Adopted: 8/25/2025

Board Approved:

520 STUDENT SURVEYS

I. PURPOSE

Crosslake Community Schools (CCS) occasionally uses surveys to gather student opinions and information about students. The purpose of this policy is to set the parameters for the information that may be sought in student surveys and to protect student and family privacy in the process.

II. GENERAL STATEMENT OF POLICY

CCS may conduct student surveys when it determines they are necessary to support school improvement, student engagement, and the well-being of students. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with the Protection of Pupil Rights Amendment (20 U.S.C. § 1232h). All student surveys must comply with Minnesota Statutes, section 121A.065.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used to identify the participating student, no attempt will be made to identify a student survey participant, no student will be required to return a survey, and no record of which students returned a survey will be kept.

B. Participation in a student survey is voluntary. A student may decline to participate or may skip any question. CCS will not impose an academic or other penalty on a student who does not participate in a survey or who leaves questions unanswered.

C. Before a survey is administered to students, it must be approved by the Superintendent or the Superintendent's designee. The Superintendent may decline to approve any survey that seeks probing personal or sensitive information that could identify the participant, that is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin, or that does not serve a clear educational purpose.

D. Surveys containing questions about the personal beliefs or practices of a student or the student's parent/guardian in the areas of sex, family life, morality, or religion will not be administered unless

the parent/guardian has been notified in writing that the survey will be administered and has either given written permission for the student to participate or been given the opportunity to opt the student out, depending on how the survey is funded (see Section IV). Written permissions will be kept in a file separate from survey responses.

E. Although surveys are conducted anonymously, personally identifiable information may still be provided in a response. To the extent a response contains personally identifiable information about a student, CCS will protect that data in accordance with the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), and 34 C.F.R. Part 99. Survey results will be reported only in aggregate, and CCS will not report results for any group small enough that an individual could be identified.

F. Survey response data will be retained only as long as needed for the purpose for which the survey was conducted and will be destroyed in accordance with CCS's records retention schedule (Policy 723).

IV. STUDENT SURVEYS CONDUCTED AS PART OF A U.S. DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material used in connection with any survey, analysis, or evaluation that is part of a program funded in whole or in part by the U.S. Department of Education will be available for inspection by the parents/guardians of students.

B. No student will be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey that reveals information concerning the items below without the prior written consent of the parent/guardian (or of the student, if the student is an adult or emancipated minor):

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom the student has a close family relationship;
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. income, other than as required by law to determine eligibility for a program or for financial assistance under a program.

C. Parents/guardians have the right to inspect, upon request, any survey created by a third party

before it is administered or distributed to a student, and any survey that contains one or more of the items in Section IV.B. CCS will grant such a request within a reasonable period of time.

D. For any survey that contains one or more of the items in Section IV.B and is not funded by the U.S. Department of Education, CCS will give parents/guardians notice and the opportunity to opt their student out before the survey is administered.

E. CCS will not collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information, or otherwise providing it to others for that purpose. This does not apply to information collected for the exclusive purpose of developing, evaluating, or providing educational products or services to students or schools.

F. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by CCS, and scheduled in advance is subject to the notice and opt-out provisions of this policy. This does not include hearing, vision, or scoliosis screenings, or any examination permitted or required by state law.

G. Parents/guardians will be notified of this policy at least annually at the beginning of the school year and within a reasonable period after any substantive change. The notice will state the specific or approximate dates during the school year when the activities in this section are scheduled or expected to be scheduled.

V. NOTICE TO PARENTS/GUARDIANS

A. CCS will notify parents/guardians and students of this policy at the beginning of each school year and after any substantive change to it.

B. At the beginning of each school year, CCS will inform parents/guardians of any specific or approximate dates it has identified for administering student surveys, and will give reasonable notice of any survey scheduled after the start of the school year.

C. CCS will give parents/guardians direct, timely notice by United States mail, email, or another direct form of communication when their student is scheduled to participate in a student survey.

D. CCS will give parents/guardians the opportunity to review the survey and to opt their student out of participating. A parent/guardian may opt a student out by notifying the student's school in writing, including by email, before the survey closes.

E. CCS will not impose an academic or other penalty on a student who opts out of, or is opted out of, a student survey.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d 1197 (9th Cir. 2005)

Cross References:
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)
Policy 722 (Public Data and Data Subject Requests)
Policy 723 (Records Retention and Destruction)
Online Student and Family Handbook; In-Person Student and Family Handbook
MSBA/MASA Model Policy 520