

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 6000
CATEGORY: Instruction
POLICY CODE: 6162.51/Educational
Research and Surveys of
Students

EDUCATIONAL RESEARCH AND SURVEYS OF STUDENTS

Policy Statement

All requests to conduct research within the District must be directed to the Director of Curriculum, Instruction, and Assessments, who will utilize the following criteria to determine whether to approve such requests:

1. The study will result in direct benefits or provide direct services to the children of the Trumbull Public Schools, and/or will provide in-service opportunities for the growth and development of Trumbull faculty and/or staff;
2. The study will require no expenditure of District funds or use of faculty/staff time unless there are benefits as described in (1) above; and
3. Students participating in such studies must have the approval of their parents.

All educational research requires approval of the Director of Curriculum, Instruction, and Assessments, who will report periodically on such research to the Board Curriculum Committee. Any educational research conducted for an agency, organization, or individual not directly connected with the District must have the prior recommendation of the Director of Curriculum, Instruction, and Assessments and the prior approval of the Board Curriculum Committee as to content and purpose. The results of such research must be shared with the Board Curriculum Committee.

All educational research involving human subjects must adhere to federal and state regulations that protect human subjects; if necessary, Institutional Review Board (IRB) review and approval must be obtained prior to such research being conducted in the District.

Surveys can be a valuable tool for the District and the community in determining student needs for educational services. Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitude related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing.

When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey. Further, responses shall not be collected or presented in any identifying manner.

All surveys require approval of the Director of Curriculum, Instruction, and Assessments, who will report periodically on surveys to the Board Curriculum Committee. Any survey conducted for an agency, organization, or individual not directly connected with the District must have the prior recommendation of the Director of Curriculum, Instruction, and Assessments and the prior

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approval of the Board Curriculum Committee as to content and purpose. The results of such surveys must be shared with the Board Curriculum Committee.

Prior to the administration of a survey that includes reference to any of the factors listed below, the Director of Curriculum, Instruction, and Assessments must recommend the survey, the Board Curriculum Committee must approve the survey, and subsequently the Board of Education must approve the survey. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results must be shared with all parties who request such information.

Parents/guardians shall be notified of this policy at least annually at the beginning of the school year, and when enrolling students for the first time in District schools. This notification must explain that parents/guardians, or students 18 or older, have the right to opt out of participation in writing, of the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students, such as:
 - a. College or other post-secondary education recruitment, or military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used in schools;
 - d. Tests and assessments;
 - e. Student recognition programs; and
 - f. The sale by students of products or services to raise funds for school-related activities.

The term "personal information" means individually identifiable information including a student's or parent's name, address, telephone number, or Social Security number.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above.

Parents/guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. Parents/guardians of a student shall

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also have the right to inspect, upon request, any instructional material used as part of the educational curriculum. “Instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or other academic assessments.

Adopted: 6/27/2016

References

- Public Law 103-227 § 1017
- Public Law 107-110, §§ 1061-1062