



## Great Hearts Louisiana, Inc.

### PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS POLICY AND PROCEDURES

**Adopted: June 27, 2023**

Pursuant to Louisiana Revised Statute §17:355(C), our Governing Board of Directors for Great Hearts Louisiana, Inc. has developed and adopted the following policy and procedures to make instructional materials readily available for review upon request from a parent/guardian of a student attending Great Hearts Harveston.

This policy will be reviewed and revised annually as necessary.

#### **Request to Review of Instructional Materials**

Upon request, Parents/Guardians of attending students can review instructional materials in person.

All requests to review the materials will need to take place during regular office and working hours. The requestor will be provided with a room/area to review the record.

#### **Request for Paper Copies of Instructional Materials**

If a parent/guardian requests a paper copy of the instructional materials, that can be readily copied using school equipment, a copy will be provided.

Duplicated copies of the materials shall be provided upon payment of the appropriate fee set forth in the Louisiana statutes. A duplication fee of twenty-five cents (\$0.25) per page shall be charged. The requestor shall be advised of these costs in advance of the duplication of the requested records.

A Parent/guardian has the ability to make their own copies on school premises via mobile or other devices.