

administrative guidelines

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PROTECTED STUDENT INFORMATION (Inquiries: Surveys, Questionnaires, Polls, etc.)

The intent of the Board of Education is to provide parents and eligible students with an informed choice and the right to give written consent when participating in inquiries which contain topics of protected information as defined by a legal standard. Inquiries are defined as surveys, questionnaires, or polling, and may contain a variety of formats that may include written and electronic means.

Review and Administration of Inquiries

The following procedures shall apply to inquiries containing protected information:

- A. Conditions and Standards for Reviewing and Administering Inquiries containing protected information:
 1. Requests to conduct inquiries will be reviewed by members of the district administrative team at the site or district level. Each inquiry will be reviewed to determine if it contains questions asking for protected information. Protected information questions are defined as those asking about:
 - 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
 - Income (Other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)
 2. Inquiries containing one or more items of protected information will be forwarded to the Administrative Council for consideration. The presentation to the Administrative Council will include the person(s) or agency requesting the inquiry. The presentation will include the following information;
 - the benefit of the inquiry to the district
 - the cost of conducting the inquiry
 - the ability to ensure that individual student answers will remain confidential
 - the impact upon the normal school operation or schedule

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- the impact on student/teacher instructional time or time required outside the classroom
3. If an inquiry is approved for administration by the Administrative Council the following sequence of events will take place:
 - If known, the district will notify parents and eligible students at the beginning of the school year when protected information inquiry activities will be taking place
 - If inquiry information is not known at the beginning of the school year, parents and eligible students will be notified of the inquiry and their rights two weeks before the date of anticipated administration of the inquiry
 - As the date of each scheduled protected information inquiry activity approaches, the district will send a notice
 1. reminding parents and eligible students of the scheduled activity and
 2. their right to inspect the inquiry and
 3. request their written permission to administer the inquiry.
 - The inspection of an inquiry will take place at a school district location under the supervision of an administrator.
 - Copies of the materials will only be provided at the discretion of the district following the relevant copyright regulations.
 4. Notification in each of the above cases may be made by a variety of acceptable means. The means of notification will be at the discretion of the district or site and may include but not be limited to:
 - District or school building website
 - District or school building newsletter
 - Individual or group written letter
 5. Conditions for Meeting the Standard of Written Consent
 - Written consent/permission is defined as a signature of one parent/guardian or that of the eligible student. This signature may be original or provided by facsimile.
 - If the signature of a parent/guardian or eligible student is not obtained the student may not participate in an inquiry containing protected information.

B. Annual Notice

1. The District will notify parents/guardians and eligible students (students who are emancipated minors or older than 18) annually, at the beginning of the school

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year of their rights as regards to this policy and within a reasonable time period of any substantive change to the policy.

2. Notifications may be made by a variety of acceptable means. The means of notification will be at the discretion of the district and may include but not be limited to:
 - District or school building website; or
 - District or school building newsletter; or
 - Individual or group written letter; or
 - Student Handbook

Wisconsin Department of Public Instruction ESEA Information Update Number 02.14

U.S. Department of Education, Family Policy Compliance Office, (2002). Hot topics: Recent changes affecting FERPA & PPRA. (http://www.ed.gov/offices/OM/fpco/hot_topics/ht_10-28-02.html) Washington, D.C.

U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Adolescent School Health, (2002). Parental Permission: Conducting a successful Youth Risk Behavior Survey (YRBS) with Active Parental Permission, Atlanta, GA.

Cross reference:

2416.1 – Protected Student Information

2240 – Controversial Issues

2241 – Waiver of Participation in Approved Curricular Programs

2260 – Access to Equal Educational Opportunities (Non-discrimination)

2521.01 – Controversial Print/Non-print Materials

5730 – Distribution of Non-school Sponsored Student Newspapers and Other Publications

Adm. Council Approved:

Board Approved: 8/14/06