IMPLEMENTATION OF POLICY 5350

February 2022

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Required Parental Notification

- Notification of Screener Administration
- Notification of an Intervention Plan
  - For students who did not meet the benchmark
PARENTAL NOTIFICATION FOR SCREENING AND ASSESSMENTS

The purpose of screening is to assess the skills and identify the instructional needs of all students in a grade level or course. As a result, Loudoun County School Board has adopted a policy to ensure that parents and legal guardians are notified of screening and of any results that may potentially indicate that their student is at-risk of not meeting grade-level expectations.

LCPS shall provide timely written notification to the parents and legal guardians of any student who undergoes literacy and other academic screening and services.

LCPS shall also provide timely written notification to the parents and legal guardians of any student who does not meet the benchmark on any assessment used to determine at-risk learners in preschool through grade 12. Notification shall include all such assessment scores and subscores and any intervention plan that results from such assessment scores or subscores.

Adopted: 9/28/21

Leg. Ref: Code of Virginia § 22.1-215.2
How Has Policy 5350 Been Communicated to Schools?

- Communicated through fall Principal Forums
- Communicated to School Testing Coordinators through the Office of Assessment Services
- Resources provided to Lead Teachers and Department Chairs by the English and Mathematics Supervisors

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How Are Parents Notified?

- Screener administration was announced in ParentVUE
- Assessment administration windows are communicated by schools and posted on the Office of Assessment Services’ webpage
- The availability of test scores and reports is communicated to families through the School Testing Coordinator
- Parents of students who did not meet a benchmark were notified via email, staff phone call, and/or teacher conferences

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What Is Timely Notification To Parents?

- Not formally defined as:
  - Each test has its own window, which may be subject to change
  - Assessment data can’t be formatted for upload into ParentVUE until after all testing is complete
  - Schools review the compiled data to determine intervention plans for identified students prior to written notification to parents/guardians
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