

## 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 of Student Services. The Board has established the following guidelines to be followed when the District surveys students.

##### GUIDELINES

1. Let parents know a minimum of two weeks prior to a student survey and earlier if possible. If this is not possible to do, then the survey will either be delayed or not given.
2. The parent letter will state the procedure to be followed, where they may view a copy of the survey, and an option if a child is to be excluded from completing the survey. The letters to parents will clearly state the areas of sensitivity. The confidentiality of students who choose not to complete the survey will be honored.
3. Be clear with the parents regarding sensitive content in the student survey and that they may preview information and withhold their children. 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 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.
4. Make survey available in places easy for parents to view. Every principal in buildings giving the survey will have a copy and a copy will be available through the principal's secretary, as well as deans and counselors. The letter to parents will identify where the student survey may be viewed on the Johnston web site or another web site, if they are made available by the survey authors.
5. Staff will be informed during in-service time regarding student options related to the survey. (Such information would 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.

- Teachers will inform students that the survey is voluntary. If students agree to take the survey they should respond with their best answer.
6. Explain thoroughly how information gathered on the survey will be used by the district and shared with the parents. Example: Statistical information gathered from the survey will be made available to parents 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.
  7. Students shall be informed prior to completing the survey that it is voluntary to the students and the information gathered is anonymous. No student's name is to be placed on the survey, and staff will not examine individual surveys prior to sending them in to be tabulated.
  8. Any survey given will meet requirements of state and federal laws.

Date Approved: August 12, 2002

Last Date Reviewed: November 23, 2020

Last Date Revised: February 20, 2018