



## Student Handbook

Our student and parent handbooks, as well as the Student Code of Ethics, must be signed by the student and the parent before the student may attend sessions at the center.

Our learning center reflects the eLearning Academy's values of peace, respect, health, and academic excellence. Our learning center is a resource for students designed to assist virtual students with tutoring, interactive activities, and more. Please abide by the following guidelines to help us maintain the best possible environment conducive for learning:

1. Make sure you have supplies needed daily: laptop, a novel, binder, power cord or charger, headphones, printed worksheets or workbooks, pencils, etc.
2. Maintain a library voice in the center during learning sessions.
3. Be respectable and polite at all times.
4. eLearning is piloting a program that will allow students' cellphones at the center 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. For safety purpose, the center phone should be used for all other communication.
5. Please refrain from instant messaging, listening to downloaded or streaming music, or playing games on your computer during your learning session. Make the most efficient and effective use of your four hours of academic instruction and tutoring.
6. Our learning centers are equipped with filters to prevent access to inappropriate content. Any attempt to get around these filters or to disable them will result in disciplinary action. If you share inappropriate content in any format, or if you share how to get around the filters, the disciplinary action will be more severe.
7. 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. Students should wear shoes that cover the entire foot - no flip/flops or shower shoes.
8. Hair should be neat and groomed, not obstructing the eyes, and of a naturally occurring color.

9. 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.
10. 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.
11. Head coverings are for outdoor use only. Please remove hats, caps, or hoods when entering the learning center.
12. 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. When wearing tights/yoga pants, shirts should be long enough to cover the buttocks.
13. Undergarments should never be visible anywhere on your body. Pants should not droop down below the waist.
14. Remember these key words: modesty, neatness, cleanliness and respect. If in doubt, don't wear it!
15. 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.
16. 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. We will work on teaching healthy recipes throughout the year. Pack utensils in your lunch bag appropriate for your lunch or snack (spoon for fruit cup, etc).
17. 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.
18. If needed, healthy snacks, meal bars and drinks will be available for sale at the learning center.
19. NetSupport School or similar software will be installed on all computers and tablets brought into the center. This software will help your student'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 wifi network. Once the computer or tablet leaves the center or is disconnected from the eLearning wifi network, it cannot be monitored. If a parent refuses to have this software installed on his or her child's devices, the child may not attend sessions at the center.



## Student Code of Ethics

eLearning Academy's Student Code of Ethics is your 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. Students are expected to adhere to and practice the Code of Ethics at eLearning Academy and while representing eLearning Academy, such as field trips, performances, etc.

### 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 material 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.

- **School Property:** Graffiti and defacement of school property is unacceptable. Students shall be responsible for the costs of the damages resultant from their behavior. In order to ensure that the eLearning Academy facilities remain in pristine condition, students are also expected to report instances of graffiti or defacement of school property immediately as well as consciously account for or dispose properly of their belongings.
- **Illegal Substances:** The use of illegal drugs, alcohol and tobacco, as well as the abuse or misuse of prescription drugs, is not permitted on eLearning Academy property.
- **Sexual Assault and Harassment:** Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students and members of the eLearning Academy community. Sexual assault and harassment is inexcusable and shall result in disciplinary action.

## **Respect for the Open Exchange of Ideas**

Students shall be guaranteed that their First Amendment right of Freedom of Speech will be observed by all eLearning Academy members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent.

**Students must behave respectfully toward their peers, learning coaches, team members, and assistants. It is important to maintain the best learning environment for all students and team members at all times.**

### **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. 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. eLearning Academy focuses on mastery and learning, not rote memorization of facts learned for a test and soon forgotten. Excellence will look different for each student, since each one's best effort will be unique.

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

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Student Signature

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Date

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Parent Signature

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Date

