



Parent Handbook

Our learning center reflects the eLearning values of peace, respect, health, and academic excellence. The purpose of the center is to assist you in educating your child, and to provide tutoring, group activities, and coaching in academic areas. Please abide by the following guidelines to help us maintain the best possible environment conducive for learning.

For all parents, using either the virtual or the blended learning option:

1. Some states require students enrolled in private virtual schools to register as homeschoolers. Louisiana families are required to do so. For details on homeschool laws in your area, please visit www.hslda.org. International families, you will need to have our transcripts [apostilled by the State of Louisiana](#).
2. Check email on a daily basis for communication. We use email communication for planning activities as well as interaction between the learning consultant and parent. Please respond promptly when asked for a response.
3. Check your child's progress each day by logging in and reviewing your child's dashboard. If you have more than one child enrolled with us, you will see tabs across the top of the page for each child. Click on each child's tab to see their progress. This dashboard is updated after midnight each night.
4. Each week on Monday, you will receive a progress report for your child via email. It will indicate the grade average in each course, last login, and completion percentage of the course. It will also have a link to the learning coach's email. Please contact the learning coach if you have any questions or concerns.

For parents using the blended learning option only:

5. Students may be dropped off as early as 8:00. Students should be picked up no more than 5 minutes after departure time as we may need to begin another session with other students. If you are experiencing unusual circumstances and are unable to pick up your child, please notify the office by phone. Your child can be placed in a drop-in session at \$10 per hour. Please pay this fee to the office manager when you arrive.
6. We will begin each day with a non-denominational prayer and Pledge of Allegiance. If you do not wish for your child to participate, please let us know.

We can make arrangements for him/her to be in another room, or he/she can just enter the building a few minutes late.

- 7.** If your child will not be attending the center on a scheduled day, please let us know by calling the center.
- 8.** Please use the learning center phone number to communicate with your child, your learning coach, or staff during the 4-hour session. Your child's coach may not be available on cell phone or email as he/she will be using this time to tutor the students.
- 9.** Please refrain from discussing your child's progress when dropping off or picking up your child as it takes away from your learning coach's instruction time with the students. It can also cause a delay in the drop off or pick up process, causing delays for other parents.
- 10.** The students will be given a 10 to 15 minute break during the middle of the session for fresh air, physical activity and interaction. The child may bring a healthy snack – high protein, low sugar for optimal learning. (More details on Student Guidelines)
- 11.** If your child is staying after the 4 hour session for added sessions, please have the child pack a self-contained lunch (See Student Guidelines). Please do not bring lunch to the child, especially commercial fast food lunches. We encourage healthy development of the whole child and wish to keep these foods out of the building. If unusual circumstances cause you to need fast food for your child, please pick him/her up and eat at the restaurant or at another location. We will, on occasion, celebrate special events with treats for the students.
- 12.** NetSupport School or similar software will be installed on all computers and tablets brought into the center. This software will help your child's LC to monitor their progress and allows students to discreetly receive help from their LC. This software will also aid in the center becoming compliant with the FCC regulations set forth in The Children's Internet Protection Act (CIPA). The software will only monitor the computers when they are on site and connected to the eLearning Academy wifi network. Once the computer or tablet leaves the center or is disconnected from the eLearning Academy wifi network, it cannot be monitored. If a parent refuses to have this software installed on their student's devices, the student may not attend sessions at the center.
- 13.** eLearning Academy's Student Code of Ethics is every student's guide to proper behavior at all times. Failure to adhere to the Code of Ethics will result in disciplinary action. The severity of the disciplinary action will vary based on the severity of the offense. The Student Code of Ethics is in the Student Handbook.
- 14.** Our student and parent handbooks must be signed by the student and the parent before the student may attend sessions at the center.
- 15.** All registration fees are non-refundable. Upon written notification, students who withdraw on any day during a calendar month may receive a refund from the pre-paid fees based on the chart below. No refunds will be issued if a student is dismissed or withdrawn for disciplinary reasons.

Month of Withdrawal	Percent of Pre-Paid Fees Refundable
August	90%
September	70%
October	60%
November	50%
December	40%
January	30%
February through May	0%

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

Parent Signature

Date



Media Waiver

Many of our eLearning courses include projects which students and learning coaches are eager to share with the world. Having a wide audience for their work gives students incentive to work harder and turn in quality work. This media waiver allows eLearning to share your student's proud accomplishments on our web site, our social media networks, etc. You are not required to sign the media waiver, but we encourage you to do so.

I give permission for my child to appear in any newspaper, television show (news or any type of educational program), or through the Internet (video, blog, article, etc.), originating from eLearning Academy. The appearance could include name, photo, video, and/or resemblance. I also grant permission for eLearning Academy to publish educational content created by my child (blogs, pictures, videos, etc.). It is understood that eLearning Academy is not responsible for inappropriate content posted by my child or another person on any social media site (Facebook, Flickr, YouTube, blogs, etc.) that may be used in any of our learning centers, or in conjunction with our online curriculum.

Parent Signature

Date



Whom Do I Ask? for Parents

Question about:	Contact:	Email:	Phone:
Enrollment	Main Office	info@elearningk12.com	866.477.9444
Tech support	Tech Support	support@elearningk12.com	866.477.9444
Curriculum	Celeste Robichaux	crobichaux@elearningk12.com	985.447.5994
Tuition payments	Bridget Soileau		225.753.5500
Transcripts	Celeste Robichaux	crobichaux@elearningk12.com	985.447.5994 or fax 985.685.1512
Diplomas	Celeste Robichaux	crobichaux@elearningk12.com	985.447.5994

For those attending a center, these contacts may be helpful as well:

Enrollment	Trixie Sheffield	tsheffield@elearningk12.com	225.413.6067
Absence from center	Bridget Soileau	bsoileau@elearningk12.com	225.753.5500
Student illness or injury	Bridget Soileau	bsoileau@elearningk12.com	225.753.5500