

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 Richfield Public Schools 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 District.

III. PROCESS TO OPT OUT OF STUDENT SURVEY

A. The District will notify parents/guardians each year in the fall about the district-administered surveys and the opportunity they have to opt out their child.

B. Parents/guardians must notify the building principal through mail, email or in person that they do not want their child 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 District will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Dated: 10/21/19

Revised: 2/18/25

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT SURVEYS OPT OUT FORM

Student Opt-Out Form

If you do NOT WANT your child to participate in the _____ survey, please sign
this form and return it to the school office by _____

_____ I would prefer that my child NOT participate in the survey:

School Name: _____

Student Name: _____ Student Grade: _____

Parent/Guardian Signature:

Date: _____

Do not return this form if your child will be taking the survey.