

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

Definitions

Instructional material: the term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the student lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term “personal information” means individually identifiable information including:

- a student or parent’s first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.

Survey: the term “survey” includes an evaluation.

Instructional Materials and Surveys

Inspection of Instructional Materials

All instructional materials, including teacher’s manuals, films, digital resources, books, online subscriptions, videos, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program is available for inspection by the parents or legal guardians of the student in accordance with Policy KBA.

Participation in Surveys and Evaluations

No student is required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

- political affiliations or beliefs of the student or the student’s parent,

- 46 • social/emotional, mental or psychological problems of the student or student’s family,
- 47 • sex behavior or attitudes,
- 48 • illegal, anti-social, self-incriminating, or demeaning behavior,
- 49 • critical appraisals of other individuals with whom respondents have
- 50 close family relationships,
- 51 • legally recognized privileged or analogous relationships, such as those
- 52 of lawyers, physicians, and ministers,
- 53 • religious practices, affiliations, or beliefs of the student or student’s parent, or
- 54 • income (other than that required by law to determine eligibility for
- 55 participation in a program or for receiving financial assistance under such
- 56 program)

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58 without the prior consent of the student (if the student is an adult or
59 emancipated minor), or in the case of an unemancipated minor, without the
60 prior written consent of the parent/legal guardian.

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62 Surveys Requesting Sexual Information

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64 In any case in which a questionnaire or survey requesting that students provide sexual
65 information, mental health information, medical information, information on student
66 health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled
67 substance use, or any other information that the Alexandria City School Board (Board)
68 deems to be sensitive in nature is to be administered, the Board notifies the parent/legal
69 guardian concerning the administration of such questionnaire or survey in writing at least
70 30 days prior to its administration. The notice informs the parent/legal guardian of the
71 nature and types of questions included in the questionnaire or survey, the purposes and
72 age-appropriateness of the questionnaire or survey, how information collected by the
73 questionnaire or survey will be used, who will have access to such information, the steps
74 that will be taken to protect student privacy, and whether and how any findings or results
75 will be disclosed. In any case in which a questionnaire or survey is required by state law
76 or is requested by a state agency, the relevant state agency shall provide the Board with
77 all information required to be included in the notice to parents/legal guardians. The
78 parent/legal guardian has the right to review the questionnaire or survey upon request in
79 a manner mutually agreed upon by the school and the parent/legal guardian and exempt
80 the student from participating in the questionnaire or survey. Unless required by federal
81 or state law or regulation, school personnel administering any such questionnaire or
82 survey must not disclose personally identifiable information.

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84 No questionnaire or survey requesting that students provide sexual information may be
85 administered to any student in kindergarten through grade six.

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87 Additional Protections

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89 A parent/legal guardian or emancipated student may, upon request, inspect any
90 instructional material used as part of the educational curriculum of the student and any

91 survey created by a third party before the survey is administered or distributed to a
 92 student. Any inspection is in accordance with Policy KBA.

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 94 In addition, in the event of the administration or distribution of a survey containing

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 96 one or more of the subjects listed in subsection I.B. above, the privacy of students to
 97 whom the survey is administered will be protected by:

- 98 ● authorizing the administration/distribution of surveys in groups of no less than five
 99 students at a time;
- 100 ● requiring written permission of parents/legal guardians when students or their records
 101 will be involved; and
- 102 ● informing parents/legal guardians of students to be involved in the survey of their
 103 right to refuse and/or discontinue participation in research at any time without
 104 prejudice.

105 106 **Physical Examinations and Screenings**

107
 108 If Alexandria City Public Schools (ACPS) administers any physical examinations or
 109 screenings other than

- 110 ● those required by Virginia law, and
- 111 ● surveys administered to a student in accordance with the Individuals with Disabilities
 112 Education Act,

113 policies regarding those examinations or screenings will be developed and adopted in
 114 consultation with parents/legal guardians.

115 116 **Commercial Use of Information**

117
 118 Questionnaires and surveys are not administered to public school students during the regular
 119 school day or at school-sponsored events without written, informed parental/legal guardian
 120 consent when participation in such questionnaire or survey may subsequently result in the
 121 sale for commercial purposes of personal information regarding the individual student.

122
 123 This subsection does not apply to the collection, disclosure, or use of information collected
 124 from students for the exclusive purpose of developing, evaluating, or providing educational
 125 products or services for, or to students or educational institutions, such as the following:

- 126 ● college or other postsecondary education recruitment or military recruitment;
- 127 ● book clubs, magazines and programs providing access to low-cost literary products;
- 128 ● curriculum and instructional materials used by elementary schools and secondary
 129 schools;
- 130 ● tests and assessments used by elementary schools and secondary schools to provide
 131 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
 132 students (or to generate other statistically useful data for the purpose of securing such
 133 tests and assessments) and the subsequent analysis and public release of the aggregate
 134 data from such tests and assessments;
- 135 ● the sale by students of products or services to raise funds for school-related or

- 136 education-related activities; and
 137 ● student recognition programs.

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139 **Notification**

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141 Notification of Policies

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143 The Board provides notice of this policy directly to parents/legal guardians of students
 144 annually at the beginning of the school year and within a reasonable period of time after
 145 any substantive change in the policy. The Board also offers an opportunity for the
 146 parent/legal guardian (or emancipated student) to opt the student out of participation in:

147

- 148 ● activities involving the collection, disclosure, or use of personal information collected
- 149 from students for the purpose of marketing or for selling that information (or otherwise
- 150 providing that information to others for that purpose);
- 151 ● the administration of any survey containing one or more items listed in subsection
- 152 I.B. above; or
- 153 ● any non-emergency, invasive physical examination or screening that is
 - 154 ● required as a condition of attendance;
 - 155 ● administered by the school and scheduled by the school in advance; and
 - 156 ● not necessary to protect the immediate health and safety of the student, or of
 - 157 other students.

158

159 Notification of Specific Events

160

161 The Board directly notifies the parent/legal guardian of a student, at least annually at the
 162 beginning of the school year, of the specific or approximate dates during the school year
 163 when the following activities are scheduled, or expected to be scheduled:

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- 169 I.B. above; or
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 - 171 ● required as a condition of attendance;
 - 172 ● administered by the school and scheduled by the school in advance; and
 - 173 ● not necessary to protect the immediate health and safety of the student, or of
 - 174 other students.

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177 Adopted: June 1, 2006

178 Amended: June 23, 2016

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181 Legal Refs.: 20 U.S.C. § 1232h
182
183 Code of Virginia, 1950 as amended, § 22.1-79.3
184
185 Cross Refs.: INB Teaching About Controversial Issues
186 IFB Approval Process for Research Studies
187 JHDA Human Research
188 KBA Requests for Information
189 KF Distribution of Information/Materials

DRAFT

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Definitions

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Participation in Surveys and Evaluations

No student ~~is~~ shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

Commented [1]: This is policy JOB in VSBA.
Unless otherwise noted, this is word for word the VSBA model policy.

Commented [2]: Definitions relocated to the top per the policy style guide

Commented [3]: Revised to reflect current instructional materials.

Commented [4]: Remove (outdated). Include digital resources to include books, online subscriptions, videos, etc.

- 46 • political affiliations or beliefs of the student or the student’s parent,
- 47 • social/emotional, mental or psychological problems of the student or student’s family,
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- 55 • income (other than that required by law to determine eligibility for
- 56 participation in a program or for receiving financial assistance under such
- 57 program)

Commented [5]: Include social/emotional

Commented [6]: This doesn't conflict with DESSA data right? Students can opt out.

Commented [7]: Same question for Substance Abuse data

58 without the prior consent of the student (if the student is an adult or

59 emancipated minor), or in the case of an unemancipated minor, without the

60 prior written consent of the parent/legal guardian.

Commented [8]: Separated from line 8 as this applies to all items.

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68 substance use, or any other information that the Alexandria City School Board (Board)

69 deems to be sensitive in nature is to be administered, the School Board shall notify the

70 parent/legal guardian concerning the administration of such questionnaire or survey in

71 writing at least 30 days prior to its administration. The notice will inform the parent/legal

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73 purposes and age-appropriateness of the questionnaire or survey, how information

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77 is required by state law or is requested by a state agency, the relevant state agency shall

78 provide the School Board with all information required to be included in the notice to

79 parents/legal guardians. The parent/legal guardian has the right to review the

80 questionnaire or survey upon request in a manner mutually agreed upon by the school

81 and the parent/legal guardian at the student's school and exempt the student from

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94 student. Any inspection ~~is shall be~~ in accordance with Policy KBA.

Commented [9]: Not in the model policy.

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99 whom the survey is administered will be protected by:
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105 right to refuse and/or discontinue participation in research at any time without
106 prejudice.

Commented [10]: ACPS needs to generate this list but the model does not provide guidance on the contents of the list.

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Commented [11]: Moved up per the ACPS policy style guide

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Commented [12]: Policy has been retired

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