



# **Student 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. Our learning center reflects the eLearning Academy's values of peace, respect, health, and academic excellence, and is a resource for students designed to assist virtual students with tutoring, interactive activities, and more. We are located at 2721 Division Street, Metairie, Louisiana.

## **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 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. eLearning Academy 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. Students are also expected to check their school email daily.

## **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.

### **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. As a BESE approved school, eLearning Academy is required to adhere to state attendance laws. If a student continually lacks attendance requirements, he or she will have to withdraw from eLearning Academy and transfer to homeschool status with eLearning, or to another school.

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- Grading system is as follows:
  - A: 93 to 100
  - B: 92 to 85
  - C: 84 to 77
  - D: 76 to 70
  - F: Below 69
  
- Plagiarism and/or cheating in any form will result in a zero.
  
- **HIGH SCHOOL ONLY:** 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.
  
- 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 again, the parent, student, and administration will be notified. Students will not be allowed back on site without a formal conference and that child's records will be marked accordingly.

## Daily Procedures and Discipline

- Students should arrive on time with supplies: charged laptop, power cord, 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 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. ALL cell phones are collected and stored in the appropriate classrooms and can be checked during break time. For safety purposes, the center office phone should be used by students for any communication.
- Students should refrain from texting, listening to 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.
- Snacks and lunches should be self-contained, meaning they should not require a refrigerator or microwave. Suggestions are: cheese and crackers, veggies, fruits, yogurt, salads, sandwiches and water.
- Candy, soft drinks or fast food should not be brought into the building. Special occasions are permitted. No gum or sunflower seeds are 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.
- Field trips are scheduled throughout the year for the educational enrichment and enjoyment of our students. These field trips are coordinated by eLearning Academy 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 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.
- NO midriff shirts! 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 are allowed.
- Shorts should be of appropriate length. No short shorts or tights should be worn. Pants or jeans should be neat in appearance.
- 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, please don't wear it!***

