



# UNIVERSITY VIEW ACADEMY

## Parent Access to Instructional Materials Policy (In Accordance with La. Stat. Ann. § 17:355)

### I. Purpose

University View Academy (UVA) is committed to transparency and meaningful parent engagement in student learning. This policy establishes procedures that ensure parents and learning coaches have full access to instructional materials used in UVA's educational program, in accordance with La. Stat. Ann. § 17:355, which requires public schools to provide parent access to instructional materials, including online access and a reasonable fee schedule.

Upon request, a parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.
2. Review any survey before the survey is administered or distributed by a school to a student.

### II. Scope

This policy applies to all instructional materials used at University View Academy for students enrolled in grades K - 12, including but not limited to digital curriculum, textbooks, workbooks, instructional resources, and supplemental materials delivered through the school's Learning Management System (LMS).

For the purpose of this policy:

***“Instructional materials”*** means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

***“Parent”*** means the parent or legal guardian of a child.



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*“Survey”* means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

### III. Access to Instructional Materials

#### 1. *Online Access*

Parents and designated learning coaches of University View Academy students are provided continuous access to all instructional materials through their assigned Canvas Learning Management System accounts. Access is available at all times, including during and outside of the instructional day. No fee shall be charged to a parent or guardian for accessing instructional materials online. The requirement to provide online access to instructional materials shall be limited to textbooks and other instructional materials in the core subjects of English Language Arts, math and science, and social studies.

#### 2. *Availability and Format*

All instructional materials presented through the Canvas LMS are viewable, downloadable, and printable. Materials may include digital textbooks, lesson content, assignments, assessments, and supplemental instructional resources.

#### 3. *Paper Based Instructional Materials*

When instructional materials are provided in paper-based or physical formats, these materials are shipped directly to families at no cost. University View Academy ensures timely distribution of required instructional materials to support student learning.

#### 4. *In-Person Viewing*

The hours for in-person review of instructional materials are during the normal school day. Parents should contact the Director of Instructional Materials to schedule an appointment. No fee shall be charged to a parent or guardian for in-person viewing of their child's instructional materials if the parent does not request that copies are made of those materials. Copies of instructional materials can be made upon parental request. Copies will be free of charge.

UVA shall not prohibit or interfere with a parent's ability to make their own copies of instructional material via mobile or other device that is capable of making such copies.

### IV. Fees for Instructional Materials



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## **1. *Fee Schedule***

In compliance with Louisiana Act 103, University View Academy maintains a reasonable fee schedule. There are no fees charged to parents or learning coaches for access to electronic instructional materials, use of the Canvas Learning Management System, downloading or printing instructional materials, or receipt of paper-based or shipped instructional materials.

## **2. *Cost Responsibility***

Parents and learning coaches are not responsible for any fees associated with instructional materials, whether digital or physical.

## **V. *Requests for Assistance or Access Support***

Parents or learning coaches who experience difficulty accessing instructional materials or who require assistance navigating the Canvas LMS may contact University View Academy administration or technical support. UVA will provide reasonable support to ensure uninterrupted access.

## **VI. *Policy Review and Compliance***

This policy shall be reviewed periodically to ensure ongoing compliance with state law and best practices for virtual instruction. University View Academy affirms its commitment to full compliance with Louisiana Act 103 and to maintaining transparency with families regarding instructional content.