

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

From time to time, the Windham School Department may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The Windham School Department will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations / beliefs or religious affiliations / beliefs of the student or the student’s parent;
- 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 parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student’s parent/guardian, or of the student, if he/she is 18 years of age or older.)

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation, shall be available upon request for inspection by the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

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.

The Windham School Department will notify parents of this policy at least two weeks prior to any surveys, analyses, or evaluations, and within a reasonable time of any substantive change in policy. Insofar as practicable, the Windham School Department will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

“Insofar as practicable” acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the Windham School Department will notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.

The Windham School Department does not collect, use or disseminate personal information about students for marketing or commercial purposes.

Legal reference: 20 U.S.C. § 1232(h); 34 C.F.R. Part 98 (Protection of Pupil Rights Amendment)
 20 U.S.C. § 6361 (No Child Left Behind Act)
 20 U.S.C. § 1332(g); 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross reference: JRA—Student Educational Records

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