

Juniata County School District Protocol

Parents Wishing to Review PSSA or Keystone Testing Materials to Determine if the Material is Against Their Religious Beliefs

Directions for Parents:

- Parents/guardians wishing to review PSSA or Keystone testing material must set up an appointment with their child(ren)'s building principal(s).
- Appointments may be made during regular business/school hours *within two weeks* of the PSSA or Keystone Testing window.
- Prior to completing the review of the testing material, parents will be required to sign a Parent Confidentiality Agreement provided by the Pennsylvania Department of Education.
- The assessments must be reviewed at the school where the child attends.
- Parents/guardians are not allowed to take any notes, photocopy, or otherwise duplicate any portion of the assessment, including directions.
- Any review of material must be done in the presence of the building principal and other school district personnel as designated by the Superintendent.
- If after reviewing the test parents/guardians find the test to be in conflict with their religious belief and wish their child(ren) to be excused from the test, the parents/ guardians must provide a written request that states the objection to the Superintendent. **No exemptions will be honored prior to the parent/guardian's review of the material.**

Directions for School Administrators:

- Building principals should remove one exam (PSSA or Keystone) from the locked area where the tests are being stored, sign it out, and bring it to the principal's office for review. (This should be Form 1/A of the exam and be the first test number in the box.)
- Principals should do this in the presence of one of the following school district personnel who has also received a test security training (Assistant Superintendent, School Counselor, Director of Student Services)
- The principal may remove the seal from the writing prompts to facilitate review of that exam if it is requested.
- Principals must have the Parent Confidentiality Agreement signed prior to allowing a parent to review the exam(s).
- Upon completion of the review, the principal along with other district personnel who were present during the review should return the exam to the locked location and sign that it has been returned.
- Principals should file the Parent Confidentiality Agreement and/or any request for students to be excused under a religious objection with the Assistant Superintendent