning sessions and always be respectful and polite.
- Cell phone use is not allowed at school at the elementary/middle level unless used as an educational tool at the discretion of learning coaches and the Center Director. If you want your child to bring a cell phone to school for safety purposes, it should stay in the student's school bag the entire day, but we strongly recommend that elementary students do not even own phones.

For safety purposes, students and parents should use the center office phone for any communication. (985-447-5994)

- Students should refrain from instant messaging, listening to downloaded or streaming music, or playing games on the computer during the learning session. We want the most efficient and effective use of the four hours of academic instruction and tutoring.
- Students will be given a 10 to 15-minute break during the 4-hour session to get fresh air and visit with others. They may bring a healthy snack for this break and lunch if staying for an extra session. Consider protein, fruits, vegetables, and sugar-free drinks. Water is highly recommended.
- Snacks and lunches should be self-contained, meaning they should not require a refrigerator or microwave. Try to avoid processed foods such as Lunchables as much as possible. Suggestions are nuts, cheese and crackers, veggies, fruits, yogurt, salads, sandwiches, and water.
- Candy, soft drinks, or fast food should not be brought into the building. On special occasions, we will celebrate with treats, but for every day, keep these away! No gum is allowed at the center.
- Only water will be allowed in the learning area during sessions. Please use a water bottle with a non-spill top to protect laptops and supplies.
- Field trips are scheduled throughout the year for the educational enrichment and enjoyment of our students. eLearning Academy coordinates these field trips, but each parent is responsible for accompanying his/her student to the field trip. Attendance is not mandatory, and the center is open for sessions for those not attending.



## Dress Code

- Students do not wear uniforms but should dress comfortably, modestly, and appropriately for our learning environment. Your appearance should be neat and orderly and not offensive or distracting to anyone. Respectable dress will enhance your learning for the academic session.
- Hair should be neat and groomed, not obstructing the eyes, and preferably a naturally occurring color.
- Students may wear small, non-distracting earrings. No ornate or distracting jewelry should be worn. Please refrain from Jewelry requiring body piercing (nose, eyebrow, lip, cheek, or tongue rings, and from visible tattoos.
- Shirts should cover the midriff area and the shoulders, and tanks should be worn under low-cut shirts for girls. Messages and pictures on shirts should be positive and appropriate for a learning environment with children as young as four.
- Shoes should be comfortable, preferably tennis shoes or a similar shoe that stays on the foot for outdoor activities. No slippers, slides, or flip-flops are allowed.
- Head coverings are for outdoor use only. Please remove hats, caps, or hoods when entering the learning center.
- Only knee-length shorts, skirts, or skorts may be worn, nothing shorter. Pants or jeans should be free of holes. Hems should be neat, not frayed.
- Undergarments should never be visible anywhere on your body. Pants should not droop down below the waist.
- Remember these keywords: modesty, neatness, cleanliness, and respect. If in doubt, don't wear it!

## **Code of Ethics**

Students who enroll in eLearning Academy agree to the responsibility of proper behavior at all times and are expected to uphold the principles of the mission statement and Code of Ethics at all times in the areas of respect, integrity, and excellence. Failure to adhere to the Code of Ethics will result in disciplinary action based on the severity of the offense.

### **1. Respect for Self and Others**

Every student of eLearning Academy is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes but is not limited to, providing only truthful information on all assignments, applications, and any other official document. Students are also expected to behave respectfully to all administrators, learning coaches, assistants, team members, students, and visitors. Students should behave respectfully when representing eLearning Academy at off-campus events. Students will not consciously misrepresent themselves to any member of eLearning Academy or any other person while representing eLearning Academy.

### **2. Integrity**

Students are expected to maintain the highest standards of academic integrity. Work that is not of the student's creation will receive no credit and no retake option. If a student is uncertain of these standards, he or she may consult his or her learning coach for appropriate counsel. Still, a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on assignments, quizzes, or exams.

### **3. Excellence**

Students are expected to give all assignments their best effort. eLearning Academy focuses on mastery and quality learning. Excellence will look different for each student since each one's best effort will be unique.

