

STSD procedures for a parent/ community member request to view state assessment materials

Section 4.4 of Chapter 4 of the state board of education regulations provides for the rights of any parent/guardian to excuse their child from the state assessment if, upon inspection of the testing materials, they find that the assessment to be in conflict with their religious beliefs. This is the only basis for a parent/guardian to excuse his/her child from the statewide assessments.

The following procedure is outlined by Southern Tioga in order to ensure the security and confidentiality of the the Pennsylvania State Standardized Assessment and the Keystone Exams. The following are the procedures that will be followed by all parties involved.

1. **Parent/Guardian** must make a request to the office of the Director of Curriculum, Instruction and assessment to view the PSSA or Keystone test at least 2 weeks prior to the assessment window.
2. **District Assessment Coordinator** notifies **School Assessment Coordinator** of request
3. **School Assessment Coordinator** contacts **Parent/Guardian** to schedule time, date and place for a review of the assessment..
4. **Parent/Guardian** must complete and sign the Parent Confidentiality Agreement witnessed by a school official
5. **School Assessment Coordinator** will share the booklet(s) and answer sheet(s) separately. The answer sheet of the parents child, and the test booklets of the parents child will be used during this review.
6. Prior to the **Parent/Guardian** review of the Assessment, the **School Assessment Coordinator** will share the Cell phone/ mobile device policy with the parent, explain the importance for test security, and ask the Parent to turn off any mobile devices and place in the **School Test Coordinators** possession.
7. The **Parent/Guardian** is prohibited from using any cellular or mobile device during the assessment review
8. **School Assessment Coordinator** provides a secure location for the assessment materials to be viewed by the **Parent/Guardian**.
9. **School Assessment Coordinator** monitors the Parent while the **Parent/Guardian** reviews the assessment materials
10. The **Parent/Guardian** can not photocopy, write down or in any other manner record any portion of the assessments; including directions.
11. If after reviewing the assessment materials the **Parent/Guardian** find the test to be in conflict with their religious beliefs and wish their student be excused from the test, the **Parent/Guardian** must provide a written request that outlines the objection addressed to the **Superintendent**.

Once the Request is approved by the **Superintendent**, the School Assessment Coordinator will provide an alternate learning environment for the student during testing. The **School Assessment Coordinator** will also mark bubble on the student's PSSA answer sheet next to "student had a parental request for exclusion from the assessment"

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