



UNIVERSITY
VIEW ACADEMY

2023-24 STUDENT HANDBOOK



Table of Contents

School Mission Statement.....	5
School Information.....	5
School Calendar.....	6
Notice of Non-Discrimination.....	6
Roles & Responsibilities.....	7
Student Responsibilities.....	7
<i>Parent/Guardian/Learning Coach Responsibilities.....</i>	9
<i>Non-Guardian Learning Coach.....</i>	11
Student Attendance, Engagement,	11
& Truancy Policy.....	11
<i>Public School Attendance.....</i>	15
<i>Public School Withdrawal.....</i>	15
Testing and Screenings.....	16
<i>Testing/Screening Participation Requirements.....</i>	16
Testing & Assessments.....	17
<i>Screenings.....</i>	18
<i>Literacy Screening.....</i>	19
<i>Benchmark Testing.....</i>	19
<i>Proctored Exams.....</i>	19
Check In/Out Procedures.....	19
Grading and Credit Evaluation.....	19
<i>Grading Structure.....</i>	19
<i>Grades 1-12 Floor Grading Policy.....</i>	20
<i>Middle School Students Enrolled in High School Credit Courses.....</i>	21
<i>High School Course Credit.....</i>	21
Promotion.....	21
<i>Kindergarten Promotion Criteria.....</i>	21
<i>Grades 1-11 Promotion Criteria.....</i>	22

High School	22
<i>Freshman Academy</i>	22
<i>Early College Program</i>	22
<i>Technical College Academy</i>	23
<i>High School Diploma Options</i>	24
<i>Dual Enrollment Courses</i>	25
<i>Dual Enrollment Outside of UVA</i>	25
<i>Advanced Placement® (AP) Courses</i>	25
<i>High School Credit Recovery</i>	25
<i>National Honor Society/Beta Club/DECA</i>	26
Services for Special Populations	26
<i>Individuals with Disabilities Education Act (IDEA)</i>	26
<i>Rehabilitation Act of 1973: Section 504 Eligible Students</i>	27
<i>Gifted and Talented Education</i>	28
<i>Reporting Bullying, Harassment, and Other Prohibited Behaviors</i>	30
<i>Child Abuse</i>	30
Positive Behavior Intervention and Supports Program (PBIS) and Discipline Measures	30
<i>PBIS</i>	30
<i>Discipline Measures</i>	31
1. <i>Warning</i>	31
2. <i>Suspension</i>	32
3. <i>Expulsion</i>	32
<i>Discipline for Students with Disabilities</i>	32
<i>Due Process (Complaints)</i>	32
<i>Procedure For Processing Complaints</i>	32
District Technology	33
School Communication Plan	39
Respectable Language Policy	40
Drug, Alcohol, and Tobacco-Free School	41
Firearm-Free Zone Policy	42
Title IX Policy and Procedures	42

***Parent/Guardian and Student Acknowledgement*.....53**

Appendix A: Family Agreement..... 55

Appendix B: Media and Photo Consent 1

Appendix C: Student Attendance, Engagement, and Truancy Policy Acknowledgements2

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 (UVA) is a Louisiana Public Type 2 Charter School authorized by the Louisiana Board of Elementary and Secondary Education (BESE). UVA provides online education for students in Louisiana in grades K-12. UVA also offers dual enrollment options. Students enrolled in UVA must participate in all Louisiana state testing requirements **IN PERSON** and adhere to all district policies. Students who meet district and graduation requirements as set forth by the State of Louisiana are eligible to receive a Louisiana diploma from UVA.

UVA is a full-time, online public school. Students cannot 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 of Schools Deputy Superintendent Elementary School Principal Middle School Principal High School Principal	Dr. Quentina Timoll Lekisha Chambers Christol Williams Janna Husser Sharon Sims
Student Services	(225) 421-2843 studentservices@uview.academy
Laptop/Tech Support Hours: Monday – Friday 7AM – 5PM	MIS - (225) 286-1600 Toll-free (833) 286-9905 support@uview.academy

School Calendar

Date/s	Event
August 7, 2023	First Day for Students
September 4, 2023	Labor Day Holiday (School Closed)
October 6, 2023	End of 1 st Nine Weeks
October 9-10, 2023	Fall Break (School Closed)
November 20-24, 2023	Thanksgiving Break (Students)
November 27, 2023	Students Return
December 5-8, 2023	High School Fall LEAP Testing
December 19, 2023	End of 2 nd Nine Weeks
December 20-31, 2023	Winter Break (School Closed)
January 1-2, 2024	Winter Break Continued (School Closed)
January 4, 2024	All Students Return/Second Semester Begins
January 15, 2024	Dr. Martin Luther King, Jr. Holiday (School Closed)
February 12-14, 2024	Mardi Gras Break (School Closed)
February 15, 2024	Students Return
March 8, 2024	End of 3 rd Nine Weeks
March 12-15, 2024	ACT Testing
March 29, 2024	Holiday (School Closed)
April 1-5, 2024	Spring Break (Students)
April 8, 2024	Students Return
April 15-19, 2024	High School LEAP Testing
April 22-26, 2024	3 rd -8 th Grade LEAP Testing
April 29-30, 2024	LEAP Makeup Testing
May 1-3, 2024	LEAP Makeup Testing (cont.)
May 6, 2024	Last Day for Seniors
May 20, 2024	Last Day for Students/End of Second Semester
May 25, 2024	Class of 2024 Graduation

Notice of Non-Discrimination

It shall be the policy of University View Academy that the school district shall provide educational opportunities in a non-discriminatory manner for children, and no person shall be denied the benefits of any education program or activity on the basis of race, color, physical or mental disability, religion or creed, national origin, age, veteran status, or sex

(including gender, pregnancy, sexual orientation, and gender identity). All programs offered by schools within the school district shall be open to all students in compliance with statutory, regulatory, and judicial requirements. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Roles & Responsibilities

Student Responsibilities

Behavior & Conduct – Students are expected to be dressed appropriately while on camera for any virtual session or activity. Appropriate attire includes shirts and coverings that are free of profanity and/or offensive words and images. Profanity or implied profanity will not be allowed in the live session environment or in any online posting. Violations of this policy may result in removal from the virtual classroom environment and/or referral to a school administrator.

The UVA district-owned computer devices are distributed with the intent that they will be used for school-approved activities which include completing coursework, participating in club activities, and communicating with UVA faculty and fellow students.

Students are expected to use the device legally, responsibly, and in accordance with the **Technology Usage – Student Acceptable Use Policy (AUP) for Technology and Internet Use**. UVA monitors student web traffic on the devices. If a student is found using the device inappropriately, they will be subject to corrective action including, but not limited to:

- written warning
- limited or restricted internet access
- revoking of escalated privileges
- suspension
- expulsion

Students have the following internet access levels available to them as determined by school administrators:

1. **Normal Access** - students have full access to the internet in alignment with the Students Acceptable Use Policy.
2. **Limited Access** – students have limited access to the internet in the category blocks outlined below.
 - a. Students will not have access to social media websites including, but not limited to: Facebook, Instagram, Myspace, TikTok, Snapchat, Twitter, Twitch, Reddit, Pinterest, 4chan, Discord, etc. -OR-

- b. Students will not have access to streaming platforms including, but not limited to: Crunchyroll, Funimation, Twitch, Netflix, Hulu, Max, Disney+, Paramount+, Peacock, etc.
3. **Restrictive Access** - students with restrictive internet access will be placed in a "penalty box" where they will only be able to use their school issued device to browse a predefined list of websites determined by the school administration.

Students with revoked privileges may find themselves unable to download programs. Students will need to contact the UVA Help Desk who will determine the necessity of the program and assist with the installation.

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 lead 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 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. Student use of AI (artificial intelligence), including but not limited to the use of Chat GTP, for submission as authentic student work is also considered as academic dishonesty.

When there is evidence of academic dishonesty, 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 evidence of plagiarism will be returned to the student with the link to the original work, and the floor grade of 50% shall be implemented.

When there is evidence of academic dishonesty, the assignment grade will result in automatic implementation of the floor grade of 50%. Students will be able to use their second attempt to earn full credit by submitting original work. After evidence of three documented plagiarism attempts in any course, the student will receive a zero on any assignment afterward that has evidence of plagiarism, and no second attempt will be provided. The count of plagiarized attempts will start over every 9 weeks. After the third violation (habitual offenders), students will receive a zero and will not be given the opportunity to redo the assignment/s.

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.

Asynchronous Lessons – Participation and attendance in interactive lessons leads to increased student success in their courses. However, students may decide to complete the asynchronous lessons in lieu of attending the interactive lessons. Students completing these activities should refer to teacher communications for specific guidelines.

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 with Learning Coach assistance, as required. Students must set aside an adequate and realistic amount of time to complete weekly course requirements whether during traditional school hours or after school hours.

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/Learning Coach Responsibilities

A Learning Coach is the designated adult who oversees the day-to-day learning activities of students in the home environment. 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.

Communication – Maintain timely contact with teachers and school support staff to ensure student success. Parents are encouraged to respond to school communications within 48 hours of inquiry.

Contact – Notify the Student Services Department at studentservices@uview.academy of changes to the home or mailing address, phone number(s), and email address(es). This maintenance includes advance notification of any temporary changes in availability.

Designated Learning Coach – Notify the Student Services Department at studentservices@uview.academy of your intent to designate a non-parent adult to function as an additional Learning Coach for the student. An authorization request form will be provided to ensure the student's information is released only to an authorized adult.

Engagement – As the Learning Coach, actively monitor and redirect the student as required to ensure daily participation and timely completion of assignments within the calendar week (see **Student Attendance, Engagement, and Truancy Policy**). Monitor student's computer usage as outlined in the **Technology Usage – Student Acceptable Use Policy (AUP) for Technology and Internet Use**.

Time Management Skills – Assist students as they organize and plan their time frame for learning.

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 IN PERSON student participation in state testing and provide transportation.

Responsibility – 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. Parents will communicate with teachers to create a plan for missed assignments.

Expense – UVA is tuition free. No specific fees are charged for programs or services provided to families. However, as with many public-school programs, certain expenses do fall within the responsibility of enrolled families. These expenses include, but are not limited to, headphones, routine home supplies, and/or travel. UVA pays a nominal supplemental Internet Subsidy. Any student fees or expenses are set forth in UVA's Student Fee Policy.

Guardian Rights

Parents or guardians have the right to review all official files and data which pertain to the student (under age 18) personally with a counselor. 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.

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 (DLC). Please contact Enrollment Services at 225-421-2843 to request a copy of the "UVA DLC Form" for role-specific responsibilities.

Student Attendance, Engagement, & Truancy Policy

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

To be engaged in virtual school means that the student is:

- Completing work required by each teacher on a weekly basis.
- Staying in contact both through electronic messages (e.g., email, text, Remind) and phone (i.e., responding to electronic messages, answering/returning phone calls in a timely manner).
- Participating in all in-person, required school and state testing events (i.e., LEAP 2025, ACT®, WorkKeys®, Advanced Placement® 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 a doctor's note for absences due to illness.
- Ensuring the student is completing all assessments on his/her 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.

Virtual Attendance Definition

UVA provides all coursework to its K-12 students **entirely** in a virtual environment. As a result, attendance is defined and monitored differently than in a physical school setting.

UVA defines attendance according to a student's engagement level and measures engagement according to weekly coursework completion. Regular attendance through

coursework completion in the online learning management system and supplemental educational programs is essential to a successful school experience.

Virtual Attendance Procedures

Absences are defined as failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are expected to make up all work and continue toward successful completion of coursework.

Students can avoid having absences (excused or unexcused) tracked by making adequate weekly progress in their assigned coursework. UVA will track, record, and report absences to the Louisiana Department of Education (LDOE) according to the following guidelines:

The Learning Coach notifies school personnel of the child's absence(s) and submits the appropriate documentation (described below) regarding the absence(s). **Documentation must be submitted within five (5) days of the student's return to school.**

To report an absence(s) that occurs on or between Monday and Friday, the parent must contact the school:

- K-8: email K8Reporting@uview.academy.
- 9-12: email HSReporting@uview.academy.
- K-12: call 225-421-2900, select **Option 3**, then select your **child's grade level**.

School personnel will record absences in the student information system and report them to the Louisiana Department of Education.

Excused absences are defined as exceptions to the attendance requirements and shall include the circumstances listed below and verified by Student Engagement and Welfare staff or the school principal/designee where indicated. These excused absences do not apply when determining whether a student meets the minimum minutes of instruction required to receive credit:

1. **Extended personal physical or emotional illness** as verified by a state-licensed physician or nurse practitioner.
2. **Extended hospital stay** in which a student is absent as verified by a state-licensed physician or dentist.
3. **Extended recuperation from an accident** in which a student is absent as verified by a state-licensed physician, dentist, or nurse practitioner.
4. **Observance of special and recognized holidays of the student's own faith.**
5. **Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state**, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone, or combat support posting. Excused absences in this situation shall not exceed five school days per school year.

6. **Absences verified and approved by the school principal or designee as stated below:**
 - a. Prior school system-approved travel for education
 - b. Death in the immediate family (not to exceed one week)
 - c. Natural catastrophe and/or disaster

Absences not meeting any of these conditions may be considered unexcused. For any other extenuating circumstances, the student's parent or legal guardian must make a formal appeal as defined in the due process procedures provided later in this document. If an excused absence is received due to extenuating circumstances, the student must still make up work to pass the course. The assignments requiring completion will be at the teacher's discretion.

Students participating in school-approved field trips or other instructional activities that necessitate being away from school shall be considered present. Students shall be given the opportunity to make up work. (*La. Admin. Code tit. 28 § CXV-1103*)

Engagement Notification System

Engagement Levels

Coursework completion percentages will determine engagement levels. The school week begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. Engagement levels will be determined based on coursework completed any hour of any day within the seven-day period and includes work completed on weekends.

Courtesy Notifications

UVA will notify the Learning Coach of the student's weekly course completion rate. These notifications will help Learning Coaches converse with their students to commend or motivate them as needed.

Students are considered truant if they accumulate five days of unexcused absences for the following reasons.

- A. Students are **failing at least one course** and:
 - Fail to log in for the school week (Monday - Sunday).
 - Fail to submit an assignment for the school week.
 - Fail to demonstrate an effort to complete an assignment that is submitted (e.g., submission is blank, or work is not related to the assignment).

- B. For truancy, absences are recorded and totaled **per semester for students in 9th through 12th grade and for the year for students in kindergarten through 8th grade.** The absences do not need to be consecutive school days* for truancy to be in effect. In

addition, the school tracks consecutive absences to comply with Louisiana statutes concerning enrollment. **Mondays through Fridays are the days of absences recorded in the student information system and reported to the Louisiana Department of Education.*

C. Once students are identified as truant, additional notifications will be sent.

Coursework Completion

Percentage	Weekly Engagement Level
100%	Excellent engagement
80 - 99%	Average engagement
60 - 79%	Some instructional time missed
40 - 59%	Valuable instructional time missed
20 - 39%	Significant amount of learning lost
1 - 19%	Contact LearningCoachSupport@uview.academy for immediate assistance.

Excellent, average, and improved attendance will be recognized at the end-of-nine-week awards ceremonies.

Truancy Consequences

Days of Unexcused Absences	School Actions
3	The school notifies the parent/guardian with a warning letter concerning absences, compulsory education laws, and truancy.
5	The student is considered truant . The school requires the student and parent/guardian to meet with a school official(s) via an online conference call to discuss the student’s attendance issues. If parents are unresponsive , the school-issued laptop will be locked until contact is made, and a conference has been conducted.

10	<p>The student is considered habitually truant. The school notifies the parent/guardian of the absences along with the warning that continued absences totaling 15 school days will result in the student being dropped from UVA.</p> <p>If parents are unresponsive, UVA may request a home visit by local authorities, or UVA staff may conduct a home visit. The school notifies the parent/guardian that the school has filed a truancy offense report. The school cooperates with the appropriate parish from this point forward, and a school official attends court should the need arise.</p>
15	<p>The student is habitually truant. The school notifies the parent/guardian of the absences. If parents are unresponsive, the student will be dropped from enrollment at UVA and will notify both the student and parent/guardian of this action. In addition, the school will notify the student's parish worker of the student's change in enrollment status.</p>

Tiered Interventions

At every level of absence, University View Academy will provide interventions to re-engage the student and parent/s in the learning process. These interventions include, but are not limited to:

- Increased contact
- Needs assessment
- Conference to develop an Attendance Improvement Plan
- Setting individual attendance goals
- Personalized incentive system
- Check-in/out process
- Case management
- Referrals to outside agencies and community partners
- Truancy referral
- Retention warning

Public School Attendance

Louisiana Administrative Code, Chapter 11, Section CXV-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.

Public 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: K8reporting@uview.academy
- 9-12: HSreporting@uview.academy

Testing and Screenings

Testing/Screening Participation Requirements

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

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 with these requirements 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, LEAP 2025, ACT, ACT WorkKeys, and state-required literacy screeners and benchmark assessments. LEAP 2025 testing for grades 3-8 is required by the Louisiana Department of Education for promotion consideration. Standardized test scores are considered part of UVA's preponderance of evidence. High School LEAP 2025 exams are required to be eligible to meet graduation requirements.

Parents must provide 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.

UVA will align testing and screening requirements in accordance with all guidelines issued by the Louisiana Department of Education.

Acceptable Behavior in the Testing Environment

When students attend standardized testing sessions scheduled by University View Academy, they are expected to follow all the rules and behavioral expectations of the facility and of UVA faculty and staff. The goal of UVA is to provide a safe testing environment for all students, families, and staff. Alcoholic beverages, drugs, and weapons are prohibited at testing sites.

All students must be dropped off/picked up by a parent, guardian, or family member listed on the student's account. Any student who does not meet the legal driving age and does not have a state-issued driver's license will be prohibited from driving to a testing center. Any student or adult who fails to adhere to the rules of testing center coordinators and/or UVA staff may be asked to leave the facility and may be prohibited from testing.

Testing & Assessments

Required Testing at UVA			
DECEMBER	MARCH	LATE APRIL/MAY	SUMMER
<ul style="list-style-type: none"> • WorkKeys® (11th & 12th grades) • LEAP 2025 • IBC testing 	<ul style="list-style-type: none"> • ACT® (All 11th grade) • WorkKeys® (11th & 12th grades) 	<ul style="list-style-type: none"> • LEAP 2025 • IBC Testing • Advanced Placement® 	<ul style="list-style-type: none"> • LEAP 2025 Retesting

ACT®

The ACT® test is the leading U.S. college admissions test measuring academic readiness for college. All UVA students are required to take the ACT® in March of their 11th grade, per Louisiana testing requirements. Students are encouraged to take the ACT® additional times on any of the ACT® national test dates. UVA will provide students with a voucher to take the ACT® for free once each semester. UVA provides free ACT® prep access and offers ACT® boot camps and workshops to high school students throughout the year.

Advanced Placement® (AP)

Advanced Placement® tests are subject-specific, college-level exams administered at the end of each high school AP course. Students can earn college credit based on AP scores at many colleges and universities.

College Level Examination Program (CLEP)

The College Board's College-Level Examination Program (CLEP) has been the most widely trusted credit-by-examination program for over 50 years. CLEP exams are offered year-round and can be taken at home with remote proctoring or at one of 2,000 CLEP test centers worldwide. Anyone can take a CLEP exam to test out of introductory college courses based on what they already know, saving time and money toward a college degree. CLEP scores are accepted at 2,900 U.S. colleges and universities. College credit is awarded at the discretion of each college/university. Students can prepare for a CLEP exam by using the free CLEP prep courses provided by ModernStates.org, and can request a voucher to take a CLEP test for free.

LEAP 2025

LEAP 2025 exams are required end-of course exams worth as much as 15% of the student's course grade in the following subjects: English I, English II, Algebra I, Geometry, Biology, and U.S. History. To be eligible for graduation, students must earn a passing score (Approaching Basic or above) on at least one test in each of the three test pairs: English I or English II, Algebra I or Geometry, and Biology or U.S. History.

PSAT/NMQT

The PSAT/NMQT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a great primer for the SAT and ACT, but it is more than just a trial run. PSAT scores are used to identify National Merit Scholars and award merit scholarships. More than 3.4 million high school students (mostly juniors and sophomores) take this nationwide, multiple-choice test in October of every year. Students interested in taking the PSAT/NMQT should contact their grade-level counselor early in the fall semester.

WorkKeys®

The WorkKeys® test was designed by ACT to measure “real world” workplace skills that employers consider essential, such as reading charts, graphs, & workplace documents, and solving everyday math problems. Based on WorkKeys® scores, students can earn the National Career Readiness Certificate (NCRC) valued by employers. A WorkKeys® score of Silver or above is a qualifying test score for the TOPS Tech scholarship.

Industry-Based Credential (IBC) Testing

An Industry-Based Credential (IBC) is a knowledge/skill certification that is industry-accepted. UVA offers 12 different IBCs through various elective courses, which are available to all high school students. Students enrolled in IBC courses must take the credential assessment which is 10% of their course grade.

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

State testing will be administered in a proctored setting at sites arranged by UVA. 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 (LDOE) guidelines, LEAP 2025 results for students in grades 9-12 will count as 15% of the student’s overall course grade.

Screenings

Students 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 and consent forms will be provided to families by UVA.

In addition, all students will be screened for dyslexia by 3rd grade. The screening is conducted in three phases. Parents will receive a checklist for Phase 1 of the screening process which will be scored once returned. The additional phases of the screening are completed as need is indicated.

Kindergarten Readiness Screening

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

Literacy Screening

Literacy screeners are short fluency measures used to regularly monitor the development of early literacy and early reading skills. Students in grades K-3 must participate in literacy screeners multiple times throughout the school year.

Benchmark Testing

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

Proctored Exams

UVA reserves the right to require, at the school's discretion, a proctored segment exam for any student.

Check In/Out Procedures

Check in/out procedures apply to in-person school events including testing and field trips. When a student arrives to/departs from an in-person school event, these check in/out procedures must be followed. The check in/out log is the official record of student arrival or departure at in-person school events. A parent or guardian must submit the name(s) of the individual(s) permitted to check in/check out a student. The student will not be able to complete the check in/out until a parent/guardian verification is made by UVA staff.

For students who are unable to drive themselves to or from UVA in-person events, parents must make appropriate arrangements to meet required arrival and dismissal times. Missing instructional or testing time is detrimental to student achievement, so please make every effort to ensure that students arrive on time.

Grading and Credit Evaluation

Grading Structure

Students in grades K-12 will have grades based on a nine-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 numerical 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. Per Louisiana Department of Education's (LDOE) 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. Students enrolled in Industry-Based (IBC) courses must take the credential assessment which will count as 10% of their final grade.

Grades 1-12 Floor Grading Policy

Except for 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.

Grades 1-12 Grading Scale

Grade	Grade %	Standard Course Quality Points	9-12 Honors Course Quality Points (Honors & 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.

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, and foreign language) and middle school electives for high school credit will be calculated into the high school GPA.

To enroll in courses for high school credit in middle school, parents must sign an acknowledgement that they understand the course is for high school credit. Grades earned in courses for high school credit will be calculated in the high school GPA. Middle school students who earn less than a D (67%) at the end of the first nine weeks will be removed from middle school courses for high school credit. Transfer grade and drop policies can be found in the [Middle School Course Catalog](#).

Requests for accelerated course options in middle school will be reviewed on an individual basis by the principal and counseling department. To be considered for accelerated course options, students may be required to complete MAP testing or an alternate assessment to verify ability. Requests are approved at the discretion of the school administrator.

High School Course Credit

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

Promotion

Kindergarten Promotion Criteria

Students must follow the following criteria to be promoted:

- Earn 67% or higher in English Language Arts.
- Earn 67% or higher in mathematics.
- Read on level as determined by end-of-year assessments.
- Meet attendance requirements.

Students who have not met these standards will be referred to the SBLC for consideration of alternatives to retention or retention. A checklist of language arts and mathematics skills will be maintained for each child in kindergarten.

Grades 1–11 Promotion Criteria

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

High School

Freshman Academy

The mission of the UVA Freshman Academy is to provide fundamental support and strategies for a successful transition into high school and encourage lifelong learning by maximizing student potential through a variety of educational and social opportunities to meet the needs of all freshmen in a positive and safe environment.

The Freshman Academy groups freshmen into "houses" or teams to create a smaller, more personalized learning environment for students. Each house consists of roughly 115 students with 4 core teachers (English, math, social studies, and science).

Freshman Academy teachers meet weekly to create a plan to support students and their academic success. Teachers also collaborate to implement the curriculum at appropriate levels of rigor while focusing on strategies to support the social and emotional needs of their students. For more information, visit the [2023–24 Freshman Academy Guide](#).

Early College Program

The Early College Academy is designed to give students a significant head start on their college degree while in high school by completing academic dual enrollment courses that articulate to Louisiana public colleges and reduce the student's time pursuing a bachelor's degree. Students must meet eligibility criteria to enroll in academic dual enrollment courses as outlined by the Louisiana Board of Regents.

Students enrolled in the Early College program will typically pursue the TOPS University High School Diploma. The purpose of UVA's Early College is to promote individual student choice, success, and academic rigor. For information on articulated credits between colleges, please visit the [Louisiana Board of Regents website](#).

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.

All academic dual enrollment courses must be approved by UVA and arranged by the Early College Academy counselor. UVA will pay the tuition cost of these courses, and payment will

be made directly to the college/university. Students interested in earning an associate degree in a different academic area of study must contact the Early College Counselor for approval.

Eligible students who begin taking dual enrollment courses in 9th grade should be able to complete an Associate of General Studies degree concurrently with their high school diploma. Students earning the associate degree will graduate with a minimum of 24 high school Carnegie credits and 60 college credit hours. Students beginning after the 1st semester of 10th grade may not be able to complete the entire associate degree before graduation but can still get a significant head start on college.

Creative scheduling allows students to enroll in dual enrollment courses in the following years:

- 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

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

Technical College Academy

UVA's Technical College Academy is designed to give students a head start on post-secondary career and technical training while in high school. Beginning in 11th grade, eligible students can take technical dual enrollment courses through a community/technical college. Students work toward earning a technical college degree concurrently with a high school diploma.

Many technical programs involve hands-on learning and require students to attend classes in-person on a local technical/community college campus. Depending on the selected program, courses may be online, in-person, or a combination of both. For in-person courses, interested students must provide their own transportation to the campus and must have time in their schedule to be able to attend in-person courses. The specific days/times of the requested courses will vary each semester with each individual student and will be discussed with each student before he/she commits to the program.

All technical dual enrollment courses must first be approved by UVA and arranged by the Technical College Academy counselor. UVA will pay the tuition cost of these courses, and payment will be made directly to the college/university. To participate in the Technical College Academy, the student and parent/guardian must agree to the program policies and student expectations as outlined in the student/parent/school compact. The compact must be reviewed and resubmitted annually to remain in the program.

High School Diploma Options

Students will choose between two diploma options for students in Louisiana: TOPS University and Jump Start Tops Tech Career Diplomas. Students will take general high school courses in 9th and 10th grade. By the end of 10th grade, each student will select the diploma option that best fits his/her own academic needs and post-secondary goals.

TOPS University

The TOPS University Diploma is for students who intend to attend a 4-year college/university immediately after high school graduation. This curriculum 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 attend a 4-year college/university.

Students may also choose to attend a 2-year college or technical program or pursue other post-secondary options, if desired. Eligible students can take advantage of UVA's Early College Academy program to get a head start on college courses while in high school. Students can work toward earning an academic associate degree while completing their high school diploma tuition-free.

Jump Start Tops Tech Career

The Jump Start Tops Tech Career Diploma is a career-focused curriculum track for students who may wish to start at a community college, technical/trade school, or enter the workforce. Jump Start students may also attend a 2-year college and transfer to a 4-year college/university. Students will become career ready by completing certain career electives and earning industry-based credentials (IBCs) which are required for graduation.

This graduation pathway option 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 (IBCs). 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 may begin at a 2-year college then transfer to a 4-year college/university.

Eligible students can take advantage of UVA's Technical College Academy program to get a head start on career/technical courses through a local community/technical college while in high school. Students can work toward earning a technical degree while completing their high school diploma tuition-free.

For more information, visit our [high school course directory](#), and contact your counselor if you have any questions.

Dual Enrollment Courses

Dual Enrollment (DE) courses allow students to take college classes while they are still enrolled in high school. DE *courses are* actual college classes. Students earn high school credit and college credit simultaneously. DE classes count as both high school and college credit. Grades become part of the student's permanent high school and college transcripts. Participation in the DE program provides students with the opportunity to get a head start on their post-secondary endeavors while completing high school. Students must meet certain Louisiana [Board of Regents eligibility requirements](#) to enroll in DE classes.

Dual Enrollment Outside of UVA

Students interested in taking dual enrollment courses for credit outside of UVA must obtain prior approval from the Early College (EC) department. All requests must be shared with the EC department by email at earlycollege@uview.academy. Once courses have been approved by the EC department, all invoices/fee bills/billing statements should be sent directly to UVA for payment. Parents will not be reimbursed. Payments will only be sent directly to the college/university.

Advanced Placement® (AP) Courses

Advanced Placement® (AP) courses are designed to introduce highly motivated students to the rigor of college level courses and provide the opportunity to earn college credit while in high school. The AP Exam is held every spring. 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. UVA covers the exam fee.

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 the NCAA.

- 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.
- Credit recovery courses are only for students who have failed a course and are attempting to recover a credit. Students wanting to improve a grade in a previously passed course must retake the course.

Graduation Honors Determination

To determine 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 student's weighted grade point average, including all courses that issue high school Carnegie credit. Co-valedictorians will be recognized if these students have earned the same grade point average. If a co-valedictorian is recognized, there will also be a salutatorian. To be considered for valedictorian and salutatorian, the student must be enrolled at UVA for the last four (4) semesters of high school. This recognition does not prevent other honors from being bestowed. However, a student cannot have attended 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.

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, Beta Club, or DECA. Please contact your school administration for more details.

Services for Special Populations

Individuals with Disabilities Education Act (IDEA)

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 parent/guardians who indicate a student has special needs will be 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 members of the Diverse Learners team to determine the individual needs of

each student. A member of the Diverse Learners team will contact the family to discuss specific student needs or to clarify the information provided.

The student's annual review date is noted. 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 towards 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. Questions or requests regarding an evaluation process may contact the Director of Diverse Learners and/or the school level counselor.

Rehabilitation Act of 1973: Section 504 Eligible Students

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504" is a non-discrimination 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.

At the time of enrollment, all parent/guardians who indicate a student has special needs will be 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 Diverse Learners. If necessary, a member of the special education staff will contact the family to discuss specific student needs or to clarify the information provided.

The student's annual review date is noted. 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 towards 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. Questions or requests regarding an evaluation process may contact the Director of Diverse Learners or the school level counselor.

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 need 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 that documents 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. Families who have questions regarding a request for evaluation of Gifted/Talented services may reach out to the Director of Diverse Learners or the school level counselor.

English Learners

English Learners (ELs) are a diverse group representing numerous languages, cultures, ethnicities, and nationalities. ELs are often unable to communicate fluently or learn effectively in English. They typically require specialized or modified instruction in both the English language and in their academic courses. Families who have questions about EL services should reach out to the school level counselor for assistance.

Homeless Children & Youth Education Program

University View Academy’s Homeless Children & Youth Education Program 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. See the McKinney-Vento Definition of Homeless and the [McKinney-Vento Homeless Assistance Act found here](#). Those in need of information on services for homeless youth should contact homelessyouth@uview.academy or call to speak with the Homeless Youth Liaison at 225-421-2900.

Bullying and Prohibited Behaviors

UVA is committed to providing a safe, positive, productive, and nurturing education environment for all 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 threatens harm.
- obscene gestures, taunting, or malicious teasing
- persistent shunning or excluding a student.
- physical harm, such as hitting, pushing, or damaging personal property.

Harassment occurs when the speech or actions are so severe, pervasive, or targeted towards a particular person or group of people that it hinders the ability to get an education or receive educational benefits, significantly harms his/ her well-being, physically harms or places him/her in reasonable fear of physical harm, substantially interferes with his/ her rights, or intimidates the student because of his/her identity or protected class (race, nationality, ethnicity, gender, age, disability, religion).

Cyber-bullying is the transmission of any electronic text, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This action 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” with the use of an electronic device.

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

Hazing is any intentional, knowing, or reckless act that is directed against another person 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 induces the student to endanger his/her own mental or physical health or safety 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.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Reporting Bullying, Harassment, and Other Prohibited Behaviors

If you are the student or parent/guardian and need to report a case of bullying, harassment, or other prohibited behaviors, you can complete this [Bullying Report 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, the victim, the alleged bully, and any witnesses and shall 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 maintained by the school. The principal/school leader shall notify the complainant of the findings. If the discipline code has been violated, appropriate disciplinary action shall be taken. In such an event that disciplinary action is taken, the findings of the investigation and disciplinary action will be placed in the perpetrator's student record. 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 will 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 of Directors.

Child Abuse

School personnel will report all harassment complaints containing evidence of child abuse in accordance with Louisiana child abuse reporting laws.

Positive Behavior Intervention and Supports Program (PBIS) and Discipline Measures

PBIS

UVA operates a Positive Behavioral Interventions and Supports (PBIS) program for grades K-12. PBIS 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. An award is provided during the first week of the following month for all weeks in the previous month. Students will receive 3-5 weeks' worth of awards at one time.

Each week has a maximum award of \$3. For weeks when Live Sessions are not held, this amount is reduced to \$2. All awards are given via Amazon e-gift 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 for at least one full month 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. Awards are not accessible via email to withdrawn students. UVA can only reissue awards to the student email for the last month when awards were received, and the student must still be 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.

All students enrolled in UVA are expected to conduct themselves in accordance with the rules of the school. Parents are expected to cooperate with the school staff in helping students maintain this conduct. The student code of conduct was defined earlier in this handbook.

Discipline Measures

There are three levels of disciplinary measures utilized by the school.

1. Warning
2. Suspension
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 parents/guardian(s) and the school administrator(s). 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 (in the Learning Management System).

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 (Learning Management System). 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.

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.

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.

Due Process (Complaints)

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

Procedure For Processing Complaints

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.

1. Grievant submits a complaint to a 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.
2. The principal notifies the respondent within 10 days and requests a written response from the respondent. In addition, the principal notifies appropriate school officials.

3. 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.
4. Hearing is conducted with the principal, grievant, respondent, and any other school officials.
5. The principal issues, within 10 days after the hearing, a written decision to the grievant, respondent, and any other school official deemed necessary.
6. 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.
7. The principal schedules within 10 days of request, a hearing with the grievant, respondent and superintendent.
8. A hearing is conducted with superintendent, grievant, respondent and principal.
9. Superintendent issues a decision within 10 days following the hearing.

District Technology

When a student enrolls at University View Academy, they will be provided with a district-owned laptop while attending UVA. This device will be shipped to the student during their first few weeks of onboarding. Each new student will receive a device at the address provided upon enrollment. Laptops are considered UVA property and must be returned when a student graduates or withdraws from UVA. All UVA devices are equipped with lo-jacking software.

Information About Malware and Nuisance Software

Installation of malware and other nuisance software causes considerable problems with system speed and can even make a computer completely unusable. Removal takes more time than fixing viruses and worms which 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 language is designed to make the user feel comfortable but may expose the user to a variety of other unexpected consequences because of all the other 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 browser and that the following functions may be performed by the [Service]: install a search toolbar in your internet 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 [Service]
 - 5) automatically update [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 back up any school/academic files. If the device suffers any infection or corruption, UVA reserves the right to immediately wipe or replace the device.

Laptop Repair and Replacement

Each student will be provided with a district-owned laptop while attending University View Academy. All laptops and any other hardware sent to be used with the device (including the charger and digital writing instrument) will be eligible for one free repair and/or replacement.

If the laptop must be returned to UVA for replacement/repairs, the original broken device must be sent to UVA before a replacement is issued. This process can take several days from the time the device is shipped to/from UVA. The replacement device may not be the same brand as the originally issued device.

Laptop Return Information

Laptops and all other electronic equipment are considered UVA property and must be returned when a student graduates or withdraws from UVA. Upon withdrawal from the school, students have two weeks from the withdrawal date to return the district-owned laptop and equipment. After this time, the student will be turned over to UVA's external asset recovery specialist.

Appropriate return methods include:

- FedEx Shipping. The student can request a shipping label, QR code, or a box from the UVA Helpdesk at support@uview.academy. Students/parents/guardians should always request a receipt from the FedEx location where the item was taken. To find your nearest drop-off location use the [FedEx location finder](#).
 - A FedEx return label can be emailed to a guardian account. The student will be responsible for properly packaging the device, and dropping it off at a FedEx, or at a FedEx OnSite location.
 - Students can request a QR code from the UVA Helpdesk and present it at a FedEx location with the device. FedEx will properly package and ship the device back to UVA.
 - Upon request, UVA will ship a box with appropriate shipping materials and a return label to the student's address on file. The student is responsible for properly packaging the device and dropping it off at a FedEx or at a FedEx OnSite location. Guardians can schedule an at-home pickup with FedEx by calling 800-463-3339. Please note: this option is the slowest method of return.
- Devices can be returned in person to MIS Technology Group. Students/ parents/ guardians should contact the UVA Helpdesk to set up an appointment before arrival. The MIS Technology Group address is:
21264 Old Scenic Hwy.
Zachary, LA 70791

Students/parents/guardians can contact the UVA Help Desk Monday through Friday 7am to 5pm using the following methods:

Phone: 225-286-1600

Email: support@uview.academy

Chat: [Live Chat Support](#)

Internet Subsidy

Each family will receive a \$80.00 subsidy e-card per semester 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 actively enrolled at the end of the second and fourth nine weeks. Families must be enrolled during the period to receive the corresponding subsidy disbursement. The subsidy card will only be sent to families who have

completed their records update. UVA does not provide a subsidy for the summer months. The subsidy will not be issued to families who receive a UVA-issued hotspot for internet services.

Student Fee Policy

University View Academy (UVA) believes that the inability to pay student fees should not prevent students from having access to a quality education and that economically disadvantaged students and student families who are experiencing economic hardships should have the same opportunities afforded to them as other students.

The following chart details current student fees. All fees are collected either by online payment or in person in cash or by money order. Collected fees are used to defray the costs of the referenced supply, activity, or experience.

Fee	Amount	Due Date	Purpose
Field Trip	Various	Various	Entrance fees for additional guests are collected and paid directly to the venue on the day of the event.
Junior/Senior Prom	\$50 - \$75	April – May	Only applies to students attending Prom.
Senior Trip	\$725 - \$1,200	March – April	Only applies to seniors and parents registered for the trip.
School Club Induction Ceremony	\$12 - \$25	November	Only applies to students and their families who are participating in a sponsored club and have registered for the induction ceremony.
Ring Ceremony	\$12 - \$25	March	Only applies to students and their families who are participating in the ring ceremony.

Families who would like to request an economic hardship fee waiver should contact the Deputy Superintendent or his/her designee. Waiver requests will be evaluated based on a

family's demonstrated financial need. Waiver requests that are denied may be appealed to the Superintendent.

No student will ever be denied participation because of a lack of ability to pay a fee. Students will not be denied any other academic opportunity because of an inability to pay a fee. Furthermore, failure to pay any required fee shall not result in withholding a student's educational record. This fee policy also prohibits the assessment of any fees which are not outlined above.

Technology Usage - Student Acceptable Use Policy (AUP) for Technology and Internet Use

The purpose of University View Academy's technology is to accommodate student learning by equipping students with the tools they need to be successful. This purpose is accomplished by facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating students to become lifelong learners and good digital citizens. 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 potential 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 at UVA. 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.

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. Student email accounts should not be considered private and will be monitored by district personnel and/or third-party monitoring services.

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
- (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 private 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 UVA technology systems to the Children's Internet Protection Act
- (i) using another's password or sharing passwords with others
- (j) any action that is deemed inappropriate by supervisory personnel

Email and student or class files on the network are analogous to school lockers. 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. 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) enforcement of actions described in the UVA Student Attendance, Engagement, and Truancy Policy
- (d) suspension or expulsion
- (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.

University View Academy allows parental autonomy in decisions regarding the use of gaming platforms or programs on school-issued devices. Parents have the right and responsibility to monitor and control access to any program or website that is outside of Canvas (Learning Management System). University View Academy will not be responsible for the monitoring of student use of computers outside of school platforms.

School Communication Plan

University View Academy's communications plan has been established for the safety and security of both employees and students. It is important that all families read the following information carefully so that they can 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 and students via monitored text and phone communication using GoToConnect for phone communication and Remind for text communication. **All communications will be recorded and monitored periodically to ensure the safety of both employees and UVA families.**

University View Academy uses approved platforms to communicate with our students. The following platforms will be used for student/teacher/staff communication: Canvas, Remind, Mailchimp, and GoToConnect. Parents may also receive communication through text messaging and phone calls.

Text Communication

UVA offers families a text-based avenue for communication with families both individually and as groups to help foster academic success and engagement. Course(s) each student are enrolled in will be populated with all relevant contact information: parent/guardians' names and contact information along with any other phone numbers and email addresses listed in JCampus (Student Information System). All 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 there be a need to add or remove a number from the account.

Phone Communication

Every employee at UVA will have a company phone number assigned to them through GoToConnect. **All phone-based communication with UVA employees must take place using this number and will be recorded.**

UVA records all inbound and outbound telephone communication. This policy is in place for the safety of both teachers and students. Effective June 1, 2023, all inbound callers will hear an announcement that states: "Hello, thank you for calling University View Academy. Your call is being recorded for quality assurance purposes." This announcement will be heard on the main phone number and all individual direct phone lines. UVA staff members will operate with the understanding that all calls are recorded even if an announcement is not made when initiating or receiving a call.

Call records can be requested by supervisory personnel and only for their direct reports. Call record requests must be submitted in writing to support@uview.academy. The IT department will fulfill requests as directed. Each request must contain the call date, the number called or the receiving call number, and the approximate time. Call recordings will be provided in MP3 format.

Respectable Language Policy

It is the goal of UVA to create a mutually respectful atmosphere between all individuals involved within our school. As a part of the UVA school community, parents/guardians/learning coaches are expected to use respectful and appropriate language to communicate with all teachers, administrators, staff, students, other parents, and others at the school. Parents/guardians/learning coaches will refrain from using profanity or vulgar language directed toward others in our school community.

Inappropriate language and behavior towards teachers, administrators, and staff is unacceptable and will not be tolerated. If a parent/guardian/learning coach is determined to have violated this policy at the sole discretion of UVA, UVA may impose consequences. Consequences may include requiring the parent/guardian/learning coach to cease direct communications with the UVA teacher, administrator, or staff member to whom the inappropriate behavior was directed and instead direct all communications solely to UVA's Deputy Superintendent or designee.

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. It also includes live sessions as well as through Canvas, email, and all official UVA programs and platforms profiles. This policy 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, distribute, or attempt to sell or distribute tobacco products, e-cigarettes, drugs, 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 immediate removal of the student from the school event or activity in such an 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 substances purported to be such will be asked to remove themselves from the school event or activity. Local authorities may be notified. 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. The school will contact both the student's parent/guardian 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.

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 non-student on school property at school-sponsored functions or in firearm-free zones.

It is a violation of University View Academy policy and state law for any student or non-student 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 policy 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 in accordance with UVA's discipline policy and applicable law. References for Laws:

LSA- R.S. 14:2

LSA- R.S. 14:95.2

LSA- R.S. 14:95.6

Title IX Policy and Procedures

To maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy covers all University View Academy employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. UVA's Title IX Coordinator is Blake Faulk. He can be contacted at bfaulk@uview.academy.

Definitions

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited, to:

1. Sexually suggestive remarks
2. Verbal harassment or abuse
3. Sexually suggestive pictures
4. Sexually suggestive gesturing
5. Harassing or sexually suggestive or offensive messages that are written or electronic.
6. Subtle or direct propositions for sexual favors
7. Touching of a sexual nature

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

“Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent as appropriate. These measures may include, but are not limited to, the following:

1. Counseling
2. Course modifications

3. Schedule changes
4. Increased monitoring or supervision

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the authorized charter school or district to provide the supportive measures.

Sexual Harassment as Sexual Abuse. Under certain circumstances, sexual harassment of a student may constitute sexual abuse as defined under state law. In such situations, University View Academy will comply with applicable law and school policies regarding the reporting of suspected abuse to appropriate authorities.

Title IX Procedures

Reporting an Incident of Sexual Harassment or Retaliation

It is the express policy of University View Academy to encourage those who have experienced sexual harassment to report such claims. Any student who believes that s/he has been subjected to sexual harassment by any employee, agent, or student at University View Academy should report the incident to the Title IX Coordinator. Students who believe that they have witnessed unlawful sexual harassment should report the incident and the names of the persons involved to the Title IX Coordinator. Any person may report sexual discrimination including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator above, or by any other means that results in the Title IX Coordinator receiving the person's report. Such a report may be made at any time including during non-business hours. Confidentiality will be maintained, and no retaliation will be allowed to occur because of good faith reporting of sexual harassment.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. While no fixed reporting period has been established, the school strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude students who believe they are being subjected to discrimination against or harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Evidentiary Standard

The respondent is presumed not responsible for the alleged conduct. The school uses the clear and convincing evidence standard in investigations of complaints alleging sexual

harassment and any related violations. This means that the investigation determines whether the allegations are highly and substantially more likely to be true than untrue.

Supportive Measures

The school offers a wide range of supportive measures for students and employees before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are non-punitive. Free individualized services are offered as appropriate and as reasonably available to the reporting and responding parties involved in an alleged incident of sexual harassment and are designed to restore or preserve equal access to the school's education program and activity without unreasonably burdening the other party. Supportive measures include counseling, extensions of deadlines, modification of work/class schedules, and mutual restrictions on contact.

A student may request to receive supportive measures even if they do not choose to participate in the school's complaint resolution process. Requests for supportive measures in connection with an incident of sexual harassment should be made to the Title IX Coordinator. University View Academy will grant such supportive measures provided they are reasonable and available. The Title IX Coordinator may also initiate supportive measures to immediately respond to the situation.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the complainant and campus community as a whole. The school has the right to order the emergency removal of a respondent, or if the respondent is an employee, place the employee on administrative leave.

Emergency Removal and Administrative Leave

The school may remove a non-employee respondent from the school's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If emergency removal is deemed appropriate, the person the school is removing will be provided with notice and an opportunity to challenge the basis of the removal. The school may place an employee respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below.

Time Frame for Investigation and Resolution

While the time frame to resolve a reported incident may vary from case to case depending on the specific facts and circumstances, it is expected that in most cases complaints will be resolved within 90 days. If the process takes longer than 90 days, both the complainant and respondent will be notified in writing.

Initial Assessment of Sexual Harassment Allegations

Once a complaint or notice of any allegation of sexual harassment is received, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report including promptly contacting the complainant to discuss the availability of supportive measures and the process for filing a formal complaint.

Formal Grievance Procedures

Upon receipt of a formal complaint (a written complaint signed by the complainant or Title IX Coordinator alleging sexual harassment and requesting an investigation), the Title IX Coordinator will provide a notice in writing to the known parties that will:

- Provide notice of the school's Title IX grievance process.
- Provide notice of the allegations of sexual harassment potentially constituting sexual harassment as defined including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- Contain a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the notice, the Title IX Coordinator will provide notice of additional allegations to the parties whose identities are known.

Investigation

University View Academy will thoroughly, promptly, and impartially investigate any reported allegations of sexual harassment or retaliation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. No information protected by a legal privilege can be used during an investigation unless an individual voluntarily waives it. University View Academy will maintain confidentiality throughout the investigatory process to the extent practicable and as permitted by law.

The school will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to an individual whose participation is invited or expected with sufficient time for the individual to prepare to participate.

Evidence Review

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.

Prior to the preparation of the investigative report, the school will send to each party and his/her advisor, if any, the evidence subject to inspection and review. The parties will have at least ten (10) days to submit a written response. The investigator must consider the written response prior to completing the investigative report.

Investigative Report

The results of the investigation into a formal complaint will be set forth in a written report that will fairly summarize relevant evidence. At least ten (10) days prior to the time of determination regarding responsibility, each party will be able to review the investigative report and provide a written response to it.

Questions to the Other Party

After the investigative report is sent to the parties and before reaching a determination regarding responsibility, each party will be given the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

Dismissal

Upon investigation, a formal complaint must be dismissed under Title IX if:

1. the alleged conduct does not meet the requirements for sexual harassment.
2. the complaint alleges conduct that did not occur in the school's education program or activity.
3. the alleged conduct did not occur in the United States.

A formal complaint may be dismissed under Title IX if:

1. Respondent is no longer enrolled or employed by University View Academy.
2. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about the allegation(s).

If a formal complaint is dismissed, the Title IX Coordinator will provide the parties with written notice of the dismissal and the reason(s) therefor. The parties will also receive notice of the parties' right to appeal.

Decision Maker

The decision maker will be free from conflict of interest or bias. In cases where the complainant or respondent objects to the decision maker on the basis of a conflict of interest, the complainant or respondent may request that the Title IX Coordinator select a different decision maker. This request must be made to the Title IX Coordinator in writing no later than five (5) business days after the school identifies the decision maker to the parties.

Notice of Outcome

The complainant and respondent will receive simultaneously written notice of the outcome of the investigation. The decision maker(s), who will not be the same person as the Title IX Coordinator or the investigator and who will be free of conflict of interest or bias, will issue a written determination regarding responsibility that will include the following:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact that support determination.
- Conclusions regarding the application of the recipient's code of conduct to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient impose on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant.
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

Disciplinary Sanctions and Remedies

Possible disciplinary sanctions and remedies include written or verbal reprimand, training or counseling, non-academic probation, suspension, and expulsion.

No Retaliation

The school prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, participated, or refused to participate in any manner in a Title IX investigation or proceeding. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Responsive Action

Misconduct constituting sexual harassment or retaliation will be dealt with promptly and appropriately. Dishonesty during an investigation or making a false complaint in bad faith also constitutes actionable misconduct. Responsive actions for misconduct may include, for example, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, suspension, or removal from the school community.

Appeal

Both the respondent and complainant may request a prompt review of the outcome of the investigation. A party may seek an appeal under the following circumstances:

1. After a mandatory or discretionary dismissal
2. Procedural irregularity affected the outcome of the matter.
3. New evidence has been discovered that was not reasonably available at the time of the investigation.
4. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled the evidence, or a decision maker, and the conflict of interest affected the outcome of the case.

A request to appeal against the outcome of an investigation may be made in writing to the Title IX Coordinator, providing the basis for that request and any evidence to support the request. Upon receipt, the Title IX Coordinator will inform the other party of the request and provide the other party with seven (7) days to respond including the submission of evidence if desired. After considering the parties' written statements, the decision maker on appeal will issue a written decision and send it to the parties simultaneously.

Informal Resolution

If a formal complaint is appropriate for informal resolution, the school may provide the parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility. The school will not require as a condition of enrollment or continued enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the school will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

To commence the informal resolution process, the school will:

- Provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance

process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

- Obtain the parties' voluntary, written consent to the informal resolution process.

The school will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Notification of Rights under FERPA for Elementary and Secondary Schools

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 UVA receives a request for access.

Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal [or appropriate school official]. 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, 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 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 University View Academy 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 from 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 post-secondary 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 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))

Notice for Disclosure of Directory Information

Unless directed in writing otherwise by a student’s parent, legal guardian or a student who has reached the age of majority, the Foundation for Louisiana Students School Board approves a person employed in a school or person authorized by the superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student’s participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization, or club.
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to, the display and use of student information in and around student facilities.
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations.
4. University transcript requests, scholarships, and admissions.
5. LHSAA, NCAA, and other related sports programs or sanctioning entities.
6. Online resources and educational tools.
7. School photography and yearbook providers.
8. Any other information considered “Directory Information,” to the extent allowed in FERPA.

In addition, two federal laws require school boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the school board that they do not want their student’s information disclosed without their prior written consent.

Note: These laws are [Section 9528 of the ESEA \(20 USC 7908\)](#) and [10 USC 503\(c\)](#).]. In accordance with federal statutory provisions, the school board shall honor the requests of military recruiters for names, addresses, and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided upon request.

Parent/Guardian 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 2023-2024 University View Academy Student Handbook and agree to abide by the school's policies and procedures including, but not limited to, the school's Acceptable Use Policy as outlined in the handbook.

Name of Enrolled Student:

Student ID:

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Appendix A: Family Agreement

Parents, students, and the entire school staff have a shared responsibility to help students achieve academic success. The Family Agreement 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 agreement outlines how the parents, the students, and the entire school staff will share the responsibility for improved 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.

Student Attendance, Engagement, and Truancy

UVA provides all coursework to its students entirely in a virtual environment. Attendance is defined and monitored differently than in a physical school setting. UVA defines attendance according to a student's engagement level and measures engagement according to **weekly coursework completion**.

Absences are defined as failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are expected to make up all work and continue toward successful completion of coursework.

Students can avoid having absences (excused or unexcused) tracked by making adequate weekly progress in their assigned coursework. UVA will track, record, and report absences to the Louisiana Department of Education (LDOE).

Students are considered truant if they accumulate five days of unexcused absences for the following reasons.

- A. Students are **failing at least one course** and:
 - Fail to log in for the school week (Monday - Sunday).
 - Fail to submit an assignment for the school week.
 - Fail to demonstrate an effort to complete an assignment that is submitted (e.g., submission is blank, or work is not related to the assignment).

- B. For truancy, absences are recorded and totaled **per semester for students in 9th through 12th grade and for the year for students in kindergarten through 8th grade**. The absences do not need to be consecutive school days* for truancy to be in effect. In addition, the school tracks consecutive absences to comply with Louisiana statutes

concerning enrollment. *Mondays through Fridays are the days of absences recorded in the student information system and reported to the Louisiana Department of Education.

Coursework Time Expectations

Grade Level	Hours Per Day	Content Area
K-5	2-6 hours	<p>30 - 90 minutes per content area</p> <ul style="list-style-type: none"> • ELA • Math • Science • Social Studies <p>This time includes live sessions and daily assignments.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Enrichment and ancillary opportunities may require additional time. • Learning Coaches will practice skills with K-2 students each day to increase the student's knowledge and retention of the skills. In some instances, this practice will be in addition to the time described above.
6-8	6-7 hours	<p>60-90 minutes per content area</p> <ul style="list-style-type: none"> • ELA • Math • Science • Social Studies • PE/electives • Interventions/small group sessions <p>This time includes live sessions and daily assignments.</p>
9-12	6-7 hours	<p>60-90 minutes per content area</p> <ul style="list-style-type: none"> • ELA • Math • Science • Social Studies • PE/electives • Interventions/small group sessions <p>This time includes live sessions and daily assignments.</p>

Absences

Excused absences are defined as exceptions to the attendance requirements and shall include the circumstances listed below and verified by Student Engagement and Welfare staff or the school principal/designee where indicated. These excused absences do not apply when determining whether a student meets the minimum minutes of instruction required to receive credit:

1. **Extended personal physical or emotional illness** as verified by a state-licensed physician or nurse practitioner.
2. **Extended hospital stay** in which a student is absent as verified by a state-licensed physician or dentist.
3. **Extended recuperation from an accident** in which a student is absent as verified by a state-licensed physician, dentist, or nurse practitioner.
4. **Observance of special and recognized holidays of the student's own faith.**
5. **Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state**, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone, or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
6. **Absences verified and approved by the school principal or designee as stated below:**
 - a. Prior school system-approved travel for education
 - b. Death in the immediate family (not to exceed one week)
 - c. Natural catastrophe and/or disaster

Absences not meeting any of these conditions may be considered unexcused. For any other extenuating circumstances, the student's parent or legal guardian must make a formal appeal as defined in the due process procedures provided later in this document. If an excused absence is received due to extenuating circumstances, the student must still make up work to pass the course. The assignments requiring completion will be at the teacher's discretion.

Students participating in school-approved field trips or other instructional activities that necessitate being away from school shall be considered present. Students shall be given the opportunity to make up work. (*La. Admin. Code tit. 28 § CXV-1103*)

Truancy Consequences

Failure to comply with University View Academy’s Family Agreement will result in the following truancy consequences:

Days of Unexcused Absences	School Actions
3	The school notifies the parent/guardian with a warning letter concerning absences, compulsory education laws, and truancy.
5	<p>The student is considered truant. The school requires the student and parent/guardian to meet with a school official(s) via an online conference call to discuss the student’s attendance issues.</p> <p>If parents are unresponsive, the school-issued laptop will be locked until contact is made, and a conference has been conducted.</p>
10	<p>The student is considered habitually truant. The school notifies the parent/guardian of the absences along with the warning that continued absences totaling 15 school days will result in the student being dropped from UVA.</p> <p>If parents are unresponsive, UVA may request a home visit by local authorities, or UVA staff may conduct a home visit. The school notifies the parent/guardian that the school has filed a truancy offense report. The school cooperates with the appropriate parish from this point forward, and a school official attends court should the need arise.</p>
15	The student is habitually truant . The school notifies the parent/guardian of the absences. If parents are unresponsive , the student will be dropped from enrollment at UVA and will notify both the student and parent/guardian of this action. In addition, the school will notify the student’s parish worker of the student’s change in enrollment status.

Internet Access

Students must maintain consistent internet access during the school year to complete coursework and attend live sessions as indicated in the “**Coursework Time Expectations**” table above.

Learning Coach Responsibilities

Students should have a dedicated and engaged Learning Coach who monitors the day-to-day learning activities of the student. The Learning Coach is a *facilitator*, not the teacher. The Learning Coach is expected to:

- Communicate with teachers and school staff.
- Maintain the learning environment and supplies.
- Refer to the Canvas schedule and discuss daily lesson requirements and other activity commitments with the student to create a weekly plan.
- Oversee daily lesson completion and the student's engagement in school.
- Implement accommodations in the student's learning environment if any has been documented and approved by UVA in an IEP or IAP (i.e., 504 Plan).
- Monitor progress, grades, and attendance.

Parents and guardians are automatically assigned as Learning Coaches. UVA provides a comprehensive onboarding course for all new Learning Coaches (and students) to ensure everyone is trained and understands their responsibilities. A parent or guardian may designate another adult as a coaching partner or the student's primary Learning Coach. To designate another adult as Learning Coach, a signed document must be submitted to the Student Services Department.

If a parent or guardian chooses to designate a Learning Coach for the student, the parent or guardian is accountable for the student's engagement and school performance. You must also ensure the designated learning coach fulfills the expectations of the role by providing the required level of support to the student.

Transportation to Testing Sites

As a public school, UVA is required by the Louisiana Department of Education to administer standardized tests to students in specific grades. Participation in state testing is **required** and **will be in person**. Failing to participate in required standardized testing has a negative impact on UVA's existence, high school promotion requirements, and elementary/middle school overall academic success.

LEAP 2025 testing is a component of graduation requirements for high school students. These tests comprise 15% of a high school student's final grade. Parents/ guardians must provide transportation to state standardized testing.

For elementary and middle school students, testing is held over multiple days. High school students' test schedules are determined by the classes in which they are enrolled along with additional days for any test they must retake.

University View Academy	Parent/Guardian	Student
Committed to providing certified teaching staff who will guide the student through all courses.	Committed to being or designating a Learning Coach.	Committed to adhering to UVA's anticipated time expectations for learning.
Committed to providing meaningful communication regarding student progress.	Committed to providing transportation to testing.	Committed to submitting all assignments on time and being present for all assigned in-person testing events.
Committed to providing support to the Learning Coach year-round.	Committed to ensuring my student adheres to UVA's time expectations for learning.	Committed to maintaining regular contact with teachers.
Committed to providing regular communication regarding student attendance.	Committed to enforcing UVA's attendance, engagement, and truancy policy.	Committed to following UVA's attendance, engagement, and truancy policy.
Committed to providing a functioning school computer system and technical support.	Committed to honoring UVA's acceptable use policy for technology and internet use.	Committed to honoring UVA's acceptable use policy for technology and internet use.
Committed to being respectful to students, parents, guardians, and Designated Learning Coaches.	Committed to being respectful to teachers and other school staff.	Committed to being respectful to teachers, classmates, and other school staff.

I have read all the above information and agree to adhere to the guidelines established.

Superintendent Signature _____	Parent/Guardian Signature _____	Student Signature _____
-----------------------------------	------------------------------------	----------------------------

Appendix B: Media and Photo Consent

I affirm that I am a parent or legal guardian of the minor student identified below. I have the authority to grant and as evidenced by and my signature below, do hereby grant any and all permission(s) that may be necessary, needed, or desired to allow the image and voice of my minor child to appear in photographs/videotapes/audiotapes that may be published by University View Academy, or in video and/or audio format, and/or hard copy publications, and/or on its Web site (<https://www.universityview.academy/>). I understand that any such appearance does not and will not constitute any type of “employment” or “agency.” I further understand that there will be no compensation for any such appearance or any future usage of any intellectual property containing the voice or image of my child.

I also understand that copyright will be held by University View Academy. This copyright includes any and all rights to include the work in present and in any future publications of University View Academy, in any format or media, and to grant permission for its use in outside publications.

I understand and agree that University View Academy may edit, alter, copy, or distribute any photos for collected social media advertising and marketing.

I also agree to allow any other media or news organization in attendance at various school-sponsored events and daily activities to interview or photograph (still, videotape, film) my minor child and myself for use in news broadcasts or publications.

As such, I relieve and hereby agree to hold the University View Academy free and harmless from any and all liability arising out of the interview or photography session and subsequent publication or broadcast. I understand that any interviews or photographs that may capture the image or voice of my minor child or children will therefore be done with my full consent to the news organization referenced above and so assume full responsibility.

Name of Enrolled Student:

Student ID:

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Appendix C: Student Attendance, Engagement, and Truancy Policy Acknowledgements

This student attendance, engagement, and truancy policy results from UVA's two-year participation in the Louisiana Department of Education's Louisiana Attendance Alliance in partnership with LSU's Social Research and Evaluation Center (SREC), LSU SREC Attendance Specialist Andrea Hayes, and the UVA Attendance Team.

UVA Attendance Team Members

- Deborah Facey - Student Welfare & Engagement Coordinator
- Eugenia Cardozo - Chief of Student & Family Support
- Jason Cooper - High School Assistant Principal
- Paula Green - School Counselor
- Daranecia Griffin-Williams - Freshman Academy Facilitator
- Daniel Guillot - Director of Instructional Technology
- Debra Haynes - School Engagement Counselor
- Stacy Henderson - Middle School Teacher
- Thom Hollins - Learning Coach Coordinator
- Cynthia Jackson - Student Welfare & Engagement Counselor
- Kimberly Jackson - Quality Assurance Coordinator
- Grace Lukachick - Director of Student Services
- Joan Magee - High School Teacher
- Sheryl Moore - Student Success Facilitator
- Emily Provencher - Director of Curriculum
- Elizabeth Sarradet - Elementary School Assistant Principal
- Linsey Sonnier - Elementary School Teacher
- Harmony Tadlock - High School Teacher
- Elizabeth Williams - Student Welfare & Engagement Specialist
- LaKeisha Foster - UVA Parent
- Amanda Riley - UVA Parent
- Dhonyale Webster - UVA Parent

APPENDIX D: LYNX DEN POLICIES

Adopted by the Foundation for Louisiana Students Board on September 26, 2023.

During the 2023-24 school year, University View Academy (UVA) will offer extracurricular activities and Esports/clubs at UVA's Lynx Den facility. Students may also have the opportunity to utilize the Lynx Den facility to receive instruction from their UVA teachers. UVA's Student Handbook applies to all activities in Lynx Den. This Appendix sets forth additional policies that are specifically applicable to UVA's Lynx Den.

HEALTH AND SAFETY

All Lynx Den meetings will be conducted virtually and in person with appropriate safety and health protocols. For the safety of all individuals involved, participants on the Esports team, or in extracurricular or academic activities will be required to adhere to all UVA health and safety protocols.

Parents/guardians should inspect their students for signs of illness (i.e., fever, chills, congestion, vomiting) before dropping them off at the Lynx Den. Fever is defined as a temperature over 100.4 F or 38.0 C. If a student has a fever, parents/guardians should not permit the student to participate in person until he/she has been without a fever for at least 48 hours. If a student exhibits signs or symptoms of illness while at Lynx Den, the student's parents/guardians will be notified, and the student should be promptly picked up.

No outside food or drinks are permitted in the Lynx Den building. A designated area outside on the Lynx Den patio is available to students who bring their lunches. Students are responsible for keeping their area clean. Students are required to wash and dry their hands before touching or removing equipment from the Esports section of Lynx Den.

STUDENT PICK UP/DROP OFF PROCEDURE

Students are to be checked in and dropped off by their parents/guardians at Lynx Den only in the designated drop-off area located inside Lynx Den at the front entrance of the building. Parents/guardians must accompany their students inside Lynx Den for check-in. Students may never be left at or near the front entrance unaccompanied and/or before building hours open. UVA staff will acknowledge arrivals through the check-in process.

UVA does not offer a carpool or bus line for student drop off or pick up at Lynx Den. Only students aged 17 or older are permitted to drive to and from the Lynx Den, checking in upon arrival and out upon departure.

Parents/guardians will sign in with their student using the student's school ID information or a parent/guardian government-issued ID. A parent/guardian or other authorized person (aged 21 years or older) picking up their student from the Lynx Den must sign the student out at the designated pick-up location with proper identification. Parents/guardians must inform staff of any changes to the names, addresses, and telephone numbers of any person authorized to pick up the child, and the authorization forms must be updated by parents/guardians. Please contact the STEAM Coordinated Activities Department at 225-605-LYNX or LynxDen@uview.academy for further information or questions regarding the authorization forms.

An electronic check-in system will be utilized at check-in that requires a swipe of the adult's government-issued ID or the student's school-issued ID. The system will generate a visitor's badge for the parent/guardian. Students will wear their school IDs while in the building. A school ID will be generated for students who have not received their UVA ID before visiting Lynx Den.

Parents/guardians are asked to arrive 30 minutes before their student concludes activities at the Lynx Den to complete the sign-out procedure.

ACCEPTABLE USE OF COMPUTERS, NETWORKS, INTERNET, AND TECHNOLOGY

UVA provides its students with access to a multitude of technology resources. Access to these information and communication technologies ("ICT resources") is considered a privilege and not a right. ICT resources consist of any technology and/or devices made available by the school that access or convey information as well as any software applications, internet resources, and internet environments.

The purpose of providing ICT resources is to promote the exchange of information and ideas with the global community. These resources provide valuable opportunities to enhance learning and improve communication within our community and beyond the local campus.

However, with the privilege of access comes the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This policy outlines the acceptable uses of ICT resources. All uses of ICT resources must be consistent with this policy and the other policies and goals of the school. Inappropriate use may result in disciplinary action, including a temporary or permanent ban on the use of ICT resources, suspension, dismissal from school, and/or legal action.

The policies of UVA are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The school also makes a good-faith effort to protect its students from exposure to

internet materials that are harmful or explicit. The school maintains a system of internet content filtering devices and software controls that meet federal standards established in the Children’s Internet Protection Act.

Responsible Digital Citizenship

Students must use ICT resources in safe, legal, and responsible ways. It is incumbent upon all students to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct, and students are expected to be responsible digital citizens.

A responsible digital citizen is one who:

- **Respects oneself.** Users will select online names that are appropriate and honest about one’s identity, and they will consider the information and images that they post online. Users will communicate and interact with others in respectful ways, including by checking spelling and grammar in communications.
- **Respects others.** Users will refrain from using technologies to bully, tease, or harass other people. Users will not access or use hate-based or sexually explicit materials, nor will they disparage others. Messages should not be abusive, and students should not swear or use vulgarities or other inappropriate language, symbols, or pictures. Students shall respect the privacy of others and may not read the mail or files of others without their permission.
- **Protects oneself and others.** Users will protect themselves and others by reporting abuse, violations of this policy, and security problems to the supervising teacher, school administrator, or school technology team. Users will not forward inappropriate materials or communications. Users will adhere to the age requirements and guidelines of all websites. Users will protect their personal information and respect the privacy of others’ information. Students should not reveal their personal address or telephone numbers or those of other people.
- **Respects intellectual property.** Users will suitably cite any and all use of websites, books, media, and other resources. Users are not permitted to use ICT resources to transmit, distribute, or store any material in a manner that infringes upon another’s copyright, trademark, trade secret, privacy, publicity, or other similar rights. Plagiarism is strictly prohibited. Copyright and licensing laws will not be intentionally violated.
- **Protects intellectual property.** Users will request to use the software and media others produce when required to do so. Respect will be shown for intellect and creativity by asking for permission, giving credit, and observing the law.

- **Respects school guidelines.** Users will follow all guidelines set by the school regarding the use of ICT resources. Users will respect teachers and keep all communication school related.

Expectations and Prohibited Uses

Students may only use ICT resources as permitted by this policy. All uses must be ethical, respectful, academically honest, and supportive of the school's mission. Each student has the responsibility to respect every other person in our community and on the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Users are expected to abide by the Student Handbook, the school's policies, and generally accepted rules of network etiquette.

The following list is intended to clarify the expectations for students' conduct, but it should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of ICT resources must be consistent with the Student Handbook and the school's educational objectives, mission, and curriculum.
- Use of ICT resources, including transmission of any material, in violation of any local, federal, or state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material, and threatening or obscene material.
- Use of ICT resources to access, distribute, or process proxy sites, pornographic or other obscene material, explicit text or files, or files that threaten the security or integrity of the network is strictly prohibited. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware, and/or unauthorized costs incurred.
- Software and/or services may not be installed or downloaded to ICT resources without prior approval of the Superintendent or designee.
- Use of ICT resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.
- Students may not engage in hacking, spoofing, disrupting network activity, or attempting to engage in such activity, by (1) engaging in network sniffing, ping

floods, packet spoofing, denial of service attacks, or forged routing information for malicious purposes; (2) viewing, posting, storing, transmitting, downloading, or distributing any materials that contain a virus, malicious code, or other harmful component; or (3) using any program, script, command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the internet/intranet/extranet.

- Use of ICT resources to gain or attempt to gain unauthorized access to others' networks, systems, or accounts is strictly prohibited.
- Students may not use technologies, websites, or services that circumvent internet controls to access blocked sites or materials.
- Users should not use ICT resources to express their individual views as the views of UVA.
- Students shall not disguise the point of origin or transmission of electronic mail.
- Students shall not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
- ICT resources shall not be used for commercial ventures, internet relay chat lines, or downloading excessively large files.
- No charges for services, products, or information are to be incurred without appropriate permission.
- Students shall not use the network in such a way that would disrupt the use of the network by other users.
- Attempts to harm or destroy the hardware or data of another user, the internet, or any other equipment or networks are strictly prohibited. This includes, but is not limited to, the uploading or creation of computer viruses.

Communications via ICT resources are often public in nature, and general school rules, including the Student Handbook, apply. It is expected that users will always comply with UVA standards and will act responsibly and legally.

No Expectation of Privacy

All students and parents must understand that UVA, as owner of the ICT resources, reserves the right to monitor, intercept, and review all uses of ICT resources. UVA may monitor internet traffic and retrieve and read any data composed, sent, received, or stored through/on ICT resources. The monitoring may also include, without

limitation, accessing, recording, disclosing, inspecting, retrieving, and printing transactions, messages, communications, postings, logins, recordings, and other uses as well as keystroke capturing and other network monitoring technologies.

In addition, administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using ICT resources following UVA' policies. Files stored on school-managed networks and devices are the property of the school and, as such, may be inspected at any time and should not be considered private. Users should not expect that files stored on servers or disks will be private.

All portable devices will be managed via mobile device management which allows the device to be tracked. Users shall not disable, interfere with, or otherwise limit the effectiveness of any remote management solution.

All such monitoring or review will be done as needed to ensure that ICT resources are being used for permitted educational purposes and for the following reasons:

- Ensuring the safety and security of people and resources.
- Ensuring positive learning and work environments.
- Keeping schools safe from harassment, intimidation, or threats.
- Ensuring ICT resource use relates to educational mission and goals.
- Preventing breaches of confidentiality.
- Prevention of copyright infringements.
- Ensuring compliance with this policy.
- Ensuring appropriate internet access.
- Ensuring appropriate communication messages, such as email, blogs, chats, and discussion forums.
- Ensuring appropriate file downloads and print requests.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

Responsibility for Passwords

Passwords are not to be shared with others. Using another user's account or password, or allowing such access by another, may be permitted only with the approval of the supervising teacher or system administrator. Passwords must meet UVA's minimum requirements for complexity.

Anti-Harassment and Anti-Discrimination

UVA actively promotes diversity at all levels of the organization, and it complies with all applicable federal, state, and local laws prohibiting discrimination and harassment. Any use of ICT resources in violation of UVA's policies prohibiting

harassment and discrimination, including the creation, transmission, distribution, or storage of sexually explicit images and messages, is strictly prohibited. Students may not create, send, or post any discriminatory, harassing, or threatening messages or images. Examples of harassment include, but are not limited to, racial or ethnic slurs or jokes; posting of offensive images, statements, posters, or cartoons; and slurs or jokes relating to ethnicity, national origin, gender, sexual orientation, religious beliefs and practice, age, disability, or some other legally protected status.

Social Media

Students must comply with UVA's social media policy when using ICT resources. Students may be disciplined for content posted on social media that violates UVA's rules and policies.

Policy Violations and Disciplinary Action

UVA reserves the right to refuse access to the internet and ICT resources to anyone. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent ban on the use of ICT resources, suspension, dismissal from school, and/or legal action. UVA may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.