

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 524 – Surveys of Students

1.0 Purpose

The purpose of this policy is to establish the parameters regarding information that may be collected in student surveys.

2.0 General Statement of Policy

Student surveys may be conducted as determined necessary by the school district. 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.

3.0. General Guidelines

3.1 Student surveys will be conducted anonymously and in an indiscernible fashion. Student survey participants will not be identified. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.

3.2 Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in responses. The school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

3.3 Individual classroom level questionnaires are not considered student surveys under this policy.

4.0. Notice

4.1. The school district must give parents/guardians and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

4.2. The school district must inform parents/guardians at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents/guardians reasonable notice of planned surveys scheduled after the start of the school year.

4.2 The school district must give parents/guardians direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

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- 4.3 The school district must give parents/guardians the opportunity to review the survey and to opt their students out of participation in the survey. Upon request, a copy of the survey will be provided within a reasonable time to the parent via e-mail or other preferred form of communication.
- 4.4 No academic or other penalty may be imposed on a student who opts out of participation in a survey.

### 5.0 Limitations

- 5.1 No student shall be required, as part of a program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an un-emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 5.1.1 Political affiliations or beliefs of the student or the student's parent;
  - 5.1.2 Mental and psychological problems of the student or the student's family;
  - 5.1.3 Sex behavior or attitudes;
  - 5.1.4 Illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5.1.5 Critical appraisals of other individuals with whom respondents have close family relationships;
  - 5.1.6 Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 5.1.7 Religious practices, affiliations, or beliefs of the student or the student's parent; or
  - 5.1.8 Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)
- 5.2 The school district shall make arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section 5.1 above.