

Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4700 P2

Assessments of Student Achievement – Participation of Private/Home School/Scholarship Students

In accordance with USBE Rule R277-604, private school students, home school students, and scholarship students who are Utah residents may apply to be included in statewide assessments, if they so desire.

Definitions

A “**home school student**” means a student who has been excused from compulsory education and for whom documentation has been completed under Utah Code 53G-6-204.

A “**private school**” means a school that is not a public school but:

1. has a current business license through the Utah Department of Commerce;
2. is accredited as described in R277-410; and
3. has and makes available a written policy for maintaining and securing student records.

A “**statewide assessment**” is:

1. the summative adaptive assessment of a student in grades 3 through 9 in basic skills courses (RISE);
2. the online writing assessments in grades 5 and 8 (RISE);
3. a high school assessment in grades 9 and 10 (Utah Aspire Plus);
4. a statewide English Language Proficiency assessment (WIDA Access 2.0);
5. the college readiness assessment in grade 11 (ACT);
6. the benchmark assessment of a student in grades K through 3 to measure reading competence (Acadience Reading); and
7. the benchmark assessment of a student in grades K through 3 to measure math competence (Acadience Math).

A “**scholarship student**” means the same as the term defined in UCA §53F-6-401.

Private School Student Participation

Private school students whose custodial parent/guardian resides within the District may be allowed to participate in statewide assessments at a District location as follows:

1. Applications for participation in statewide assessments must be received by the District at least thirty (30) days prior to the opening of the applicable assessment window.
2. The District 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 the assessment;
 - c. assessment rules, including identification and proof of residency;

- d. the minimum required information needed to roster the student for assessment participation;
 - e. reasonable timelines regarding participation in statewide assessments and associated communications and information requests,
 - f. a list of implements or materials which the student may or may not bring to the assessment; and
 - g. any other information deemed relevant by the District.
3. The number of private school students will be limited to space available after the currently enrolled public school students have been accommodated.
 4. Applicants shall pay, in advance, all District and state costs associated with participation in the statewide assessment(s). Costs shall be calculated in accordance with R277-604-3(4).
 5. In the event the applicant has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the applicant/parent/guardian to indicate such at the time of application. The District shall review the requested accommodations(s) and determine the costs and feasibility of the request. Any costs related to providing the approved accommodations must be paid prior to the assessment administration.
 6. The District shall provide notice to private school administrators of any required private school administrator participation in monitoring or proctoring of assessments.

Assessment results will be delivered electronically to the email address of the student's parent/guardian and/or private school administrator. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent/guardian and/or private school.

Home School Student Participation

A home school student whose custodial parent/guardian resides in the District's boundaries may participate in statewide assessments at a District location as follows:

1. Applications for participation in statewide assessments must be received by the District at least thirty (30) days prior to the opening of the applicable assessment window.
2. The District 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 the assessment;
 - c. assessment rules, including identification and proof of residency;
 - d. the minimum required information needed to roster the student for assessment participation;
 - e. reasonable timelines regarding participation in statewide assessments and associated communications and information requests,
 - f. a list of implements or materials which the student may or may not bring to the assessment; and
 - g. any other information deemed relevant by the District.
3. The District shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.

4. The District shall not require a home school student to pay a fee for participating in statewide assessment that is not charged to traditional students.
5. In the event the applicant has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the applicant/parent/guardian to indicate such at the time of application. The District shall review the requested accommodations(s) and determine the costs and feasibility of the request. Any costs related to providing the approved accommodations must be paid prior to the assessment administration.
6. The District shall provide notice to home school students of any required parent/guardian or adult participation in monitoring or proctoring of assessments.

Assessment results will be delivered electronically to the email address of the student's parent/guardian. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent/guardian.

Scholarship Student Participation

A scholarship school student not enrolled in an eligible school, a qualifying school, or part time in an LEA, may participate in all statewide assessment convenient to the student's circumstances as follows:

1. Applications for participation in statewide assessments must be received by the District at least thirty (30) days prior to the opening of the applicable assessment window.
2. The District 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 available location(s) and time(s) for the assessment;
 - c. assessment rules;
 - d. the minimum required information needed to roster the student for assessment participation;
 - e. reasonable timelines regarding participation in statewide assessments and associated communications and information requests,
 - f. a list of implements or materials which the student may or may not bring to the assessment; and
 - g. any other information deemed relevant by the District.
3. The District shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.
4. Applicants shall pay, in advance, all District and state costs associated with participation in the statewide assessment(s). Costs shall be calculated in accordance with R277-604-3(4).
5. In the event the applicant has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the applicant/parent/guardian to indicate such at the time of application. The District shall review the requested accommodations(s) and determine the costs and feasibility of the request. Any costs related to providing the approved accommodations must be paid prior to the assessment administration.
6. The District shall provide notice to students of any required parent/guardian or adult participation in monitoring or proctoring of assessments.
7. Assessment results will be delivered electronically to the email address of the student's parent/guardian. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent/guardian.

Legal References:

Utah Code 53E-4-3
Utah Code 53G-6-204
Utah Code 53F-6-4
USBE R277-404
USBE R277-410
USBE R277-604-3

USBE Policy

Assessments
School-age children exempt from school attendance
Utah Fits All Scholarship Program
Requirements for Assessment of Student Achievement
Accreditation of Schools
Private School, Home School, Scholarship, and Bureau of Indian Education
(BIE) Student Participation in Public School Achievement Tests
Standard Test Administration and Testing Ethics Policy

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