

**Capital Area School for the Arts  
Charter School  
150 Strawberry Square  
Harrisburg, PA 17101**

No. 127.1

**SECTION: PROGRAMS**

**TITLE: EXEMPTION FROM  
ASSESSMENT POLICY**

**ADOPTED: 6/12/2017**

## **EXCLUSION FROM ASSESSMENTS POLICY**

The Board of Trustees of the Capital Area School for the Arts Charter School (“Charter School”) takes seriously both its requirement to administer the Pennsylvania System of School Assessment (PSSA) and Keystone Exam (collectively referred to as “Assessments”) as well as each individual student’s religious liberty.

Pursuant to Section 4.4 of Chapter 4, a parent or guardian may excuse their child from either Assessment if, upon inspection of the testing materials, they find an Assessment to be in conflict with their religious beliefs. This is the only basis for a parent or guardian to excuse his or her child from the Assessment. Two weeks prior to each testing window, each Assessment must be made available for review by parents or guardians. Parents and guardians will be informed of the Exclusion from Assessments Policy via the Charter School’s website and/or PSSA/Keystone Exams information handouts.

### Religious Exemption Procedures

- A parent or guardian must submit a request to review the Assessment in writing within a two week period before the Assessment is administered;
- The Assessment must be reviewed on school property and school personnel must be present at all times;
- The Charter School must provide a convenient time for the review. This may include an evening review time, if requested;
- Proper security and confidentiality of the Assessment must be maintained at all times throughout the review process;
- Charter School personnel may remove the prompt seals from one copy of a writing booklet to facilitate a review of the writing Assessment;

- Parents and guardians must sign a statement concerning the requirements of Assessment security and confidentiality;
- Parents and guardians may not photocopy, write down, or in any other manner record any portion of the Assessment, including directions;
- After reviewing the Assessment, parents and guardians must provide a written request addressed to the Principal to excuse their child based upon religious beliefs, nor do they have to identify specific test content to which they object; simply stating that they are requesting exclusion based on religious grounds is sufficient; and
- If the student is excused from the Assessment due to parental or guardian request, school personnel must provide an alternative learning environment for the student during the Assessment and complete the “Non-Assessed Students” grid on the students answer booklet by marking “Student has a parental request for exclusion from the Assessment.”