

**St. Martin Parish  
Parental Access to Instructional Materials Guidelines and Procedures**

Parents shall have the right to access and review, upon request, the nonsecure instructional materials used in the education of their children. In compliance with Act 436 of the 2014 Louisiana Legislature, the custodial parent(s) or legal guardian(s) of a child may review instructional materials to be used by their child or children through the process outlined in the chart below.

For the purpose of Act 436, “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 any nonsecure test, nonsecure assessment, or survey administered to a student. Assessments may not be reviewed before they are 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.

	<b>Action</b>	<b>Persons Responsible</b>
1.	Parent or legal guardian submits a written request to review nonsecure instructional materials.	Parent or Legal Guardian
a.	A meeting will be held with the parent(s) or legal guardian(s) to review the requested nonsecure instructional materials.	Principal or Principal’s Designee
b.	Parent or legal guardian signs the <i>Parental Review of Nonsecure Student Instructional Materials form</i> at the end of the meeting to review nonsecure instructional materials.	Principal or Principal’s Designee
2.	Parent(s) or legal guardian(s) submits a request for a paper copy of the nonsecure instructional materials.	Parent(s) or Legal Guardian(s)
a.	School personnel completes the <i>Parent Request for Copies of Non-secure Student Instructional Materials form</i> .	Principal or Principal’s Designee
b.	A response is provided to parent(s)/legal guardian(s) within 5 school days.	Principal or Principal’s Designee

c.	Copies are made available in accordance with copyright laws at a cost of \$.25 per page.	Principal or Principal's Designee
d.	The parent or legal guardian pays for the copies in cash or money order made payable to the school prior to the receipt of the printed nonsecure instructional materials.	Parent(s) or Legal Guardian(s)
e.	School personnel provides a receipt to the parent or legal guardian.	Principal or Principal's Designee
3.	School personnel may provide information about free online access to nonsecure instructional materials, if available, for parents at no charge.	Principal or Principal's Designee
4.	Parents or legal guardians may make their own copies on school premises using their own personal devices.	Parent(s) or Legal Guardian(s)
5.	Parents or legal guardians are responsible for knowing and complying with copyright laws.	Parent(s) or Legal Guardian(s)