

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT SURVEYS

I. PURPOSE

The purpose of these administrative guidelines is to assist in the implementation of Board Policy 585 – Student Surveys.

II. DEFINITIONS

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.
- B. Student surveys for the purpose of this policy means student surveys conducted by the school district.

III. PROCESS TO OPT OUT OF STUDENT SURVEY

- A. The school district will notify parents each year in the fall about the district administered surveys and the opportunity they have to opt out their student.
- B. Parents must notify the building principal through mail, email or in person that they do not want their student to participate in the survey.
- C. The principal will notify classroom teachers of students who have opted out and will be excluded from the Student Survey.
- D. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Board Approved: October 21, 2019