



Student/Parent Hanbook



UNIVERSITY
VIEW ACADEMY



2021-2022



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School Mission Statement

Understanding, engaging, and empowering each unique student for college and beyond: this is University View Academy's mission. University View Academy provides a flexible and innovative learning environment that accommodates the needs of all learners.

School Information

University View Academy is a public school of choice that provides a fully online educational option for students in Louisiana in grades K-12 in addition to dual enrollment options. Students enrolled in University View Academy are required to participate in state testing and adhere to all district policies. Students who meet district requirements and graduation requirements as set forth by the state are eligible to receive a Louisiana diploma from UVA.

UVA is a full time public school program and students may not be concurrently enrolled in another public or private school or be registered as a BESE approved home-school student.

School Information	School Contact
School Phone Number	(225) 421-2900
School Fax Number	(225) 421-2901
School Address	3113 Valley Creek Dr. Baton Rouge, LA 70808
School Office Hours	8:00 a.m. – 4:00 p.m., M-F
Superintendent Assistant Superintendent of Academics Assistant Superintendent of Operations Elementary School Principal Middle School Principal High School Principal Early College	Dr. Michelle Clayton Lekisha Chambers Kiley Cox Dr. Pam Schooler Janna Husser Sharon Sims Dr. Shana King
Student Services	(225) 421-2900 opt 2 studentservices@uview.academy
Laptop Support (IT) MIS	(225) 286-1600 (833) 286-9905- toll free support@uview.academy

Notice of Non-Discrimination

It shall be the policy of the University View Academy that the school district shall adhere to the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Homeless Children & Youth Education Program

The Homeless Children & Youth Education Program of University View Academy carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless children. [Click here](#) for The McKinney-Vento Definition of Homeless and [click here](#) for the full McKinney-Vento Homeless Assistance Act. Those in need of information on services for homeless youth should contact Thomas Hollins at thollins@uview.academy or call 225-421-2906.

School Calendar

Event(s)	Date(s)
First Day of School (Students)	August 5, 2021
<i>Labor Day (School Closed)</i>	<i>September 6, 2021</i>
<i>Fall Break (No School Students/Teachers)</i>	<i>October 4 - 5, 2021</i>
<i>End of the 1st Nine Weeks</i>	<i>October 7, 2021</i>
<i>Thanksgiving Break (No School Students/Teachers)</i>	<i>November 22 - 26, 2021</i>
Students Return	November 29, 2021
Last Day for Fall Graduates	December 3, 2021
Last Day for All Students	December 17, 2021
All (10 & 12) Month Employees Work from Home	December 17, 2021
<i>Winter Break (No School Students/Teachers)</i>	<i>December 20 - 31 2021</i>
<i>End of the 1st Semester</i>	<i>January 4, 2022</i>
Students Return	January 4, 2022
Second Semester Begins	January 5, 2022
<i>Martin Luther King, Jr. Day (School Closed)</i>	<i>January 17, 2022</i>
<i>Mardi Gras (School Closed)</i>	<i>February 28 - March 4, 2022</i>
<i>End of the 3rd Nine Weeks</i>	<i>March 11, 2022</i>

<i>Spring Break (No School Students/Teachers)</i>	<i>April 15-22, 2022</i>
Students Return	April 25, 2022
LEAP Testing for High School	May 2 - 6, 2022
Last Day for Seniors	May 6, 2022
LEAP Testing for Grades 3 - 8	May 9 - 13, 2022
Last Day of School (Students)	May 19, 2022
Graduation	May 28, 2022
Memorial Day (School Closed)	May 30, 2022

*Dual enrollment course calendars may vary, please refer to course syllabus

Roles & Responsibilities

Student

- **Communications** – Students are expected to communicate with their instructors and should respond to their teachers in a timely fashion.
- **Interactive Lessons** – Participation and attendance in Interactive Lessons leads to student success in their courses. Certain courses and/or individual academic needs will require students to attend live sessions or view the recordings for additional support. Refer to teacher communications for specific guidelines.
- **Academic Honesty** – UVA requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student’s own. If content other than commonly known facts is not properly cited, attributed, or credited, the work may be determined to be plagiarism. When academic dishonesty is suspected, teachers may require a student to attend a live session to assess mastery of the skill in question. If a student or guardian refuses, the floor grade will be assigned. Issues of documented plagiarism (in writing assignments) will result in the floor grade of 50% automatically being implemented. Writing assignments with suspected plagiarism will be returned to the student with the link to the original work, and the floor grade of 50% shall be implemented.
- **Self-Motivation** – Students should strive to have a positive academic outlook and engage in learning to experience individual academic success.
- **Personalized Learning** – UVA courses give students the flexibility to manage their own weekly pace for learning, while simultaneously targeting areas of academic need and/or specialty.
- **Digital Literacy** – Students should abide by the UVA Acceptable Use policy and have a working knowledge of computer systems, applications, email, Internet use, and routine keyboarding skills.
- **Time Management Skills** – Students must be able to organize and plan their “time frame for learning.” Students can do their coursework whenever it is best for them, but they must set aside an adequate and realistic amount of time to complete weekly course requirements.

- **Pace** – All courses have instructor-set pacing guides for group and individual assignments. These guides assist the student in managing time realistically and effectively.
- **Effective Written Communication Skills** – Students will use Canvas messaging, discussion threads, and essay questions to communicate with their instructors and peers. The ability to write clearly and communicate ideas and assignments is essential.

Parent/Guardian

- **Communication** – Maintain timely contact with teachers and school support staff to ensure student success.
- **Contact** – Maintain accuracy of home address, phone number(s), and email address(es). This includes advance notification of any temporary changes in availability. Notify Student Enrollment of any non-parent adult that has been designated to function as a Learning Coach for the student.
- **Engagement** – Actively participate in student’s learning, as a Learning Coach or designee, to assist UVA with ensuring weekly student participation and timely completion of courses as outlined in the District Engagement Policy. (A Learning Coach is the designated adult who oversees the day-to-day learning activities of our students in the "home" environment, wherever that is. The Learning Coach is either a parent or guardian, an adult relative, a hired adult, an adult friend, or perhaps a team of adults that share the responsibility.)
- **Digital Literacy** – Abide by the UVA Acceptable Use policy and demonstrate a working knowledge of computer systems, applications, email, Internet use, and routine keyboarding skills to support learning.
- **UVA and State Testing** – Ensure student participation in state testing and provide transportation.
- **Responsibility** – Parents must provide the school with information of any illness, medication, medical condition, or documentation of a doctor’s excuse for absences that may affect the student’s behavior and/or academic performance.
- **Expense** – UVA is tuition free and no specific fees are charged for programs or services provided to families. However, as with many school programs, certain expenses do fall within the responsibility of enrolled families, including but not limited to, headphones, routine home supplies, and/or travel. UVA pays a nominal supplemental stipend to assist with this expense. (See Appendix C)

Guardian Rights

1. Parents or guardians have the right to review with a counselor all official files and data which pertain to the student (under age 18) personally. Students 18 years of age or older may make the same request. They have a right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 30 days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student’s records.
2. No official record, file, or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or

parent except as authorized by law unless the student and/or parent has executed a written release of such information to a particular person or agency. The transfer of student's discipline records will be made to other schools upon official request.

Non-Guardian Learning Coach

At their discretion, families can choose to appoint a non-custodial adult as their student's Designated Learning Coach. Please contact Enrollment Services at 225.421.2900 to receive a copy of the UVA DLCA form for role specific responsibilities.

PBIS at UVA

UVA operates a PBIS program for grades K-12 that provides students with the opportunity to be rewarded for their hard work and ongoing dedication in their classes. The award is based on three categories: current grade average, Live Session attendance, and on-time completion of coursework. These categories are evaluated on a weekly basis, and an award is provided during the first week of the following month for all weeks in the prior month (students will receive 3-5 weeks worth of awards at one time). Each week has a maximum award of \$3 (for weeks where Live Session isn't held this is reduced to \$2). All awards are given via Amazon egift cards and are sent directly to the UVA Student Email account from Amazon. These awards should be treated like gift cards; you may use them immediately, or print them and combine them for future use. Please note that awards typically begin during the second month of the semester, and are only available to students who are currently enrolled and have active accounts on the date that the award is issued. Students should print or save a copy of their award immediately should they not plan to redeem right away, as awards are not accessible via email to withdrawn students. UVA can only reissue awards to the student email for the last month awards were received, and the student must still remain enrolled at UVA. To request that an award be reissued, email pbis@uview.academy. Please note that reissuing awards can take 1-2 weeks to process.

Engagement, Attendance, and Truancy Policy

Students at University View Academy are required to remain engaged in school for the duration of the school year. Parents/guardians also have engagement responsibilities relative to monitoring their student(s) participation in the school.

To be engaged in school means that the student is:

- Completing work required by each teacher on a weekly basis.
- Staying in contact both through e-messages and phone. (i.e., returning e-messages, answering/returning phone calls in a timely manner)
- Participating in all in-person, required school and state testing events (i.e., DIBELS, LEAP, EOC, ACT, WorkKeys, AP Testing, CLEP testing)

To be engaged in school means the Guardian/Learning Coach (GLC) is:

- Monitoring student work completion and mastery
- Informing the school of absences after days missed and submitting doctor's note for absences due to illness

- Ensuring the student is completing all assessments on their own merits
- Remaining in regular, consistent contact with the teachers
- Ensuring arrangements have been made for the student to attend all in-person, required school and state testing

Student Expectations

- The first day of school is August 5, 2021
- Students will participate in UVA’s 100% online educational program, with in-person state testing requirements
- Students will attend Live Sessions as scheduled by their teachers in all courses
 - This includes whole group, small group, and/or individual session
 - Live Session schedules will be posted and/or emailed to students
 - Students will log into the Canvas learning management system and/or teacher assigned sites to complete all assignments for each course
- Students should complete all assignments and watch all live sessions for the week by the end of the week (Sunday at 11:59pm) in order for the work to be considered as completed “on-time”
- Students should attempt to respond to all school communications requiring a response within 24 hours
- Students failing to log in to the system for the week who have an “F” letter grade in a course will be considered absent for the entire week (see Attendance & Truancy Information below)
- Certain assignments labeled “**standards check**” will be due on the assigned due date. These assignments are time sensitive and must be completed in a timely manner to gauge student learning. If “standards checks” are not completed by the assigned due date, a floor grade of 50% will be assigned.

Public School Attendance

§1117. Child Welfare and Attendance

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of chapter 2 of title VII of the *Louisiana Children's Code* relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

2021 - 2022 Attendance & Truancy

Attendance and truancy will be tracked, recorded and reported according to the following guidelines:

- Parents/Learning Coaches notify school personnel of their child’s absences and submit the appropriate documentation regarding the absence(s). Absences are

recorded by school personnel into the JCAMPUS (SIS) program and reported to the Louisiana Department of Education.

- If a student will be absent for more than 5 days, the parent must contact the school to report the absence:
- K-8 Lindsay Toole (225) 372-8405 or email lbriggs@uview.academy
- 9-12th Sandy Daigle (225) 372-8410 or email sdaigle@uview.academy
- Attendance is also determined by verifying student login information into the Canvas learning management system. Due to the flexibility afforded by the online school structure, students have the entire week (Monday through Sunday) to login to complete and submit assignments in the CANVAS learning management system.
- Students who have an “F” letter grade and fail to log into the CANVAS system for an entire week will be marked absent for the week in the JCampus (SIS) program. Parents/guardians will be contacted by phone, email and US mail by the University View engagement personnel to advise them of the excessive absences.
- Students who have an “F” letter grade and fail to log into the CANVAS system for two weeks who are non-responsive to school contact attempts will be considered truant and will be marked absent for two weeks in the JCAMPUS (SIS) program. The school may contact local authorities, such as FINS, etc. and attempt to contact the parent/guardian via phone, email and US mail to advise them of their truant status.
- Students who have an “F” letter grade and fail to log into the CANVAS system for three weeks who are non-responsive to school contact attempts will be considered habitually truant and will be marked absent for three weeks in the JCAMPUS (SIS) program. Students’ computers will be locked down until the school is contacted to discuss the lack of attendance. The school may send out a local sheriff’s officer to make a home visit to determine the status of the student and to inform them of their habitually truant status.
- Students who have an “F” letter grade and fail to log into the CANVAS system for four weeks who are non-responsive to school contact attempts, will be considered a non-attending student and will be marked absent for four weeks in the JCAMPUS (SIS) program. The school will send out notification of the parent/guardian’s mandatory attendance at a school withdrawal hearing. Failure of the parent/guardian to attend the hearing will result in the withdrawal of the student from the online school.
- If a student who is withdrawn for truancy submits an application for admittance within the same academic year of the withdrawal, the student will be placed at the bottom of the waitlist. Additionally, University View Academy will not consider the withdrawal date official until all technology is returned to the school.

Withdrawal:

In the event a student needs to be withdrawn from UVA, the guardian must contact the following UVA personnel and complete the necessary paperwork:

- K-8 Lindsay Toole (225) 372-8405 or email lbriggs@uview.academy
- 9-12th Sandy Daigle (225) 372-8410 or email sdaigle@uview.academy

Due Process (Complaints)

Parents/guardians who have concerns and/or would like to file a grievance may [click here](#) to submit the grievance or contact school leadership at 225-421-2900.

PROCEDURE FOR PROCESSING COMPLAINTS

I. PRIOR TO SUBMITTING COMPLAINT

- A. Prior to submitting a complaint, the student or guardian is encouraged to contact the principal. Reasonable effort should be made to resolve the problem or complaint.

II. PROCESSING COMPLAINTS

- A. Grievant submits a complaint to grade level specific principal stating name, nature and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation.
- B. The principal notifies the respondent within 10 days and requests a written response from the respondent. In addition, the principal notifies appropriate school officials.
- C. The principal within 10 days after receiving respondent's response, schedules a hearing with the grievant and the respondent. Other school officials may be included in the meeting.
- D. Hearing is conducted with the principal, grievant, respondent, and any other school officials.
- E. The principal issues, within 10 days after the hearing, a written decision to the grievant, respondent, and any other school official deemed necessary.
- F. If the grievant or respondent is not satisfied with the decision, they must notify the principal within 10 days and request a hearing with the superintendent.
- G. The principal, schedules within 10 days of request, a hearing with the grievant, respondent and superintendent.
- H. A hearing is conducted with superintendent, grievant, respondent and principal.
- I. Superintendent issues a decision within 10 days following the hearing.
- J. If the grievant or respondent is not satisfied with the decision, they must notify the Superintendent within 10 days and request a hearing with the School Board.
- K. The superintendent notifies the school board within 10 days of receiving a request. Superintendent schedules a hearing with the School Board. Hearing is to be conducted within 30 days from the date of notification to the School Board.
- L. School Board or a hearing panel, established by the Board, must conduct a hearing with the grievant, superintendent, and any other school official designated by the superintendent.
- M. The School Board issues a final written decision within 10 days after the hearing.

Testing

Testing/Screening Participation Requirements

Public schools are required by state and federal law to administer state standardized tests to students in specific grades. Therefore, all students enrolled in University View Academy will be required to participate in the state standardized testing program.

The school will work closely with guardians, learning coaches, and students as they prepare for required testing. If a student is not able to participate in testing due to illness, the guardian will be required to provide documentation for nonparticipation, and the student may be required by the school to take a makeup test.

Students attending UVA will be required to take all assessments in accordance with Louisiana public school and UVA specific requirements. Earning a diploma is contingent upon participation and meeting minimum requirements. According to Bulletin 741, earning a diploma is contingent upon meeting testing requirements set forth by the state of Louisiana. Tests include, but are not limited to, LEAP 360, DIBELS, LEAP 2025, ACT, ACT Workeys. LEAP 2025 testing for grades 3-8 is required for promotion consideration, and HS LEAP 2025 exams are required to be eligible to meet graduation requirements.

Parents must plan for transportation to ensure their child's presence at all mandatory tests and are expected to help the school comply with UVA's responsibility to fulfill the state testing requirements.

Hearing and Vision Screening

All students in grades 1, 3, 5, 7, 9, and 11 are screened annually to monitor hearing and/or vision to identify potential issues that could interfere with academic success. Screenings are held in several locations. Further information will be provided to families by the school.

Kindergarten Readiness Screening

All kindergarten students must participate in a Kindergarten Readiness Screener. Detailed information will be provided at the start of school.

DIBELS Testing

All students in grades K - 3 must participate in DIBELS testing multiple times throughout the school year. The **Dynamic Indicators of Basic Early Literacy Skills (DIBELS)** tests are short fluency measures used to regularly monitor the development of early literacy and early reading skills.

LEAP 360 Testing

Students in grades 3-12 will take the LEAP 360 test in LEAP 2025 tested courses multiple times per year. These tests will be administered online.

MAP/NWEA Testing

MAP is a computer adaptive test. Our Early College (EC) Department may use MAP testing for Dual Enrollment placement.

ACT WorkKeys®

ACT® WorkKeys® assessments help measure the workplace skills that can affect job performance. Successful completion of assessments can lead to earning a National Career Readiness Certificate (NCRC)—a credential that verifies foundational workplace skills.

Students that score lower than an 18 on the ACT will be encouraged to take the WorkKeys assessment in addition to the ACT. Students will present a government-issued ID (Driver's License or ID card) at the time of testing. This ID is available at your local Department of Motor Vehicles

ACT® Test

The ACT is a curriculum and standards-based tool that assesses students' academic readiness for college. ACT testing is required in eleventh (11th) and twelfth (12th) grades. UVA will provide ACT testing vouchers for every student to take the ACT once per grade level starting in high school. Contact your counselor to request an ACT voucher.

CLEP

The College Board's College Level Examination Program (CLEP) is a nationally recognized credit-by-examination program that provides high school students an opportunity to demonstrate their mastery of college-level materials in introductory subjects and earn college credit. A passing score on particular tests allows students to earn between 3 and 12 credits of college-level coursework before leaving high school, depending on the guidelines of the specific postsecondary institutions. CLEP exam scores range on a scale of 20-80 with a typical passing score of 50 or above. CLEP offers [36 exams](#) in five subject areas. There are approximately 174 test centers located on the campuses of high school and postsecondary institutions across Louisiana. The current price of CLEP exams is \$89 per exam. University View Academy can provide a testing voucher to cover the cost of the exam. [CLEP scores](#) are available immediately upon completion of the exam. The amount of [credit](#) you can earn on an individual CLEP exam varies with each college. Please click [here](#) to contact the CLEP test center nearest you for more information about registration, scheduling, and fees.

State Testing - LEAP 2025 (Formerly End of Course Exams)

State testing will be administered in a proctored setting at sites arranged by the school. Further information about dates and locations will be provided to families. All students in grades 3-8 must participate in LEAP 2025 (Louisiana Educational Assessment Program).

All students enrolled in courses with a LEAP 2025 Exam (English I and English II, Algebra I, Geometry, U.S. History, and Biology) will participate in testing. Per Louisiana Department of Education’s (LADOE) guidelines, grades 9-12 LEAP 2025 results will count as 15% of the student’s overall course grade.

Advanced Placement (AP)

The AP Exam is given in the spring of each year. Every student enrolled in an AP course will be expected to take the AP Exam. University View covers the exam fee.

Students must test and score a passing score of at least 3 or higher to earn the college credit. Score requirements may differ per university.

Proctored Exams

UVA may, at its discretion, require a proctored segment exam for any student on a situational basis.

Grading, Promotion, and Credit Evaluation

Grades 1-12 Grading Scale

Grade	Grade %	Standard Course Quality Points	9-12 Honors Course Quality Points (Honors and Gifted)
A	93-100	4.00	5.00
B	85-92	3.00	4.00
C	75-84	2.00	3.00
D	67-74	1.00	2.00
F	0-66	0	0

*grades are rounded up to the nearest percent

Adjusted Grading Score for High School Dual Enrollment & Advanced Placement (AP)

Grade	Grade %	Quality Points
A	90-100	5.00
B	80-89	4.00
C	70-79	3.00
D	60-69	2.00
F	59 or below	0.00

*grades are rounded up to the nearest percent

1-12 Floor Grading Policy

With the exception of Dual Enrollment and AP, UVA will assign failing grades based on a floor grade system. For all assignments in which a student submits content that demonstrates effort to complete an assignment but fails to earn a grade of 60% or better, the floor grade of 60% will be assigned. In cases where a student does not attempt to complete an assignment or FAILS to demonstrate an effort to complete an assignment, a floor grade of 50% will be assigned after the assignment is one week past due.

Grading Structure

Students in grades 1-12 will have grades based on a 9 week grading period. The first semester grade will be a numerical average of the first and second nine weeks grading periods. The second semester grade will be a numerical average of the third and fourth nine weeks grading periods. Semester one and semester two will average to determine a student's final grade for students in grades 1-8. Semester grades will not be averaged for high school courses. One half course credit will be awarded at the end of each semester.

Students in kindergarten will be graded using the skills checklist for ELA and math. Specified skills will be assessed each 9 weeks.

Per Louisiana Department of Education's (LADOE) guidelines, grades 9-12 LEAP 2025 results will count as 15% of the student's overall course grade. This average will be combined with the spring semester average.

Promotion

See [District Pupil Progression Plan](#) for more information.

Criteria for Promotion - Kindergarten only

Mastery in 23/28 checklist skills in **Math**

Mastery of 24/29 checklist skills in **ELA**

M = Mastered (80% -100% accuracy)

I = Improving (70% - 79% accuracy)

U = Unsatisfactory (50% – 69% accuracy)

Middle School Students Enrolled in High School Credit Courses

Grades earned in middle school for high school credit courses are part of the high school transcript and are included in the middle school grade point average (GPA). Core classes (English, math, science, social studies, foreign language) will be calculated into the high school GPA, electives courses will not be calculated.

High School Course Credit

Students are awarded credit only for courses in which they have earned a grade of D or higher.

Class Rank for Determining: Valedictorian, Salutatorian and Graduation Honors

For the purpose of determining class rank, valedictorian, salutatorian and honor graduates, cumulative grade point averages shall utilize the exact calculation and shall not be rounded up.

Valedictorian and Salutatorian: Senior class rank will be determined by the students' weighted grade point average, including all courses that issue high school carnegie credit. Co-valedictorians will be recognized if these students have earned exactly the same grade point average. In the event that a co-valedictorian is recognized, there will be a salutatorian also. To be considered for valedictorian and salutatorian, the student must be enrolled at UVA for the last four (4) semesters of high school. This does not prevent other honors being bestowed. However, a student cannot have been in high school for more than eight (8) semesters.

Honor Graduates: All seniors who compile a grade point average of 4.0 and above shall be designated as graduating Summa Cum Laude. All seniors who compile a grade point average

in the range of 3.80-3.99 shall be designated as graduating Magna Cum Laude. All seniors who compile a grade point average in the range of 3.6-3.79 shall be designated as graduating Cum Laude. All seniors who compile a grade point average in the range of 3.4-3.59 shall be designated as graduating with honors.

High School Credit Recovery

Credit recovery courses are offered for students who have previously taken and failed a course. Some credit recovery courses may not be approved by NCAA.

Credit Recovery Policy:

*Students may earn a maximum of 7 credit recovery units with no more than 2 annually

*Credit recovery courses are identified and labeled on the students' official transcript

Student of the Year Criteria

Student of the Year (SOY) will be based on criteria established by the high school principals. Contact your grade level principal for criteria.

High School Graduation Pathway

There are two curriculum options for students in Louisiana:

- **TOPS University**
- **Jump Start Tops Tech**

Students entering high school are scheduled in general courses but at the end of their second year of high school, they must choose the diploma option that best reflects the curriculum and coursework that prepares them for their post-secondary plans. Students choose between the TOPS University and Jump Start diplomas.

1. The **TOPS University** curriculum is for students intending to begin at a 4-year college/university immediately after high school graduation, and requires rigorous upper-level college prep core courses as well as two years in a foreign language. The TOPS scholarship is aligned with this curriculum and pays a portion of tuition at Louisiana 4 year public colleges and universities for students with at least a 2.5 core GPA and ACT composite score of 20+. Students who complete the TOPS University curriculum will also need to meet GPA and ACT admission requirements to begin at a 4 year college/university.
2. The **Jump Start** curriculum focuses on completing certain career electives and gaining skills and certifications in a career/technical area. It does not require as many of the upper-level college prep core courses or foreign language. Students pursuing the Jump Start diploma should work with their counselor to determine the appropriate Jump Start career pathway and the required industry based credentials (IBC). Students on the Jump Start curriculum are required to earn an IBC. Students who earn the Jump Start diploma are not eligible to enter a 4 year university immediately after high school. Students who are interested in a 4 year university, but

desire to start at the community college level, can begin at a 2 year college then transfer to a 4 year.

[Click here](#) to access our high school course directory and contact your counselor if you have any questions.

Dual Enrollment Courses

Dual Enrollment courses allow students to take college classes while they are still enrolled in high school. These *are* actual college classes. Students earn high school credit and college credit simultaneously. DE classes count as both high school and college credit, and grades become part of the student's permanent high school and college transcripts. Participation in dual enrollment programs provides students the opportunity to get a head start on their postsecondary endeavors while completing high school. Students must meet certain Board of Regents eligibility requirements to be eligible to enroll in DE classes.

Dual Enrollment Outside of UVA

Students interested in taking dual enrollment courses for credit outside of University View Academy must obtain prior approval from the Early College department. Please make all requests known by emailing earlycollege@uview.academy. Once courses have been approved by the department, all invoices/fee bills/billing statements should be sent directly to University View for payment. Parents will not be reimbursed; payments will only be sent to the College/University.

Early College Program

Students enrolling in the Early College can graduate with an Associates of General Studies. All courses articulate to Louisiana public colleges and reduce the student's time pursuing a Bachelor's Degree. For information on articulated credits between colleges, please visit the Louisiana Board of Regents website by [clicking here](#).

Students enrolled in this program will typically pursue the TOPS University High School Diploma. The purpose of University View Early College is to promote individual student choice, success, and academic rigor.

A typical schedule allows for students to enroll in dual enrollment courses in the following year:

- 9th- 3 hours of college credit
- 10th- 3 to 9 hours of college credit
- 11th- 18- 24 hours of college credit
- 12th- 15- 21 hours of college credit

All students graduate with a minimum of 24 Carnegie Units and 60 college credit hours. A key requirement for enrolling in the Early College program is appropriate placement scores in English and Math. Students are required to take the ACT and/or the Accuplacer prior to the student's junior year.

Students wishing to enroll in Early College must complete the student/parent/school compact each year which outlines annual expectations for the program and publishes important college deadlines. Failure to submit the compact annually jeopardizes the student's participation in the program.

[Click here](#) for more information about our Early College Program or contact the Early College Department at earlycollege@uview.academy for more information.

Advanced Placement (AP) Courses

Advanced Placement (AP) courses are designed to introduce highly motivated students to the rigor of college level courses and the opportunity to earn college credit while in high school. The AP Exam is given in the spring of each year. Students must test and score a passing score of at least 3 or higher to earn the college credit. Score requirements may differ per university. Every student enrolled in an AP course will be expected to take the AP Exam. University View covers the exam fee.

National Honor Society/Beta Club/DECA

Students who are in good academic standing, have attended UVA for at least one semester, and meet other eligibility requirements, may be eligible to join the National Honor Society, the National Junior Honor Society, Junior Beta, Beta Club or DECA. Please contact your school for more details.

Services for Special Populations

Individuals with Disabilities Act (IDEA) Eligible Students

Some students' disabilities may require special education and related services to meet their unique needs and to support them in attaining both their short and long term educational goals. These services are governed by federal legislation via the Individuals with Disabilities Education Act (IDEA 2004).

At the time of enrollment, all guardians who indicate their students have special needs are asked to submit a copy of the student's most recent Individualized Education Program (IEP). It is important that the IEP is current and complete, and that any educational assessments and evaluation reports that support the IEP are also submitted.

All documents are reviewed by the Director of Special Education and, if necessary, a member of the special education staff will contact the family to discuss specific student needs or to clarify the information.

The student's annual review date is noted, and once enrollment is complete, the team will schedule IEP meetings, as necessary. The IEP team is comprised of educators, the student's parents, the student, and other key individuals as needed. The IEP defines the special education and related services the student will receive as well as the goals that he/she will work toward, and the environments in which the services will be delivered.

Due to the online nature of the school, the services are provided online, using real-time conferencing software. The IEP team ensures the services are provided in compliance with the IEP.

Rehabilitation Act of 1973: Section 504 Eligible Students

SECTION 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504” is a nondiscriminatory statute enacted by the United States Congress that prohibits discrimination based upon a disability. The Rehabilitation Act of 1973 is a civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial eligible students, employees, and other individuals with disabilities for reasonable accommodations that enable them to work and learn. A team (School Building Level Committee) knowledgeable of the student determines, with evaluation data, if the individual meets eligibility criteria. Section 504 provides an “even playing field” through accommodations. If students are in need of more exceptional services they may meet eligibility for educational services under “Individual with Disabilities Education Act (IDEA), because additional measures shall be taken to provide students with “free and appropriate public education” (FAPE).

Gifted and Talented Education

UVA’s Gifted and Talented program is available to eligible students only. Gifted and/or Talented classes are available for grades K-12. Louisiana policy will not allow students to participate in Gifted and/or Talented classes without an IEP, documenting eligibility. New students may be identified as Gifted and/or Talented prior to enrolling in UVA, but this identification must be in accordance with Louisiana’s identification process. Documentation may be provided to the UVA enrollment team by the student’s family.

Academically Gifted high school students may also participate in Advanced Placement and Dual Enrollment courses. Academically Gifted students may be advanced in grade levels when appropriate. This decision is made by the IEP team, comprised of educators, parents/guardians, the student, and others.

Bullying and Prohibited Behaviors

UVA is committed to providing a safe, positive, productive, and nurturing education environment for all of its students, and encourages the promotion of positive interpersonal relationships among members of the school community.

Bullying, harassment, cyber-bullying and/ or hazing toward any member of the school community is strictly prohibited and will not be tolerated.

Bullying is when a student causes another student to feel less safe, fearful, or like they are unable to participate in school. Bullying often involves an imbalance of power, and can include physical, verbal, or psychological actions against a student. Bullying can also happen through communications, including social media.

Bullying is a pattern of:

- written, electronic or verbal communication that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student, or
- physical harm, such as hitting, pushing or damaging personal property

Harassment – when the speech or actions are so severe, pervasive, or targeted at particular people that it hinders the ability to get an education, significantly harms his/ her well-being, substantially interferes with his/ her rights, or intimidates the student because of their identity.

Cyber-bullying – the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This can be in the form of phone calls, text messages, photos, videos, or even social media posts. Simply put, it is the act of “bullying” using an electronic device.

Hazing - any intentional, knowing, or reckless act that is directed against another when both of the following apply:

- (1) The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
- (2) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Sexting - the sending of sexually explicit digital images, videos, text messages, or emails, usually by cell phone or computer.

Reporting Bullying and Prohibited Behaviors

If you are the student or parent/ guardian and need to report a case of bullying, you can complete this [form](#) and submit it to the appropriate principal or school leader. All complaints about prohibited behavior shall be kept confidential and promptly investigated.

- Upon receipt of the bullying report, the principal/ school leader shall initiate an investigation into the incident. The investigation shall include an interview of the reporter, victim, the alleged bully, and any witnesses, and include copies or photographs of any evidence. Documented interviews of the victim, alleged offender and witnesses will be conducted privately, separately and confidentially after notifying the parent/ guardian of the bullying allegation.
- After the investigation is complete, the principal/school leader will compose a written document containing the findings of the investigation. The document will be placed in the record if both students. The principal/school leader shall notify the complainant of the findings. If the discipline code has been violated, appropriate disciplinary action shall be taken. Victims and offenders may be referred for counseling if needed.

- Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation concerning prohibited behaviors will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action.
- If the school and/or superintendent does not take timely and effective action to address the incident, the student or parent/ guardian may report the incident to the UVA board or directors.

Discipline

All students enrolled in University View Academy are expected to conduct themselves in accordance with the rules of the school, and parents are expected to cooperate with the school staff in helping students maintain this conduct. Student codes of conduct are set forth in this handbook.

Discipline Measures

There are three levels of disciplinary measures utilized by the school: 1) Warning, 2) Suspension, and 3) Expulsion. Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

1. Warning

Students that receive warnings from the school will have a conference (via phone or in person) with their parent/guardian(s) and the school administrator(s), and the incident will be formally documented in writing and will become part of the student's permanent record. The student will not have a disruption in schooling and will not be removed from the class (the Learning Management System). (See Engagement Policy & Prohibited Behaviors)

2. Suspension

When a student is suspended, he or she is temporarily removed/blocked from all internet usage that is not for instructional purposes on his or her assigned device. The student will only have access to Canvas, the Learning Management System (LMS). Students will also be suspended from live sessions and interactions with peers during the suspension. The student is not allowed to attend school sponsored programs or activities. The length of a suspension is determined by the school administrator (up to 10 days at a time). A suspension will be documented in writing and will become part of a student's permanent record. (See Engagement Policy & Prohibited Behaviors)

3. Expulsion

When a student is expelled, he or she is separated from the school for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be

documented in writing and will become part of a student's permanent record. (See Engagement Policy & Prohibited Behaviors)

Discipline for Students with Disabilities

If a student with a disability violates a code of conduct, he or she will be disciplined according to the discipline measures described above for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the school will determine if the behavior manifested from the student's disability. If the school determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, if it is determined that the violation manifested from the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

Communication

University View Academy uses approved platforms to communicate with our students. The following platforms will be used for student/teacher/staff communication: Canvas, Remind, and Jive (aka GoToConnect). See Appendix H: for full Communications Policy.

Laptop Replacement information

Students will be provided a district owned laptop while they are attending University View Academy. Laptops are considered UVA property and must be returned when a student graduates or withdraws from UVA. All laptops & any other hardware sent to be used with the device (this includes the charger and any digital writing instrument) will be repaired and replaced at no charge as long as there is no physical damage to the device itself. If there is physical damage noted, each UVA student will be allowed one free repair per year. If the laptop or other hardware is physically damaged due to either abuse or neglect and the student has already had their one physical damage repair on that item, UVA will assess a fee for those damages if able to provide an additional replacement. The replacement device may not be the same brand as the originally issued device. Please note, if the charger shows signs of abuse and neglect, students will only be allowed one replacement charger per school year.

UVA Procedure for Requesting a Different Device

When a student joins University View Academy, they will be provided with a district owned laptop while they are attending with us. This device will be shipped to the student during their first few weeks of onboarding. Each new student will receive a Lenovo Laptop to address they provided upon enrollment. Students who remain at UVA for more than one year will have the opportunity to request an upgraded device. A message will be sent regarding eligibility and process for requesting a device when the student meets the minimum requirements. There may be instances where high school students will become eligible for an upgraded device prior to meeting the enrollment requirements due to course

need. Please note that the timing for receiving an upgraded device depends on availability in addition to eligibility.

Appendix A: Drug, Alcohol, and Tobacco-Free School

University View Academy is a drug-free, alcohol-free, and tobacco-free environment. The use of controlled substances, alcohol, and/or tobacco is prohibited at all face-to-face school events and activities such as but not limited to field trips, testing, and graduation ceremonies. This also includes live sessions as well as Canvas, email, and all official UVA programs and platforms profiles. This also applies to all members of the school community including students and their families, teachers, staff, and visitors.

The use of tobacco, including smoking tobacco, chewing tobacco, e-cigarettes, or snuff, or the possession of or use of any alcoholic beverages and/or illegal, controlled and/or dangerous substances(narcotics) not prescribed by a physician, by any member of the school community while on school premises or at a school event or activity as described above, will be considered a violation of this policy.

It shall also be a violation of this policy for any member of the school community to sell or distribute, or attempt to sell or distribute, tobacco products; e-cigarettes; drugs or drug paraphernalia; illegal, dangerous or controlled substances, or any substances purported to be such, while on school property or at school events or activities.

If a University View Academy student attends a school event or activity under the influence of or in possession of an illegal, dangerous, or controlled substance or alcohol, the student's guardian and local authorities will be notified. The student's guardian will be notified if a student is found to be in possession of or using tobacco products or e-cigarettes. The Guardian/Learning Coach will be required to make arrangements for immediately removing the student from the school event or activity in such event.

Any non-student member of the school community who attends a school event or activity under the influence of or in possession of alcohol or illegal, dangerous, or controlled substances or substance purported to be such will be asked to remove themselves from the school event or activity. Local authorities may be notified at the discretion of the school leader depending on the nature of the violation. Any non-student member of the school community who attends a school event or activity and uses tobacco products or e-cigarettes will be informed of the school's tobacco-free policy for a first violation. If more than one violation occurs, further action may be taken by the school.

If a student is found to be engaged in communications arranging for the sale or exchange of alcohol or illegal, dangerous, or controlled substances or any substances purported to be such at a school event or activity, the student will be removed from the school event or activity and the school will contact both the student's caretaker and local authorities to report this behavior. Any other member of the school community found to be engaged in communications arranging for the sale or exchange of alcohol or illegal, dangerous, or controlled substances or any substances purported to be such at a school event or activity will be removed from the school event or activity and the school will contact local authorities.

Students who fail to comply with this drug-free, alcohol-free, and tobacco-free policy will be subject to disciplinary action. All other school community members in violation of this policy will be asked to leave the event or activity and/or will be reported to local authorities.

Appendix B: Firearm-Free Zone Policy

University View Academy follows Louisiana's Title 14 Revised Statute 14:95.2, which prohibits the carrying of a firearm, or dangerous weapon, by a student or nonstudent on school property, at school-sponsored functions or firearm-free zones.

It is a violation of University View Academy Policy and state law for any student or nonstudent to carry a firearm or any dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. This shall include all areas of testing, observation, or meetings held or conducted by University View Academy. Dangerous weapons include but are not limited to firearms, sling shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock.

Any person who violates the firearm policy may be subject to legal recourse at the state or federal level. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

References to Laws:

LSA- R.S. 14:2

LSA- R.S. 14:95.2

LSA- R.S. 14:95.6

Appendix C: Information About Malware and Nuisance Software

Installation of malware and other nuisance software causes considerable problems in system speed and can even make a computer completely unusable. Removal takes considerably more time than fixing viruses and worms, which generally can be stopped by the security software already included on school equipment.

It is essential that the Terms and Conditions sections of all software, and particularly any free software, be reviewed closely. Many of them allow for the installation of other software or "tools" that can be a significant source of problems later. Included below are common sets of terms that are clear warning signs that the user may be exposed to negative consequences. These are used by many well-known software companies and service providers.

- Example 1: "[Company] values your anonymity and privacy. [Software name] does not contain or bundle malicious spyware. By clicking below, you will begin the installation of [Software name/description] software. By clicking below, you agree to the third-party end-user license agreement(s) set out below."

Comment: This is designed to make the user feel comfortable but may expose the user to a variety of other unexpected consequences as a result of all of the other, often long and confusing license agreements.

- Example 2: “By installing the [Service], you understand and agree that the following changes may be made to your Internet Explorer browser and that the following functions may be performed by the [Service]: install a Search Toolbar in your browser that may, 1) block certain pop-up ads and pages; 2) display links to related websites and key words based on the information you view and the websites you visit; 3) store non- personally identifiable statistics of the websites you have visited; 4) redirect certain URLs including your browser default address bar search, DNS error page and Search Button page to or through the Service; and 5) automatically update the Service and install added features or functionality conveniently without your input or interaction unless you have chosen to be notified of such update in advance.”
- Example 3: “The web changes constantly and no technique can ever index all pages accessible on the web. As a result, [Company name] cannot guarantee the completeness or accuracy of the websites or URLs to which [Company name] Service link or refer.”

Comment: By not screening their website, any content, including content from pornographic sites, can be input as links or other forms of referrals. Correcting problems caused by this type of software is very time-consuming. The time spent dealing with repeat offenders takes time away from responsible users and results in longer delays in helping them. Please remember that it is essential that the activities of students be supervised.

UVA has designed the laptop to be interchangeable and erased/imaged remotely. Students should routinely backup any school/academic files. In the event of device infection or corruptions, UVA reserves the right to immediately wipe or replace the device.

Appendix D: Internet Subsidy

Each family will receive a \$150.00 subsidy for internet use, unless the family elects to waive the subsidy payment. The subsidy is awarded on a per household basis, not a per student basis. The subsidy will be paid to families who are enrolled at the end of the 3rd nine weeks, which is scheduled to end on March 11, 2022. Families must be enrolled during the time period to receive the corresponding subsidy disbursement. UVA does not provide a subsidy for the summer months.

Appendix E: Technology Usage - Students Acceptable Use Policy (AUP) for Technology and Internet Use

The purpose of University View Academy’s technology is to accommodate student learning by equipping them with the tools they need to be successful. This is accomplished by

facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating students to become life-long learners and good digital citizens. In an effort to meet student needs through computerized information resources such as the Internet, UVA believes it is necessary for all people to become aware of acceptable uses of technology. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet. Faculty, students, district leaders, parents, and the community must work together as knowledgeable and collaborative partners to support the academic benefits of these resources while helping students avoid the sometimes inaccurate and/or objectionable resources available through technology.

UVA provides all students with access to a school-issued computer for use while they are enrolled with us. Students are expected to appropriately use this equipment as defined herein. Guardians are solely liable for any intentional or negligent loss, damage, or misuse of computer equipment provided by University View Academy while in their possession or the possession of students or Learning Coaches. In the event a device is stolen, guardians have 24 hours to contact UVA, obtain a police report, and email UVA a signed copy of the report.

Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of University View Academy. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The school retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following: Appropriate language and manners, which demonstrate honesty, ethics, and respect for others. Individual students shall be permitted to have messaging accounts created. Student message accounts shall not be considered private and will be monitored by district personnel, and/or a third party monitoring service.

Use of technology resources for any illegal activities is prohibited. Illegal activities include but are not limited to: (a) copyright or contract violations, (b) tampering with computer hardware or software, (c) unauthorized entry into computers and files, (d) knowledgeable vandalism or destruction of equipment, and (e) deletion of computer files. Such activity may be considered a crime under state and federal law. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited.

Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden. Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.

Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden. Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to

gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain technology integrity, to ensure users are using the technology responsibly, or for any other reasonable purpose.

Students' use of school computers is provided for academic purposes. All students using a school computer accessing the Internet shall be accountable for use. This shall include, but not be limited to: (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of illegally obtained or malicious software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; (h) disregarding established safeguards which align to UVA technology systems to the Children's Internet Protection Act; (i) using another's password or sharing passwords with others; and (j) any action that is deemed inappropriate by supervisory personnel. Email and student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. UVA reserves the right to purge accounts after proper notification of exceeding space regulations. The network administrator (or designee) shall assign access codes or passwords if and/or when it is needed. Use of the UVA computer to access the Internet is considered a privilege and any inappropriate use may result in disciplinary action and loss of privileges to use the computer. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district's systems may result in one or more of the following consequences: (a) temporary or permanent loss of privileges, (b) payments for damages and repairs, (c) UVA Engagement Policy, (d) suspension, expulsion, and/or (e) civil/criminal liability under other applicable laws.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

Appendix F: Notification of Rights under FERPA for Elementary and Secondary Schools and Notice for Disclosure of Directory Information

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the UVA receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, virtual school representative, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent:

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35
- In connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf (§§99.31(a)(3) and 99.35). In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a) (10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a) (11))

Appendix G: Parent Involvement Compact

Parents, students, and the entire school staff have a shared responsibility to help students achieve academic success.

This Parent Involvement Compact lists mutual responsibilities for attaining the school’s mission. This compact, signed by a school representative, a parent and the student, is in effect until revoked.

University View Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the students, and the entire school staff will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Louisiana’s high standards.

University View Academy’s Commitments

- Involve parents in planning, reviewing, and improving the school’s Parental Involvement Policy, in an organized, ongoing, and timely way.
- Involve parents in developing the School-wide Program Plan, in an organized, ongoing, and timely way.

- Hold at least one annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.
- Provide information to parents of participating students in an understandable and uniform format and including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide opportunities (upon request) for regular meetings so that parents can provide suggestions, and participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the state assessments in at least math, language arts, and/or reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Parent/Guardian Commitments

I understand that my participation in my child's education will positively impact his/her achievement and attitude. Therefore, I will do my best to:

- Ensure that my child participates in school regularly
- Establish a time and quiet place for my child to complete schoolwork
- Ensure that my child participates in all required state testing
- Support the school in its efforts to maintain proper discipline
- Attend school functions, support school activities, and make every effort to attend parent teacher conferences
- Actively participate in decisions relating to the education of my child
- Show an interest in my child's well-being and encourage my child to do his/her best
- Share information and concerns about my child and about the school and work together with the school to resolve problems in a *timely manner*.

Student Commitments

I know that my education is important and that I am responsible for my success. Therefore, I will do my best to do all the following:

- Participate in school regularly and be prepared with all materials, including school work and a positive attitude
- Put forth my best effort- that includes paying attention and participating in class discussions and asking for help when needed
- Promptly communicate concerns or needs
- Promptly deliver to parent(s) and teacher(s) all letters, messages, and notes from school or home
- Cooperate with other students and adults involved in lessons and classes

- Respect the rights and property of others and follow all school rules. This includes showing respect by not acting in a hostile manner or attacking others verbally or physically
- Use appropriate language to communicate with adults and other students and be responsible for my own behavior

Appendix H: Communications Policy

University View Academy's communications plan is for the safety and security of both employees and students. It is important that all families read over the following information carefully so that they are able to adhere to all communication guidelines. In addition to the ability to communicate using the Canvas messaging system, teachers and 12-month employees are given the ability to communicate with UVA Families & their students via monitored text and phone communication using Jive (aka GoToConnect) for phone communication and Remind for text communication. **All of these communications will be recorded and monitored periodically to ensure the safety of both employees and UVA families.**

Remind for text-based communication [in addition to Canvas Messaging]

We are excited to offer UVA families a text-based avenue for communication with families both individually and as groups to help foster academic success & engagement. Course(s) each student is enrolled in will be populated with all of the relevant contact information: parents/guardians' names and contact information along with any other phone numbers & email addresses listed in the Student Information System. All of these text-based communications will be recorded and accessible by approved UVA employees for the safety of both the teachers and students. Families are invited to download the application to their smartphone for ease of access if they have the capability. Families will have the opportunity to update contact information within the platform, should you need to add or remove a number from the account.

Jive(aka GoToConnect) for phone-based communication

Every employee at UVA will have a company phone number assigned to them. **All phone-based communication with UVA employees must take place using this number and will be recorded.** When you receive a phone call you will be notified prior to accepting the phone call that it will be recorded for quality assurance purposes. This policy is in place for the safety of both teachers and students. **Please note that you can contact the mainline at 225-421-2900 to be forwarded to any of our employees, and our teachers will have their approved number posted in their course in Canvas for reference.**

Parent and Student Acknowledgement

This form acknowledges that we understand that, as University View Academy students and parents, we are asked to support the school and its mission and to acquaint ourselves with and abide by the school's policies and procedures.

We understand that this handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between University View Academy and any parent, guardian, or student affiliated with or attending the school. We further understand that University View Academy reserves the right, in its sole discretion, to add, revise, and/or delete school policies before, during, and after the school year.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2020-2021 University View Academy Student Handbook, and agree to abide by the school's policies and procedures, including but not limited to the schools Acceptable Use Policy (Appendix D), as outlined in the handbook

Name of Enrolled Student(s)

Parent/Guardian Signature

Date

Revised June 20, 2021