

## **STUDENTS**

### **STUDENT SURVEYS**

The Ledyard Board of Education recognizes that student surveys can be a valuable resource for schools, the community and governmental agencies in determining student needs for educational services.

The Superintendent's approval is required for all surveys generated within the District that deal with the Restricted Sensitive Subject Areas or the collection of personal information as defined in this policy. The Board's approval is required for all survey requests submitted by parties outside the District.

When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey. Survey responses will not be used in any identifying manner. Respondents will not be required to list personally identifiable data in their responses.

At the Board's discretion, the overall results of any completed surveys shall be reported to the Board at a regularly scheduled Board meeting. The overall results of any survey conducted within the District shall be made available to all parties who submit a written request to the Superintendent for such information.

### **Restricted Sensitive Subject Areas**

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning the following restricted sensitive subject areas without the prior written consent of either the student (if the student is an adult or legally emancipated minor) or the student's parents/guardians:

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

### **Definitions**

The term "personal information" means individually identifiable information including: a student or parent/guardian's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security number.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including: printed or representational materials; audio-visual materials; and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Notification to Parents/Guardians**

- Students and their parents/guardians shall be notified of this policy at least annually at the beginning of the school year, when enrolling students for the first time in any District school, and when there is any substantive change to this policy. This notification must explain that parents/guardians or students (if the student is an adult or legally emancipated minor) have the right to “opt the student out of participation,” in writing, in the following activities:
- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). However, student personal information, with the exception of the student’s Social Security identification number, may be collected and disclosed for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
  - 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 by elementary and secondary schools.
  - Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
  - The sale by students of products or services to raise funds for school-related or education-related activities.
  - Student recognition programs.
  - The administration of any survey that delves into the restricted sensitive subject areas identified and listed previously.
- Students and their parents/guardians shall be notified at the beginning of the school year of the specific or approximate dates during the school year when the collection/disclosure of student personal information and/or the conduct of surveys that delve into the restricted sensitive subject areas are scheduled to be conducted.
- Students and their parents/guardians shall be notified in writing at least four (4) weeks prior to the planned administration date of an approved survey that delves into the restricted sensitive subject areas or involves the collection of student personal information for disclosure to parties outside the District. The notification shall include the arrangements that have been made to protect student privacy and to safeguard and prevent inadvertent disclosure of personal information

### **Inspection of Surveys and Related Materials by Parents or Guardians**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation (other than those used in the special education identification process) as part of any applicable program shall be available for inspection by the parents or guardians of students.

A parent/guardian may request to inspect instructional materials at any time during the school year by submitting such request in writing to the building administrator. Upon receipt of such written request, the building administrator shall make the requested

instructional materials available in a timely manner.

A student's parent/guardian has the right to inspect, upon their written request, any survey created by a third party before the survey is administered or distributed by a school to a student. Such requests must be submitted in writing to the building administrator at least two weeks prior to the planned administration date for the survey.

A student's parent/guardian has the right to inspect, upon their written request, any instrument used in the collection of personal information from students, for which the collection, disclosure, or use of such personal information is for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to a student. Such requests must be submitted in writing to the building administrator at least two weeks prior to the planned date for collecting the student's personal information.

Written requests for inspection of materials which are received less than two weeks prior to the planned administration date of a survey or collection of personal information shall be honored. However, in such cases, the distribution of the survey and/or the collection of personal information shall not be delayed pending the inspection by the parent/guardian.

### **Student and Parent/Guardian Rights**

The rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or becomes a legally emancipated minor at any age. This policy and any related regulations shall not supercede any rights granted under 20 USC 1232g, Family Educational and Privacy Rights.

### **Legal Reference:**

20 USC 1232h, Protection of Pupil Rights.

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LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut