



GreenWood Charter School

Policy Number:

Policy Section: 000 - School Board

Policy Title: Educator Exit and Engagement Surveys

Revision History

Effective Date	Action Date	Revised
	New Policy	

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff Policies 400 series
- Business and Operation Policies 500 series
- Community 600 series

Purpose

Surveys may provide objective and subjective data for use by the Greenwood Charter School [GW] governing board, as well as the Utah State Board of Education (USBE) and other relevant, authorized parties.

Scope

GreenWood Charter School governing board members and staff, as well as any and all authorized third-party providers and/or administrators of surveys.

Policy

The GreenWood Charter School governing board and staff shall administer public educator exit and engagement surveys to educators (i.e. classroom teacher, preschool teacher, special education teacher, or school-based specialist) as required by Utah state statute, USBE administrative rule and GW governing board policy. GW shall utilize the USBE recommended platform for survey questions in order to assure data quality and uniformity. GW recognizes the responsibility of its Board and staff to protect Personally Identifiable Information (PII), which may be sensitive, private or protected under Utah's Government Records Access Management Act (GRAMA). To properly administer surveys, and in order to protect PII, GW will use only secure methods of survey administration, data collection and transfer. The intervals for administration of surveys will be in accordance with USBE rules. All required data shall be transferred to the State Superintendent of Public Education (hereafter "Superintendent") by June 30 of each calendar year.

Consistent with USBE rule, surveys:

- Shall allow each Educator to remain anonymous
- May NOT request the Educator's CACTUS ID number
- Shall ask each Educator to identify the Educator's Local Education Agency (LEA)
- May ask each Educator to voluntarily identify the Educator's school
- May ask each Educator to provide basic non-identifying demographic data as requested by the Superintendent