



eLearning Academy

**High School
Handbook**

2025-2026

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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 2025-2026 - Thibodaux Location

<i>Event</i>	<i>Date</i>
<i>Professional Development (All Locations)</i>	<i>August 4, 2025</i>
<i>Professional Development (Thibodaux Only)</i>	<i>August 5, 2025</i>
<i>New Family Welcome</i>	<i>August 5, 2025 @ 6 PM</i>
<i>Parent Orientation (All Grade Levels)</i>	<i>August 5, 2025 @ 6:30 PM</i>
<i>Parent-Teacher Initial Conference & Training</i>	<i>August 6 - 7, 2025</i>
<i>Split Start - ½ days only</i>	<i>August 7 - 8, 2025</i>
<i>First Full Day</i>	<i>August 11, 2025</i>
<i>Pre-K Parent Meeting</i>	<i>August 11, 2025 (Drop In from 10 - 12 PM)</i>
<i>Pre-K First Day</i>	<i>August 13, 2025</i>
<i>Labor Day Holiday (School Closed)</i>	<i>September 1, 2025</i>
<i>Fall Break (School Closed)</i>	<i>October 13 - 14, 2025</i>
<i>Professional Development Day (School Closed)</i>	<i>October 14, 2025</i>
<i>Thanksgiving Break (School Closed)</i>	<i>November 24 - 28, 2025</i>
<i>Center Closes at Noon</i>	<i>December 19, 2025</i>
<i>Christmas/New Year's Break (School Closed)</i>	<i>December 22 - January 2, 2026</i>
<i>Students Return</i>	<i>January 5, 2026</i>
<i>Martin Luther King Jr. Day/Mid-Year Conferences (School Closed)</i>	<i>January 19 - 20, 2026</i>
<i>Professional Development (School Closed)</i>	<i>January 20, 2026</i>
<i>Mardi Gras Break (School Closed)</i>	<i>February 16 - 20, 2026</i>
<i>Easter Break (School Closed)</i>	<i>April 3 - 10, 2026</i>
<i>Graduation</i>	<i>May 14, 2026</i>
<i>Students' Last Day (Center Closes at Noon)</i>	<i>May 21, 2026</i>
<i>Professional Development Day</i>	<i>May 22, 2026</i>

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

Students are expected to communicate with their learning coaches and should respond to them promptly.

3. Time Management Skills

Students must be able to organize and plan their time for learning when not at school. eLearning Academy gives students the flexibility to complete coursework whenever it is best for them. Still, 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. Meetings and Conferences

- All parents will attend one mandatory session on August, 2025, at 6:30 PM for orientation and training.
- 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.
- Call the school office at 985-447-5994 for communication needed for your child.
- For tech support, email support@elearningk12.com

3. Engagement

- The parent/guardian, or an assigned designated adult, should oversee the day-to-day learning activities when the student works from home.
- Grade averages and percentage completion should be checked weekly to ensure the student progresses successfully.

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 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

- 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 graduation plan.
- The grading system is as follows:
 - A: 90 to 100
 - B: 80 to 89
 - C: 70 to 79
 - D: 60 to 69
 - F: Below 60
- Students must take all unit tests, mid-term tests, and final exams at the learning center or arrange 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.
- Dishonesty in any form will result in a consequence of a zero without a retake. If cheating occurs, both the parents and the students will be notified.

Guidelines for use of Artificial Intelligence (AI) in assignments:

1. **Teacher Discretion:** Teachers have the discretion to determine whether and how AI tools can be used in their classes. Some assignments may explicitly prohibit the use of AI, while others may allow it under certain conditions.
2. **Transparency:** Students must disclose when AI has been used to assist in completing an assignment. This includes using AI for generating ideas, writing drafts, or providing summaries.
3. **Original Thought:** AI tools should be used as a supplement, not a substitute, for original thought and analysis. Students must demonstrate their understanding of the material and their ability to apply critical thinking skills.

4. **Citation:** When using AI-generated content, students must cite the source appropriately, including the name of the AI tool used. This applies to both direct quotes and paraphrased material.
5. **Ethical Use:** Students must use AI tools ethically and responsibly. This includes avoiding plagiarism, copyright infringement, and misuse of personal information. Students should be aware of the potential biases and limitations of AI tools and use them critically.
5. **Consequences of Misuse:** Failure to comply with this policy may result in disciplinary action, including but not limited to:
 - Zero grade without a retake
 - Academic probation
 - Suspension or expulsion
6. **Education and Training:** eLearning Academy will provide students with education and training on the ethical and responsible use of AI tools. This may include workshops, presentations, or online resources.

Additional Considerations:

1. **AI Detection Tools:** The school may use AI detection tools to identify instances of misuse.
2. **Collaboration:** The school may collaborate with other educational institutions and technology providers to develop best practices for AI usage.
3. **Policy Review:** This policy will be reviewed and updated regularly to reflect changes in technology and educational practices.

By following these guidelines, students can use AI tools effectively and responsibly while maintaining academic integrity.

Daily Procedures

- Students may arrive 30 minutes before starting time.
- Students should be picked up within 10 minutes of dismissal time. After that time, students 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, etc.

- Students should maintain a library voice in the center during learning sessions and always be respectful and polite.
- Cell phones are allowed at school as an educational tool, used at the discretion of learning coaches and the Center Director. Cell phones should be silenced and put away when not being utilized as an educational tool. Learning coaches may allow cell phone use during some breaks. For safety purposes, the front office phone should be used by students for all other communication. (Office # 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.
- Our learning centers are equipped with filters to prevent access to inappropriate content. Any attempt to get around these filters, disable them, or 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. We will celebrate with treats on special occasions, 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 preferably 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.
- Tennis shoes or other shoes with closed backs and closed toes that stay on the feet should be worn. **No** slippers, slides, clogs, slide-on crocs-type shoes, 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. If tights or yoga-type pants are worn, a long enough shirt to reach mid-thigh should be worn over them.
- Undergarments should never be visible anywhere on your body. Pants should not droop down below the waist.
- Remember these keywords: modesty, neatness, safety, 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 that 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 internship. Possible internships include building management, event planning, graphic design, office management, tech support, and tutoring or teacher assistance. Students may suggest other internships as well.
- **Onsite Electives** - Level 3 high school students may participate in one weekly class included in tuition. Here are some possible Onsite Classes - (depending on interest):
 - Social Media Club
 - P.E.
 - ACT Prep
 - Spanish
 - Music /Performing Arts
- **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/1FAIpQLSfXRCSWohhhvOWxzHqrxwftkGAmMJsFKMISF4czA452VC6xsw/viewform?c=0&w=1>

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, including artificial intelligence, 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.



Medical

- Any medicine to be administered at school must be submitted with a signed school **"Permission to Administer Medicine"** form. **The medicine will be administered by non-medical personnel, as we do not have a school nurse.**
- In the event of a medical emergency, we will do our best to contact the parent or legal guardian on file, call 911, or if deemed necessary, transport the student to the nearest emergency room.

HOLD HARMLESS AND INDEMNITY AGREEMENT

I, _____ (parent/legal guardian),
individually and on behalf of my minor child,

_____, do hereby agree to indemnify, protect, defend, save, and hold eLearning Academy, eLearning Academy staff, Learning Coaches (LCs), and their successors and assigns harmless from and against any and all loss, damages, costs, expenses, actions, and liability, including without limitations, reasonable attorney's fees and court costs that may arise, directly or indirectly, as a result of administering medical attention and/or medicine.

Parent/Legal Guardian (signature)

(date)

Parent/Legal Guardian (signature)

(date)

Parent/Legal Guardian cell phone number # _____

Emergency name & contact #s _____



Student Name _____ **Grade** _____

Learning Coach _____

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

Student Signature

Date

Parent Signature

Date

Media

Along with events and activities on and off campus, many of our courses and classes include projects and assignments that students and learning coaches are eager to share with the world. Sharing what we do with others is part of the eLearning way, and having a wide audience for their work and accomplishment gives students an incentive to work harder and turn in higher quality work. eLearning regularly advertises, announces, posts, and shares photos, videos, and content of center events and activities, and students and their accomplishments.

When a child's photo is shown in media, and if a name is included, we do our best to only include the child's first name, and if a last name is mentioned, it's only their last initial of the last name.

Unless a signed opt-out form is submitted to administration each school year, eLearning and its representatives will assume you as parent(s)/guardian(s) are agreeable with all of the above.

***** If you wish your child's photo NOT to be included in any eLearning media, please opt out of media,** and we'll try our best to comply.

OPT OUT OF MEDIA

2025-2026 School Year

I do **NOT** want my child's photo posted or shared on any eLearning related social media.

Child's name

Parent/Guardian name

Parent/Guardian Signature

Date