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*Saint Paul Public Schools Policy*

*521.00*

## **521.00 STUDENT SURVEYS**

### **I. POLICY PURPOSE:**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board that student surveys may be conducted as determined necessary by the school and/or district administration and subject to the guidelines in this policy. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

### **III. DEFINITIONS**

A. Survey - A survey is a method for collecting data, information, and opinions as reported by students about specific topics. Surveys can include, but are not limited to, paper and digital questionnaires, interviews, evaluations, and focus groups. Tools for assessment of a student's academic understanding are not subject to the procedures in this policy.

### **IV. CONDUCTING STUDENT SURVEYS**

- A. All instructional materials, including teacher's manuals, multimedia, or other supplementary materials, which will be used in connection with any survey or evaluation, as well as any third-party survey will be available for inspection by a student's parent or guardian.
- B. Upon request, a student's parent or guardian may inspect a third-party survey before the survey is administered to the student.
- C. The District may choose not to approve any survey that seeks personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, socio economic status, sexual orientation, gender identity or expression, disability, religion, or national origin.
- D. No student will be administered a survey that reveals any information concerning the topics listed below, without prior notification to the student's parent or guardian. The student may be provided written notification if they are 18 years old or older or an emancipated minor.

1. Political affiliations or beliefs of the student or the student's parent or guardian;
  2. Mental and psychological conditions of the student or the student's family;
  3. Sexual behavior, attitudes or affiliations;
  4. Illegal, antisocial, self-incriminating, or demeaning conduct of the student or the student's family;
  5. Critical appraisals of individuals with whom the student has close family relationships;
  6. Legally recognized privileged or similar relationships, such as those of lawyers, medical professionals, and ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student's parent or guardian;
  8. Cultural practices, affiliations, or beliefs of the student or the student's parent or guardian; or
  9. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- E. Even for surveys conducted anonymously, potential exists for personally identifiable information to be provided in response to a survey. To the extent that personally identifiable information of a student is contained in the survey responses, the District will take appropriate steps to ensure the data is protected in accordance with state and federal law.
- F. The school district shall give parents and students notice of their rights under this policy.

**LEGAL REFERENCES:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat § 121A.065 (District Surveys to Collect Student Information: Parent Notice and Opportunity for Opting-Out)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 20 U.S.C. § 1232h (Protection of Pupil Rights)  
 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)

**CROSS REFERENCES:**

Policy 618.00 - Research