

# Davis School District Policy and Procedures

**Subject:** 4I-005 Assessments of Student Achievement

**Index:** Instructional Programs - *Graduation*

**Draft:** August 5, 2015

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## 1. PURPOSE AND PHILOSOPHY

To ensure that student progress is accurately measured through standardized achievement assessments, the Board of Education of Davis School District (Board) recognizes its responsibility to develop a comprehensive assessment system plan in accordance with state and federal laws. Information from such student assessments may be used by the Davis School District (District), schools, and educators as an additional tool to plan, measure, and evaluate the effectiveness of the District's educational program.

## 2. GUIDELINES AND PROCEDURES

It shall be the responsibility of the District's Assessment Director (herein after referred to as the "Director") to establish specific District guidelines and procedures which District personnel shall follow when administering student assessments, in accordance with state and federal laws, State Board of Education rules for standardized assessment administration, and Utah State Office of Education (USOE) Ethics Policy. The guidelines and procedures shall contain, at a minimum:

- 2.1. Training Requirements;
- 2.2. Test Administration and Ethics;
- 2.3. Reporting of Violations;
- 2.4. Penalties; and
- 2.5. Student Participation and Exceptions.

## 3. STUDENT PARTICIPATION IN ASSESSMENT

All District students shall participate in state administered assessments unless:

- 3.1. The Utah alternate assessment is approved for a specific student consistent with federal law and as specified in a student's IEP; or
- 3.2. A student is excused by a parent/guardian under Utah Code Ann. §53A-15-1403(9) and Utah Administrative Code R277-404-6. A school or educator may not impose additional procedures to exercise this right nor may any penalty or adverse consequences be imposed upon the student.
- 3.3. School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students excused from taking a state administered assessment. Additionally, no school or employee may reward a student for merely taking a state administered assessment.

## 4. PRIVATE SCHOOL, HOME SCHOOL, ELECTRONIC HIGH SCHOOL (EHS) PARTICIPATION IN STATE ADMINISTERED ASSESSMENTS

An annual calendar of assessment window dates, a list of applicable fees, and applications for participation may be obtained from the District's Assessment Department (the "Department").

### 4.1. Private School Students

Private school students whose custodial parent or legal guardian resides within the District may be allowed to participate in state administered assessments at a District

location as follows:

- 4.1.1. Applications for participation in state administered assessments must be received by the Department at least thirty (30) days prior to the opening of the applicable assessment window.
- 4.1.2. The Department shall respond to the application in a timely manner. If the application is approved, the response will include:
  - [a] costs associated with the assessment(s);
  - [b] the location(s) and time(s) for assessment;
  - [c] assessment rules, including identification and proof of residency;
  - [d] a list of implements or materials which the student may or may not bring to the assessment; and
  - [e] any other information deemed relevant by the Department.
- 4.1.3. The number of private school students will be limited to space available after currently enrolled public school students have been accommodated.
- 4.1.4. Applicants shall pay, in advance, all District and state costs associated with participation in statewide assessments. Costs shall be calculated in accordance with Utah Administrative Code R277-604-3(D) and published in the District's guidelines and procedures annually.
- 4.1.5. In the event applicant has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the applicant/parent to **indicate such at the time of application**. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The applicant shall be informed of the results of the determination prior to the testing date. Any costs related to providing the approved accommodations must be paid prior to the assessment date.
- 4.1.6. Assessment results will be mailed to the home address provided on the application for assessment.

#### 4.2. Private Schools

Private schools with a physical location inside of the District's boundaries may request to participate in state administered assessment(s) under the supervision of the District as provided for in the District's guidelines and procedures and Utah Administrative Rule R277-604-3(C).

#### 4.3. Home School Students

Home school students whose parent or legal guardian resides in the District shall be allowed to participate in state administered assessments as follows:

- 4.3.1. The student must have applied for and received a *Compulsory Education Exemption* from the District's Student Services Department for the applicable school year.
- 4.3.2. A secondary student may participate in state administered assessments only if the student is enrolled in one or more Core program(s) or course(s) at their resident public school.
- 4.3.3. Applications for participation in state administered assessments must be received by the Department at least thirty (30) days prior to the opening of the applicable assessment window.
- 4.3.4. The Department shall respond to the application in a timely manner. If the application is approved, the response shall indicate:
  - [a] the location(s) and time(s) for assessment;
  - [b] assessment rules, including identification and proof of residency;
  - [c] a list of implements or materials which the student may or may not bring to the assessment; and
  - [d] any other information deemed relevant by the Department.
- 4.3.5. The resident or neighborhood school shall be the test location where reasonably

feasible. However, there is no guarantee that the eligible student will be assessed at their resident or neighborhood school.

- 4.3.6. In the event an applicant requires special accommodations for assessment, it is the responsibility of the student/parent to indicate such **at the time of application**. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The home school student shall be informed of the results of the determination prior to the assessment date. Any costs related to providing the approved accommodations shall be submitted to the USOE for reimbursement.

4.4. **Utah Electronic High School (EHS) Students**

Utah EHS students whose custodial parent or legal guardian resides within the District may participate in state administered assessments at their resident high school if the student has been enrolled in Utah EHS by their school counselor consistent with the student's Plan for College and Career Readiness and has received a *Compulsory Education Release* through the District's Student Services Department.

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## DEFINITIONS

**“Educator”** means an individual licensed under Utah Code Ann. § 53A-6-104 and who meets the requirements of Utah Administrative Code R277-501.

**“English language proficiency test”** means an assessment designed to measure the acquisition of the academic English language for English Learners.

**“Private school”** means a school that is not a public school but: 1) has a location or space in Utah where teachers have regularly scheduled face-to-face classes with students; 2) has a current business license through the Utah Department of Commerce; 3) is accredited through AdvancEd or another regional accrediting agency; 4) has and makes available a written policy for maintaining and securing student records; 5) charges tuition generally consistent with other private schools in Utah; and 6) employs teachers with licenses, credentials or demonstrable skills and expertise for instructing students’ in Core Curriculum courses or areas.

**“Home school student”** means a student who has been excused from compulsory education and for whom the Davis School District Student Services Department has issued a compulsory education release.

**“State administered assessments”** means a formative, interim, summative SAGE, Utah alternate assessment, benchmark reading assessment, EXPLORE, PLAN or the ACT.

**“Utah alternative assessment”** means an assessment instrument designated by the USOE for students in special education with disabilities so severe they are not able to participate in the components of the state administered assessment system even with assessment accommodations or modifications. The Utah alternative assessment measures progress on the Utah core instructional goals and objectives in the student’s individual education program (IEP).

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## REFERENCES

[Utah Code Ann. §§53A-1-601 through 613.](#) – Achievement Tests.

[Utah Code Ann. §53A-3-602.5](#) – School performance report.

Utah Code Ann. §53A-15-1403 – Parental right to academic accommodations.

Utah Administrative Code R277-404 – Requirements for Assessments of Student Achievement.

[Utah Administrative Code R277-515-4](#) – Utah Educator Standards.

[Utah Administrative Code R277-604](#) – Private School, Home School, Electronic High School (EHS), and Bureau of Indian Affairs (BIA) Student Participation in Public School Achievement Tests.

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## FORMS AND OTHER LINKS

[Comprehensive Assessment System Policy](#)

[Community School and Other Miscellaneous Fee Schedule](#)

[Standard Test Administration and Ethics Policy](#)

[Utah Assessment Participation and Accommodations Policy](#)

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**DOCUMENT HISTORY:**

**Adopted: March 16, 2004**

**Revised: May 9, 2006** - Updates to comply with changes in Utah Administrative Code R277-705.

**Revised: May 3, 2007** - Technical changes to comply with State Code regarding training and Adult Education.

**Revised: September 4, 2007** - Added provisions for students enrolled in private school, electronic high school or home school to participate in public school achievement tests as required by Utah Administrative Code R277-604.

**Revised: July 14, 2009** - Updated to comply with state law. Allows substitute exams for UBSCT attempts or successful completion of UBSCT for military children. Added section 7.2.7.

**Revised: September 1, 2009** - No content change, renumbered from 4I-414 to 4I-005 with reorganization of Policy Table of Contents.

**Revised: July 13, 2010** - Technical changes. Military children section modified. Exemption from administering tenth grade basic skills competency test 2010-11 and 2011-12 school year.

**Revised: August 2, 2011** - Amended by consent. Updated language to match amendments to state law and rules; eliminated the UBSCT language until decision is made regarding replacement. Changed name of responsible department to Assessment, Research, and Evaluation.

**Revised: May 15, 2012** – Updated with minor revisions made consistent with changes in State law and rule. Modifies guidelines for administering the Board-designated 10<sup>th</sup> grade test that is replacing the Utah Basic Skills Competency Test (UBSCT).

**Revised: October 1, 2013** – Updates with revisions made consistent with changes in State law and rules.

**Revised: June 12, 2015** –Updated parent right to opt student out of testing, procedure for opt out, consequences for opt out. Also, reformatted policy and moved procedures of test administration to District Assessment Plan.