

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

January 27, 2016      3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
  - Policy ILD&R – Educational Questionnaires, Surveys & Research – Legal Clarification
  - Policy ILDA – Non-Educational Questionnaires, Surveys & Research – Legal Clarification
  - IKAA - Interdisciplinary Credit
- III. Questions/Discussion

**Next Meeting:** To Be Determined

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16	Page 1 of 2 Category: Recommended

## EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

### Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

### Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

### School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

# EXISTING

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16	Page 2 of 2 Category: Recommended

## Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

## Miscellaneous Provisions

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

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

## Cross Reference:

ILD-R – Consent and Opt-Out Forms

## Legal References:

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment*



EXISTING

**Opt-Out For Specific Activities**

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On \_\_\_\_\_ at \_\_\_\_\_  
*Date*

\_\_\_\_\_ there will be a protected information survey conducted.  
*Name of School/Site*

This activity consists of: \_\_\_\_\_

\_\_\_\_\_

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by \_\_\_\_\_.  
*Five (5) days before activity or as directed*

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
*Five (5) days before activity or as directed* *Phone*  
\_\_\_\_\_  
*e-mail address*

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)                      SCHOOL                      GRADE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Parent Signature*                      *Date*



## EXISTING - PENDING

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILDA</u>
<u>Draft to Policy Committee: 10/14/15 &amp; 01/27/16</u>	<u>Page 1 of 1</u> <u>Category: Priority</u>

### NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This Oyster River Cooperative School District policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research.

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from the survey or questionnaire. Such an opt-out notice must be in writing, including e-mail notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

#### Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires

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Draft to Policy Committee: October 14, 2015 1/27/16 - ATTORNEY REVISIONS	Page 1 of 2 Category: Recommended

## EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

### Protection of Pupil Rights Amendment (written consent required)

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following (protected information survey):

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. (See also "School District use of Data" below).

### All Questionnaires, Surveys available will be for Inspection

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

### Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be



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utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

#### School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for ~~other~~ agencies other than the US Department of Education, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. The results of such approved surveys must be shared with the school board.

#### Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. Prior consent of parent is required if the survey is funded in whole or in part by US Department of Education. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

#### Miscellaneous Provisions

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

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and



- Student recognition programs.

Notice of Policy

This policy will be included in the student handbook for each school in the district.

**Cross Reference:**

ILD-R – Consent and Opt-Out Forms

**Legal References:**

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment*

1/27/16 ATTORNEY REVISIONS

**PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS**

Protection of Pupil Rights Amendment - Consent for Specific Activities

(For activities ~~not~~-funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA). On \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ there will be a survey, analysis, or evaluation, and \_\_\_\_\_

your consent is required so that your child(ren) may participate. This activity consists of:  
Description:

\_\_\_\_\_  
\_\_\_\_\_

Please sign below in the event that you consent to your child(ren)’s participation and return this form to your Principal/designee by \_\_\_\_\_  
*Five (5) days before activity or as directed*

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
*Parent Signature* \_\_\_\_\_ *Date*

**Opt-Out For Specific Activities**

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On \_\_\_\_\_ at \_\_\_\_\_  
*Date*

\_\_\_\_\_ there will be a protected information survey conducted.  
*Name of School/Site*

This activity consists of: \_\_\_\_\_  
\_\_\_\_\_

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by \_\_\_\_\_.  
*Five (5) days before activity or as directed*

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
*Five (5) days before activity or as directed* *Phone*  
\_\_\_\_\_  
*e-mail address*

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
*Parent Signature* *Date*



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NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This Oyster River Cooperative School District policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research (although that policy may also apply to Non-Educational Questionnaires, Surveys as well and therefore should be reviewed before administering a non-academic survey or questionnaire).

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from filling out the survey or questionnaire. To do so a Parent/Guardian's Such-an opt-out notice must be in writing, (an email notice is acceptable)including \_e-mail notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires

EXISTING

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKAA
New Policy School Board Adoption: September 22, 2010 Policy committee: 1/27/16	Page 1 of 1

### **INTERDISCIPLINARY CREDIT**

High school students may earn course credit in one content area required for graduation, and apply said credit in a different content area through the awarding of interdisciplinary credit. Interdisciplinary credit may be counted only once in meeting graduation requirements.

The high school principal or designee is charged with approving courses for interdisciplinary credit if:

- (1) the course has been adopted by a faculty team/committee; and
- (2) the course addresses the objectives for the subject area in which the credit is to be counted.

#### **Legal References:**

NH Code of Administrative Rules, Section Ed 306.04(a)(14), Earning of Credit

NH Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit

NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies

NH Code of Administrative Rules, Section Ed 306.27(p), Counting Credits

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### **Interdisciplinary Credit Toward Graduation**

The Oyster River Cooperative School recognizes the need to identify coursework taught in one content area as relevant with regard to earning graduation credits in another content area. The parameters for this policy are subject to the following conditions:

- (1) Graduation requirements met by interdisciplinary credit shall be clearly designated on student transcripts;
- (2) Interdisciplinary credit shall be counted only once in meeting graduation requirements; and
- (3) The high school principal may approve a particular course for interdisciplinary credit if he/she determines that:
  - a. The course has been adopted by a faculty team; and
  - b. The course addresses the objectives for the subject area in which the credit is to be counted.

#### **Cross Reference:**

Oyster River High School 2016 Program of Studies

#### **Legal Reference:**

Ed.306.27(q) High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program