eLearning Academy

Houma Handbook

2024-2025

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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.

Notice of Non-Discrimination

eLearning Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. eLearning Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school-administered programs.

School Information

eLearning Academy is a private school of choice that provides a fully online and blended education option for students in grades K-12. eLearning Academy is fully accredited by the National Private Schools Accreditation Group (NPSAG) and is approved by Louisiana's Board of Elementary and Secondary Education (BESE) as a non-public school.

School Calendar 2024-2025 Houma Location

Important Dates	
Event	**Date**
Staff Professional Development	August 5, 2024
Parent-Teacher Initial Conferences	August 6 - 7, 2024
Split-schedule	August 8, 9, 2024
First day full schedule	August 12, 2024
Labor Day Holiday (School closed)	September 2, 2024
Fall Break (School closed)	October 11, 14, 2024
Election Day (School Closed)	November 5, 2024
Thanksgiving Break (School closed)	November 25 - 29, 2024
School Closes at noon	December 20, 2024
Christmas/New Years Break (School closed)	December 23, 2024 - January 3, 2025
Students Return	January 6, 2025
Martin Luther King Jr Day/Mid-Year Conferences (School closed)	January 20, 2025
Professional Development/Mid-Year Conferences (School closed)	January 21, 2025
Mardi Gras Break (School closed)	March 3 -7, 2025
Easter Break (School closed)	April 18 - 25, 2025
Graduation	TBD
Students' Last Day (close at noon)	May 22, 2025
Professional Development Day	May 23, 2025
Summer Sessions (Monday-Thursday 9-12)	June 2, 2025-July 24, 2025

** For the first day of school, we'll split attendance, with half the students attending on Aug 8 and half on Aug 9. Your learning coach will advise which day your child will attend. First full day for all is Aug 12 .

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 Code of Ethics 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 to 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 own creation will receive no credit with no option of a retake. If a student is uncertain of what these standards are, he or she may consult his or her learning coach for appropriate counsel, but a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on any assignment, quiz, or exam.

3. **Excellence**

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

Roles and Responsibilities of the Student

1. **Attendance**

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

2. **Communications**

   Students are expected to communicate with their learning coaches and should respond to them in a timely manner.

3. **Time Management Skills**

    Students must be able to organize and plan their time for learning when not at the school. eLearning Academy gives students 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.

Roles and Responsibilities of the Parent/Guardian

1. **Conferences**
   Parents/guardians will attend a beginning, mid-year, and end of year conference with the student's teacher to make plans, set goals, review progress, and decide on upcoming educational plans.

2. **Communication**
   Parents/guardians will maintain timely contact with teachers and school administration staff to ensure student success. Email should be checked regularly for newsletters and information.

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 on a weekly basis to assure the student is progressing successfully.

4. **Absences**
   The parent/guardian should notify the school or student's teacher by 8:00 a.m. if he/she is unable to attend class on an assigned day. The parent/guardian should also work with the student to make sure he/she completes assigned work.

Attendance

- As a BESE approved school, eLearning Academy is required to adhere to state attendance laws.
- State law requires that all students be in attendance for a minimum of 175 days of instruction to receive credit for completion of courses. eLearning Academy's flexible model does not require students to be in physical attendance for 175 days, but attendance will be determined by a combination of physical attendance, active hours logged in to courses, and percentage of course completion to fulfill the state attendance requirements.
- Students are required to attend in person on their scheduled days, arriving on time, and online on other days, with a combined minimum of 20 hours per week. Parents will be notified of students in danger of attendance requirements and the student will be placed on a probationary period of 9 weeks to regain attendance requirements.
- If a student continues to lack attendance requirements after the probation period, he or she will have to withdraw from eLearning Academy and transfer to homeschool status with eLearning, or to another school.

Academic Policies

- eLearning Academy offers two paths for graduation: **College Preparatory** and **Career Preparatory.** We also offer a **Certificate of Completion** track for those requiring specialized needs. Your learning coach will assist you in determining the track most suited to your needs and map out a plan for graduation. [Click here](#) for details and requirements for each path.
- Grading system is as follows:
  - A: 93 to 100
  - B: 92 to 85
  - C: 84 to 75
  - D: 74 to 67
  - F: Below 67
- Students must take all unit tests, mid-term tests, and final exams at the learning center or arrange for a proctored exam unless other arrangements are made with the student's learning coach.
- Students are awarded credit only for courses in which they have earned a grade of D or higher.
- Cheating in any form will result in a consequence of a zero without a re-take. If cheating occurs, that parent and student will be notified.

Daily Procedures and Discipline

- Students should arrive on time with supplies: charged laptop, power cord or charger, headphones, notebooks or workbooks, pencils, etc.
- Students should maintain a library voice in the center during learning sessions, and be respectful and polite at all times.
- Cell phones are allowed at school as an educational tool, used at the discretion of learning coaches and the Center Director. When not being utilized as an educational tool, cell phones should be silenced and put away. Cell phone use is not allowed at breaks or during lunch. If a student is caught with their cell phone during this time, the phone will be confiscated and has to be picked up by the parent from Mrs. Jennifer. For safety purposes, the center phone should be used by students for all other communication.
- 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.
- Our learning centers are equipped with filters to prevent access to inappropriate content. Any attempt to get around these filters, to disable them, or to share inappropriate content in any form will result in disciplinary action.
- 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. 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.

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 of a naturally occurring color.
- Students may wear small, non-distracting earrings. No ornate or distracting jewelry should be worn. Jewelry requiring body piercing (nose, eyebrow, lip, cheek, or tongue rings) is not permitted. Visible tattoos are not permitted.
- 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 years of age.
- 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!

Special High School Programs

- eLearning Academy offers a variety of special programs to meet the needs of a diverse student body. In addition to our online academic classes, the Academy offers the following:
  - Internship Electives
  - Onsite class electives/ clubs
  - Online electives
  - Jobs
- With our **Internship Electives**, students may choose electives which allow hands-on intern experience within eLearning Academy or other sites. Students work 60 hours for ½ credit or 120 hours for full credit, as well as online coursework required for the internship. In some cases, the student may be hired to work in that field after the period of internship.Possible internships include building management, culinary arts, event planning, graphic design, office management, photography or yearbook, tech support, and tutoring or teacher assistant. Students may suggest other internships as well.
- **Onsite Electives** - If availability allows in afternoon sessions, Level 3 high school students may participate in one weekly enrichment class that is included in tuition
- **Online Electives** (See Website for list of online electives available)
- **Jobs** - Students may apply for various jobs at eLearning Academy, preferably after completing an internship in that area.
- Discuss these options with your learning coach, and complete the following application to indicate interest. https://docs.google.com/forms/d/e/1FAIpQLSfXRCSWohhhvOWxzHqrxwftkGAmMJsFKMlSF4czA452VC6xsw/viewform?c=0&w=1

eLearning ACADEMY

Student Name _____ *Grade* _____

Learning Coach _____

I have read the student guidelines and the student code of ethics and agree to accept their terms.

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date