

**CRANFORD PUBLIC SCHOOL
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

RESEARCH

The implementation of surveys among student populations can assist in gathering significant data for educational research. These administrative regulations shall ensure that prior written consent is obtained from parents/guardians or emancipated students if the survey (analysis or evaluation) is designed to reveal information on any of the following nature:

- A. Political affiliations or beliefs of the student or the student's parents/guardians;
- B. Mental and psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
- G. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parental Notification, Permission and Responsibility:

Prior written consent will be obtained from parents/guardians or emancipated students in August/September of each school year. A district form will be forwarded to parents/guardians for their signature. Parents/guardians shall sign the permission form to allow their child(ren) to participate in surveys conducted by the United State Department of Education and/or the Cranford Public Schools. Parents/guardians who do not wish for their child(ren) to participate in surveys conducted by the United State Department of Education and/or the Cranford Public Schools must notify the building principal in writing. The "student surveys" permission form will also be available on the district's website for parents/guardians, district staff, and the public.

Written informed consent shall also be obtained from parents/guardians or emancipated students prior to the administration of any academic or nonacademic survey, assessment, analysis or evaluation that would reveal the student's social security number. Parents/guardians shall be given the opportunity to inspect any survey that solicits information in any of the above areas. Parents/guardians may rescind permission at any time by sending a letter to the principal of the child's school and such rescission will take effect upon receipt by the school.

Prior approval of the Superintendent is required for all other surveys on topics not listed. Anyone seeking approval of a proposed survey must provide the Superintendent with details of the survey methodology, its specific educational purpose and a description of how results will be disseminated and applied.

Parents/guardians shall have access to specific survey(s) that includes information described above, no later than five (5) school days prior to survey implementation. Parents/guardians may review surveys as prescribed by law, to ensure that arrangements have been made to protect student privacy in the administration of surveys. For all surveys the identity of the respondent shall remain confidential.

This Regulation placed into effect
July 1, 2004
Dr. Lawrence S. Feinsod
Superintendent of Schools