Hawthorn Academy
Policy: Assessment of Student Achievement Policy
Approved: 11.11.2026

Purpose

Hawthorn Academy (the "School") is required to measure student achievement, including by way of administering statewide assessments. When administered properly, statewide assessments give students an opportunity to demonstrate what they know and can do. In addition, the results of statewide assessments provide the School not only important data about their students' proficiency, but also valuable information that can be used to guide and improve instruction in the School.

The purpose of this policy is to help ensure that the School conducts statewide assessments in a fair and ethical manner and in compliance with applicable law and Utah State Board of Education ("USBE") rule. The School intends for this policy to comply with the requirements of Utah Administrative Code Rule R277-404.

Policy

Statewide Assessment Plan

The School shall develop a plan to administer statewide assessments. The plan shall include at least the following:

(a) The dates the School will administer statewide assessments;
(b) Professional development for an educator to fully implement the assessment system;
(c) Training for an educator, appropriate paraprofessional, or third-party proctor in the requirements of assessment administration ethics; and
(d) Training for an educator and an appropriate paraprofessional to use statewide assessment results effectively to inform instruction.

The School shall provide assurances that it has met the requirements of the School's plan to the USBE by August 15 each year.

At least once each year the School shall provide professional development and training on statewide assessment administration as required by R277-404. The School shall use the Standard Test Administration and Testing Ethics Policy for such professional development and training.

Student Participation in Statewide Assessments

(a) With the exception of those students described in subsection (b) immediately below and exempted students, the School shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.

(b) A student's IEP team, English Learner Team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.
(c) An educator may use a student's score on a statewide assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course. However, a student's score on a statement assessment may not be used in determining whether the student may advance to the next grade level.
(d) The School may not provide a nonacademic reward to a student for a student's participation in or performance on a statewide assessment.

Student Exemption from Statewide Assessments

(a) A student's parent has the right to exempt the student from a statewide assessment in accordance with Utah Code § 53G-6-803 and the exemption procedures in R277-404, including by filling out and submitting to the School the state's Parental Exclusion from State Assessments Form. The School shall not impose procedures beyond those in R277-404 to exercise this right nor may the School impose any penalty or adverse consequences upon a student who is exempted.
(b) School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students exempted from taking a statewide assessment.
(c) The School may allow a student who has been exempted from a statewide assessment to be physically present in the room during test administration. The School shall ensure that exempted students who are in attendance are provided with an alternative learning experience during test administration.

Compliance with Assessment Requirements, Protocols, and Security

School educators, test administrators or proctors, administrators, or other School employees shall not:

(a) Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or School statewide assessment policy or procedure, or violate any procedure specified in the Standard Test Administration and Testing Ethics Policy;
(b) Fail to administer a statewide assessment or fail to administer a statewide assessment within the designated assessment window;
(c) Submit falsified data;
(d) Allow a student to copy, reproduce, or photograph an assessment item or component;
(e) Retain or distribute assessment materials, in paper or electronic form, for purposes inconsistent with ethical test administration or beyond the time allowed for test administration; or
(f) Knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student or class of the School.

School educators, test administrators or proctors, administrators, or other School employees shall promptly report an assessment violation or irregularly to the Campus Director, the Lead Director, or the USBE.

The School shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the USBE following testing, as required.

Educators who violate R277-404 or an assessment protocol are subject to disciplinary action by the School, and by the Utah Professional Practices Advisory Commission or USBE consistent with R277-215.