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# SURVEYS, INTERVIEWS, ANALYSES, QUESTIONNAIRES OR EVALUATION OF STUDENTS, EDUCATIONAL RESEARCH AND MARKETING INFORMATION

From time to time, M.S.A.D. No. 75 may administer surveys to students in the course of developing and evaluating programs and services offered in schools. However, any student data gathered through surveys concerning items A-H below must have the approval of the Principal and the Superintendent of Schools before being distributed to students.

For the purposes of this policy, "survey" includes but is not limited to: analyses, questionnaires, interviews, evaluations and self-evaluations or self-reflection and refers to any methods of gathering data for items A-H.

No student shall be required as part of any applicable program to submit to a survey that requests or reveals information concerning the following:

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

This policy does not apply to circumstances where the Administration conducts an investigation and interviews students, nor does it apply to discussions between students and school counselors or school health care providers.

#### **Notice to Parents Regarding Surveys**

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the Board. If actual or expected dates of approved surveys requesting or revealing information relating to A-H (above) have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time and again prior to the use of the survey. If surveys requesting or revealing information relating to A-H (above) are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

### **Notice to Staff Regarding Surveys**

Administration will provide staff with a copy of this policy and review the information in the policy at the beginning of each school year for the purpose of clarification and review.

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#### Parents' Rights to Review instructional Material

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material that will be used in connection with any such survey, shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include teacher-generated assessments. A parent may inspect, upon request, a survey or interview items created by a third party before the survey or interview is administered or distributed to a student. (Refer to Policy IMB for Teaching About Controversial /Sensitive Issues)

## Parents' Right to Opt Out

Parents shall have the opportunity to decline their child's participation in any survey under this policy. Students who are 18 years of age or older may decline to participate in such surveys.

#### **Use of Student Personal Information for Marketing Purposes**

M.S.A.D. No. 75 does not collect, use or disseminate personal information about students for marketing or commercial purposes. This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or schools (including but not limited to tests and assessments, sale by students or products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines).

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

*Legal Reference:* 20 U.S.C. § 1232(h)

Cross Reference: JRA- Student Educational Records and Student Information

JK - Student Discipline

ILD-R Procedure for Educational Research, Surveys, Interviews,

Analyses, Ouestionnaires or Evaluations

IMB - Teaching About Controversial /Sensitive Issues

GBEBB - Staff Conduct with Students

ADOPTED: November 20, 2003

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