

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

235-AR-0. NOTIFICATION OF RIGHTS REGARDING RESEARCH STUDY/SURVEYS/PERSONAL ANALYSIS/EVALUATIONS

Federal and state law gives parents/guardians, emancipated students and students who are eighteen (18) years old certain rights regarding the conduct of research studies, surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of student and/or parent/guardian.
 - b. Mental and psychological problems of the student or family.
 - c. Sexual behavior or attitudes.
 - d. Illegal, antisocial, 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 with lawyers, physicians and ministers.
 - g. Religious practices, affiliations, or beliefs of the student or 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.
2. Receive notice and opportunity to opt student out of:
 - a. Research studies conducted by entities other than the school district.
 - b. Any other protected information survey, regardless of funding.

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- c. Any nonemergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent; 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.
 - d. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
- a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

The Board has adopted policies regarding these rights, and administrative regulations have been developed to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

The district will annually notify parents/guardians and eligible students of relevant Board policies at the start of each year and after any substantial amendments.

The district will annually notify parents/guardians and eligible students about the specific or approximate dates of the qualifying activities and provide an opportunity to opt the student out of participation.

Parents/Guardians and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.

Planned Surveys/Activities

Date or month scheduled to be given: _____

Grades/Classes involved: _____

Description of survey/activity: _____

Options For Parents/Guardians/Eligible Students

For a student to participate in a survey, personal analysis, evaluation or research study not conducted by the district, the parent/guardian or eligible student must complete and submit a written consent form to the building principal.

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For a student to be excluded from a survey, personal analysis, evaluation or research study not conducted by the district, a parent/guardian or eligible student must complete and submit a written consent form to the building principal.

A parent/guardian or eligible student who wishes to review any survey instrument used in connection with any protected information or marketing survey must submit a written request to the building principal. The principal will notify the requester of a time and place for the review of the material within five (5) days of receipt of the request.