



**eLearning Academy**

**Elementary/Middle  
School Handbook**

**2026-2027**

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*Welcome to our virtual school! We are thrilled to have you as a part of our learning community. This handbook is designed to help you understand our school policies, expectations, and the resources available to you.*

### **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.***

## **Roles and Responsibilities of the Student**

### **Student Responsibilities**

Students who enroll in eLearning Academy agree to uphold their best behavior in all situations, at home or with their learning coach online. Each student is 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/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, and other students. Students should behave respectfully when representing eLearning Academy at any virtual or in-person 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.

#### **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.

## **Daily Operations**

### **1. Learning Environment**

Find a quiet, comfortable place to complete your assignments and live lessons, when available, that is non-distracting and conducive to learning. While our students are not confined to a rigid schedule, we recommend that you develop your own routine to ensure success.

## **2. Supplies**

When beginning your work session, make sure that you have all supplies at hand: computer, headphones (if other students are in the same room), workbooks and notebooks, pencils, etc.

## **3. Schedule and breaks**

Establish a schedule suitable to your family's needs that works, with 10 to 15-minute breaks throughout the session to get fresh air and physical activity. Healthy snacks and lunches are encouraged to ensure effective learning.

## **4. Communications**

Your learning coach is available to assist you during his/her working hours. Students are expected to communicate with their learning coaches and should respond to them promptly.

## **5. Time Management Skills**

Students must be able to organize and plan their time for learning. 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.

## **6. Self-Motivation**

Students should strive to have a positive academic outlook, be accountable, and adhere to eLearning policies with respect and integrity.

## **7. Dress Code**

Students do not wear uniforms but should dress comfortably, modestly, and appropriately when attending live lessons or virtual meetings with their learning coach. Your appearance should be neat and orderly and not offensive or distracting to anyone. Respectable dress will enhance your learning for the academic session.

## **Roles and Responsibilities of the Parent/Guardian**

At eLearning Academy, the parent/guardian guide plays a vital role in supporting their child's success in the virtual learning environment. They help create a structured daily routine, monitor academic progress, assist students with lessons when needed, and ensure students stay on track with assignments. Parent guides are expected to comply with the following guidelines.

### **1. Meetings and Conferences**

- Parents/guardians will attend a beginning, mid-year, and end-of-year conference virtually with the student’s learning coach 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.
- Parents/guardians should log in to the eLearning website daily to view work completed by the student.
- Parents/guardians should assist the student with work when needed and contact the learning coach if unsure of any assignments.
- Call the school office at 985-447-5994 for communication needed for your child.
- For tech support, email [support@elearningk12.com](mailto:support@elearningk12.com)

### **3. Engagement**

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

### **4. Absences**

- eLearning Academy allows a flexible schedule for attendance, but requires attendance based on login times, assignments submitted, and completed progress in the courses.
- eLearning Academy adheres 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 customizes an education plan for each student, based on his/her learning style and academic needs. Your learning coach will assist you in determining the courses most suited to your needs and map out a plan for the academic year for your child.
- After courses are assigned, your learning coach will teach the parent/guardian and the student how to log in and complete lessons. The learning coach will provide guidance in pacing and assuring the student is mastering the material assigned.

- 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 at the elementary/middle school level are allowed to take all tests from home unless the learning coach sees a need for onsite or online monitoring.
- Students are encouraged to retake any failing tests to assure that mastery occurs before moving on to new lessons.

### **Academic Honesty/Cheating**

Dishonesty in any form will result in a zero grade without a retake. This includes plagiarism and using the work of another person. If this occurs, parents and students will be notified. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials, including artificial intelligence, on assignments, quizzes, or exams.

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

- **Elementary/Middle AI Use:**  
Teachers have the discretion to determine whether and how AI tools can be used with their students. Elementary and middle school students are provided with AI tutoring within our learning management system, called Busy Bee. Some assignments also incorporate AI interaction. These activities are acceptable and encouraged. Students at this level should only use AI tools provided in Agilix/Buzz, our learning management system, unless directed by the student’s learning coach.
- **Ethical Use:** Students must use all internet-related tools ethically and responsibly. This includes avoiding plagiarism, copyright infringement, and misuse of personal information.
- **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
- **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:**

- **AI Detection Tools:** The school may use AI detection tools to identify instances of misuse.

- **Collaboration:** The school may collaborate with other educational institutions and technology providers to develop best practices for AI usage.
- **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.

## **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/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.