



GOOD FOUNDATIONS ACADEMY  
"Building Knowledge and Character"  
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## State Testing Ethics Policy for Employees

### *PURPOSE AND PHILOSOPHY:*

Good Foundations Academy desires to ensure ethical behavior by school personnel while conducting state mandated tests.

### *POLICY:*

Any employee or agent of GFA found participating in or practicing unethical behavior, including any behavior so deemed by the GFA Board of Directors or Administration, shall be subject to GFA's Terms and Conditions of Employment and may be dismissed from employment or assignment at the discretion of the school's Director. Since it is GFA's mission to create good foundations for students based on timeless values, employees and agents of the school are held to a higher standard of ethics and are expected to model exemplary ethics for students.

### *COMPLIANCE:*

GFA will comply with State and Federal laws regarding the ethical administration of standardized assessments. GFA Employees will follow USOE recommendations for appropriate testing practices, proctoring, and accommodations.

### *PROTOCOL:*

In case of a suspected or alleged violation of ethical testing practices, GFA administration will conduct an internal investigation. Investigation information, including names and substance of interviews, is always confidential. The Executive Director will make a determination of findings. GFA Administration is responsible for collecting and maintaining all related documentation. Documentation could include:

- Interviews of parents, teachers, students
- Written statements
- Review of original testing documents
- Comparison of other testing results

If the action is of sufficient concern, the incident may be reported to the Utah Professional Practices Advisory Council (UPPAC) for review. If inappropriate practices are found, teachers and/or staff members may receive additional training or a reprimand, may be subject to further disciplinary action, or may be terminated and/or lose their Utah teaching license.