

## **ARTICLE VI: EVALUATION AND REPORTING**

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## **POLICY 6-6.1 REPORTING TO PARENTS**

### **Report Cards**

Periodically during the school year, a progress report shall be given to the parents or guardians of each Poquoson City Public Schools student. Progress and report cards shall reflect the standard of work the student has achieved, his attitudes and his work habits. The reporting teacher shall make the evaluation of the student's work, including the assignment of grades, as is further described in School Board Policy 6-6.2.

### **Warning Notices**

In cases where a student is in danger of failing a course or subject, sufficient notice shall be sent to his parents or guardians in order that they may be aware of the possibility of failure and so that appropriate corrective measures may be taken.

### **Parental Conferences**

The Poquoson City School Board encourages instructional staff to conduct regular conferences with parents/guardians for purposes of understanding and assisting the students. Where problems exist, conferences should be held as soon as possible.

### **Seniors**

If a senior is in danger of failing to meet the requirements for graduating with his/her class, the student and his/her parents or guardians shall be notified of such danger at the earliest possible time, and assistance should be provided, where possible, to help the student satisfy the requirements. The responsibility for informing the student and parents/guardians shall rest with the teachers, school counselors and principal. Students shall have justification for appealing administrative decisions regarding graduation should appropriate instructional personnel fail to provide notice to seniors and their parents/guardians as required by this policy.

In addition to the notification referenced above, the School Board shall provide the annual notices described in Policy 6-4.4.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78.

*Adopted: November 2002*

*Revised: July 2004; June 2020*

## **POLICY 6-6.2 STUDENT EVALUATION AND GRADING**

Teachers shall be responsible for the grading and evaluation of student achievement. The following guidelines shall be used in the evaluation:

1. A student's grade shall be based solely on achievement.
2. A student's grade shall not be penalized for any personal action or for any excused absence except as indicated in Poquoson City School Board Policy 7-2.3.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78.

*Adopted: November 2002*

## **POLICY 6-6.3 INDIVIDUAL TESTS**

### **Generally**

Tests tailored to assess special areas of individual psychological and educational need are to be administered only by trained personnel in conformance with the instructions provided by their producer.

### **Parental Consent**

When such tests are used selectively with an individual student – as opposed to basic tests administered to or procedures used with all students in a school, grade or class – parental consent must be obtained prior to the evaluation. As used in this policy “consent” means that:

1. the parent/guardian has been fully informed of all information relative to the activity for which consent is sought;
2. the parent/guardian understands and agrees in writing to the carrying out of the activity for which his consent is sought and the consent describes that activity and lists the student records (if any) which will be released and to whom; and
3. the parent/guardian understands that the granting of consent is voluntary on the part of the parent/guardian and may be revoked at any time.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78.

*Adopted: November 2002*

**POLICY 6-6.4 GENERAL EDUCATIONAL DEVELOPMENT (GED)  
TESTS/CERTIFICATES**

The General Education Development (GED) Program provides an opportunity for recognition of educational development for persons who once were enrolled in school and did not complete requirements for graduation. By achieving satisfactory scores on GED tests, adults will be issued a high school equivalency certificate. Applicants shall meet the requirements as set forth by the Virginia Board of Education.

All Poquoson city residents who wish to make application are required to contact the designated GED official at the Poquoson City School Board office. Applications approved by the local GED office must be accompanied by the applicable fee in the form of a certified check or money order made payable to the official testing center. See also Policy 6-4.4, "Graduation and SOL Requirements," and 6-4.5, "Alternative Methods for Granting Credit."

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-223 through 22.1-225, 22.1-253.13:1, 22.1-254.2; Rules Governing General Educational Development Certificates, 8 VAC 20-360-10.

*Adopted: November 2002*

*Revised: August 2006*

## **POLICY 6-6.5 GROUP TESTS**

### **Generally**

The standardized testing program prescribed by the Virginia Department of Education shall be administered and analyzed in all Poquoson City Public Schools in accordance with state regulations. The data shall be used as one means of monitoring and evaluating the quality of the instructional program. In administering tests or other assessment instruments, Poquoson City School Board employees shall not require any public elementary school students being tested to disclose their race or ethnicity on such tests. However, school officials may obtain such information from a student's permanent record and place the information on the test or assessment. No student or his parent shall be required to disclose information related to the student's race or ethnicity unless (i) the student or his parent is given an option to designate "other" for the student's race or ethnicity or (ii) such disclosure is required by federal law.

In addition to this testing program, school division personnel may test to meet specific needs within a school. This testing should be submitted to the division superintendent or his designee for approval.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-4.2, 22.1-253.13:1, 22.1-253.13:3, 22.1-253.13:4; Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, et seq.

*Adopted: November 2002*

*Revised: June 2010, August 2018, May 2019*

## **POLICY 6-6.6 RECOGNITION**

The Poquoson City School Board shall recognize individual schools that achieve full accreditation and that make significant progress toward achieving advanced proficiency levels in reading, mathematics, science and history and social science, and on other indicators of school and student performance that are aligned with the Commonwealth of Virginia's goals for public education.

Such recognition may include public announcements, media releases, or other appropriate recognition.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-253.13:9

*Adopted: June 2010*