



## PUPIL PRIVACY RIGHTS PROCEDURES

Surveys, questionnaires and evaluations can be a valuable resource for schools and communities in determining student needs for educational services. Surveys, questionnaires and evaluations are often essential to help schools determine where to focus instruction and resources to support our students and learning. The District will notify parents/guardians when a planned survey, questionnaire or evaluation will be conducted, where the information sought is described below. Parents/guardians have the right to opt their student out of participating in certain surveys, as listed below.

### **Right to Opt-Out:**

Parents/guardians shall have the right to opt-out of participation in the administration of any survey, questionnaire or evaluation ("Survey(s)") which seeks information concerning one or more of the following topics. Additionally, no student shall be required, without parental/guardian consent, to take part in Survey(s) funded by the U.S. Department of Education that seeks:

- Political affiliations or beliefs of a student or student's parents/guardians
- Mental or psychological problems of a student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior
- Critical appraisals of other individuals with whom student respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or members of the clergy
- Income (other than that required by law to determine eligibility for participation in a program for receiving assistance under such program)
- Religious practices, affiliations, or beliefs of the student or the student's parents/guardians.

Parents/guardians, or students 18 years or age or older, have the right to "opt-out" of the following activities:

- 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 services for, or to students, such as: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low cost literary products; curriculum and instructional materials used in schools; tests and assessments; student recognition programs; and the sale by students of products or services to raise funds for school-related activities.

- The administration of Survey(s) that include the subject areas listed above.
- The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school that is not necessary to protect the immediate health or safety of a student or other students, and otherwise not required by state or federal law.

**Opting Out:**

The District shall notify parents or guardians of any student who may be subject to Survey(s) for which they may choose to opt out at least 15 business days in advance of administration. Notice shall be pursuant to the District notification form (below). The District shall identify the nature of the Survey(s) and send a copy of this procedure. A copy of the notice shall be kept with the Survey(s).

Parents or guardians wishing to opt out shall notify the District in advance of the Survey(s). Notice of opting out shall be sent to the school principal and must be received with sufficient time to notify the Survey(s) administrator of opt out before administration of the Survey(s). All opt out notices to the District shall be consider a student educational record and kept in the student's file, subject to the District's student educational records procedures.

**Right to Inspection:**

Parents/guardians shall have the right to inspect any Survey(s) created by a third party before the Survey(s) are administered or distributed to a student. Requests for inspection shall be in writing, and shall be made at least two weeks in advance of administration.

Dear Parent or Guardian:

I am attaching a copy of the District's Student Privacy Procedures. There are certain surveys, evaluations or questionnaires that you may consider as seeking private information about your student. Under our procedures, you have the right to opt your student out of participation.

The Survey(s) (as defined by the Procedure) is the \_\_\_\_\_ and will be administered by \_\_\_\_\_. Please return this letter with a signed opt out statement to me if you wish to withdraw your student from participation.

Thank you.

Principal

**Opt Out Statement:**

On behalf of my student(s), \_\_\_\_\_, I opt out of the above Survey(s).

\_\_\_\_\_

Parent/Guardian    date

