

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 5145.1**

**STUDENT SURVEYS AND SCHOOL-BASED RESEARCH**

All academic or nonacademic surveys, assessments, analyses or evaluations shall be administered or distributed to students only in accordance with the requirements of this policy.

All research requests or requests to administer or distribute student surveys require prior approval. All requests for approval must be forwarded through the school principal's office to the Superintendent of Schools before any survey is administered or distributed to the students. It shall be the responsibility of the Superintendent or his/her designee to review and approve or disapprove any such requests.

The Superintendent shall develop and recommend to the Board guidelines for school-based research that balance researchers' need for information that will be ultimately used to help schools, with students' right to privacy. The District will notify parents if their child will be monitored or surveyed by researchers. Such notification will include the nature and dates of planned research activities, and will advise the parents of their opportunity to submit a written request to exclude their child from such research project.

Certain surveys, assessments, analyses or evaluations require prior written parental consent before they may be administered or distributed to students. The Superintendent or designee shall make the determination as to whether such written consent is required in each case. If it is determined that parental consent is required, such written consent must be requested at least two weeks prior to the administration of the survey, assessment, analysis or evaluation. Surveys that fall within the following "protected information survey" categories must have explicit parental permission:

- Political affiliations;
- Mental and psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as those with attorneys, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; and
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

If parental written consent is not provided, the survey, assessment, analysis, or evaluation shall not be administered to or distributed to the student.

All instructional materials that will be used in connection with any survey, assessment, analysis, or evaluation that requires written parental consent shall be available for inspection by the pupil's parents. Any parent may request to review all instructional material by directing the inquiry to the Superintendent or his/her designated representative, who shall be responsible for assuring that the request is granted in a reasonable manner and in a reasonable period of time.

When the District intends to distribute a survey created by a third party, parents shall have the right to request to inspect such survey prior to the time it is administered or distributed. A third party is anyone other than the School District or its officers or employees. Any parent may request to review a third party survey by directing the inquiry to the Superintendent or his/her designated representative, who shall be responsible for assuring that the request is granted in a reasonable manner and in a reasonable period of time.

The Superintendent and, where applicable, the school principal, shall be responsible, to the extent possible, for assuring the privacy of the information provided by a student in response to any survey, assessment, analysis or evaluation in accordance with any applicable requirements of the law governing pupil records. All school employees participating in the administration or distribution of such surveys, assessments, analyses, or evaluations to students shall also be obligated to assure the protection of the student's privacy in accordance with the requirements of the law. Under no circumstances shall School District personnel divulge students' names and addresses to businesses or organizations that plan to use this information for commercial or other purposes unless: (1) the purpose has been approved by the Board, and (2) parents have given their express permission, in writing, for this information to be divulged.

Legal References: N.J.S.A. 18A:36-34.  
20 U.S.C.A. §1232h  
No Child Left Behind Act

Accompanying procedure: Procedure S-41

Adopted: 8/26/03