

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASSIFICATION: Students

REGULATION: 5123.1

SUBJECT: Guidelines Regarding Surveys
& Student Research

ADOPTED: Sept., 1996

RESPONSIBLE OFFICE: Student Support Services

REVISED: May, 2004

REFERENCE: Policy 5123

NEXT REVIEW: 2008

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I. Rules on Research on Students

In any situation in which the District or any individual teacher or graduate, student, staff or programs undertakes research on students pursuant to Boar Policy 5123, the following rules shall apply:

- A. Parents/guardians shall be provided with information regarding the proposed research project and advised of their right to refuse to participate. All information will be translated into the home language of the majority of student participants.
- B. Written consent of parents/guardians if students, are 18 years of age or younger, shall be obtained. Consent forms must be translated to the home language of the majority of participating students.
- C. Research shall be conducted in such a manner as to preclude personal identification of students and/or parents/guardians by individuals other than those conducting the research.
- D. Personal identifiable data collected during the project shall be destroyed when no longer needed for the purpose for which the research was conducted.
- E. No class time should be taken to complete questionnaires or surveys without the written permission from the principal.
- F. The researchers may not conduct interviews with students during class time without written permission from the principal.

II. Fee Services from Information Technology

The Information Technology office will determine if a fee is requested for utilization of their services including extraction and information from the district's data base.

III. Passive Parental Consent

- A. Under passive consent procedures, parent(s)/guardian(s)/caregiver(s) inform the school only if they do not want their child to participate in a study/survey.
- B. They study/survey must be anonymous, confidential, and voluntary. If respondent data are linked to a respondent's name in any form or manner, active consent must be used.
- C. Parent(s)/guardian(s)/caregiver(s) are notified in writing at the beginning of the school year about the survey and when it is to be administered, and given a reasonable opportunity to review the survey and to decline their child's participation.