

Adopted: 7/26/2016
Revised:

Saint Paul Public Schools Policy 521.00

521.00 STUDENT SURVEYS

I. 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. DEFINITION

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.

III. CONDUCTING STUDENT SURVEYS

- A. All instructional materials, including teacher's manuals, multimedia, or other supplementary material, which will be used in connection with any survey or evaluation, as well as any third party surveys 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 probing 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 required to participate in a survey that includes questions that reveal any information concerning the topics listed below, without prior written consent of the student's parent or guardian. The student may provide written consent if they are 18 years old or older or an emancipated minor.

Furthermore, optional surveys containing questions concerning the

topics listed below will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student is given the opportunity to opt out of the survey.

The topics are limited to the following:

1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental and psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning acts 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, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. 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 his or her responses to a survey, 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)
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