

EDUCATIONAL PROGRAM

Series 600

POLICY TITLE POLICY AND GUIDELINES FOR ADMINISTERING STUDENT SURVEYS No. 603.12

POLICY

The Johnston Community School District may survey students on a variety of topics at different times. These surveys may vary in content and in purpose. All student surveys must be approved by the Associate Superintendent. The Board has established the following guidelines to be followed when the District surveys students.

GUIDELINES

1. Let parents/guardians know a minimum of two weeks prior to a student survey or staff completed survey concerning any of the following about the student or the student's family whether the information is personally identifiable or not.
 - a. Political affiliations or beliefs
 - b. Mental or psychological problems
 - c. Sexual behavior orientation or attitudes
 - d. Illegal antisocial self-incriminating or demeaning behavior
 - e. Critical appraisals of other individuals with whom the student has close familial relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of attorneys, physicians or ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student's parent or guardian.
 - h. Income except when required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
2. The parent/guardian letter will state the procedure to be followed and where they may view a copy of the survey. The letters to parents/guardians will clearly state the areas of sensitivity. The confidentiality of students who choose not to complete the survey will be honored.
3. Active consent for all surveys related to the specific items outlined in section 1.
4. Be clear with the parents/guardians regarding sensitive content in the student survey and that they may preview information and withhold their student. Areas that would be sensitive include, but may not be limited to, questions regarding personal sexual issues, drug and alcohol issues, mental health and emotional issues, violence and abuse issues, parent/guardian and family issues and risky

personal behavior. Risky behavior is defined as behavior that may compromise or jeopardize the students near and long term quality of life.

5. A copy of the survey will be linked in the parent/guardian letter and a hard copy will be available at the District Office.
6. Staff will be informed regarding student options related to the survey. (Such information may include; the survey is voluntary, students can stop at any time, they do not need to answer any questions they feel are inappropriate.) Building staff responsible for giving the survey will have clear instructions regarding the procedures to be used when administering the survey.
7. Explain thoroughly how information gathered on the survey will be used by the district and shared with the parents/guardians. Example: Statistical information gathered from the survey will be made available to parents/guardians and the community through district mailings and newsletters. Data will also be used to supply information requested for potential grants or reporting out on existing grants.
8. Any survey given will meet requirements of state and federal laws.

Date Approved: August 12, 2002

Last Date Reviewed: August 17, 2023

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