

NOTIFICATION OF LEARNING OBJECTIVES

1. Annual Notice

At the beginning of each school year, each school within the Charlottesville City School Division will provide to its students' parents or guardians:

- A. The learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses;
- B. A copy of the Standards of Learning (SOLs) applicable to the child's grade or course requirements and the approximate date and potential impact of the child's SOL testing; and an annual notice to students in all grade levels of all requirements for Virginia Board of Education-Approved Diplomas; and the board's policies on promotion, retention, and remediation.

For students in grades 3-8, learning objectives and SOL will be provided in a booklet prepared by the Coordinator for Communications to all parents. For students in grades 9-12, the course syllabus and any SOL for a course will be provided by the classroom teacher to the students at the beginning of the semester or school year. Copies of course syllabi will also be available in the office of the Associate Superintendent for Curriculum and Instruction.

The School Board's policies on promotion, retention, and remediation will be included in the Parent Information Guide given to all parents at the opening of school.

2. Notice to the Department of Education

The Superintendent will certify to the Department of Education that it has given the notice required by this policy.

3. Notice of Credits Needed for Graduation and of the Right to a Free Public Education

- A. The Charlottesville High School Principal or designee will notify the parents of rising eleventh and twelfth grade students by the opening day of school of
  - (i) the number and subject area requirements of standard and verified units of credit required for graduation pursuant to the Standards of Accreditation and

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- (ii) the remaining number and subject area requirements of such units of credit the individual student requires for graduation.

This notification will be a letter with the credit information requirements.

- B. The Director of Student Services and Achievement and the high school administrators will notify the parents of students with disabilities who have an Individualized Education Program (IEP) and who fail to meet the requirements for a Standard or Advanced Diploma of the student's right to a free and appropriate education to age 21, inclusive, pursuant to Va. Code § 22.1-213 et seq.

This notification will be placed in the Parent Information Guide which is distributed to all families at the opening of school. Additionally, this information is shared with parents of students with disabilities as students reach the age of 18 and beyond in IEP meetings during the transition discussion.

- C. The Associate Superintendent for Instruction and high school administrators will notify the parents of students who fail to graduate or who fail to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation and who have not reached 20 years of age on or before August 1<sup>st</sup> of the school year of the right to a free public education. If the student who does not graduate or achieve such verified units of credit is a student for whom English is a second language, the high school administrators and the Coordinator for ESL Services will notify the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5. This notification will be provided in the Parent Information Guide distributed to all families and with a letter provided to the parent of the ESL student with translation as needed.

Issued: August 17, 2009  
Revised: October 11, 2010  
Revised: January 9, 2013

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Legal References: Code of Virginia, 1950, as amended, § 22.1-253.13:4.  
8 VAC 20-131-270.  
Cross References: IGBC Parental Involvement  
IKF Standards of Learning Tests and Graduation  
Requirements