

Ethical Guidelines for 2017-18 Student Perception Survey Administration

The goal of the 2017-18 Student Perception Survey is to provide teachers with students' feedback about their classroom experiences. To ensure ethical administration of the survey to each student, teachers, principals, and administrators should adhere to the following DOs and DON'Ts:

DOs	DON'Ts
DO encourage students to take the survey.	DON'T suggest to students that taking the survey is required.
DO make clear to students that they may skip any question they do not wish to answer.	DON'T make students feel like they will be penalized for incomplete surveys or not taking the survey.
DO provide directions for completing the survey and answer simple process questions.	DON'T influence students' interpretation of survey items.
DO provide translations support or explain the meaning of survey questions when asked.	DON'T complete the survey on behalf of respondents.
DO tell students that their responses will not be shared with anyone in the school.	DON'T ask, encourage, or force students to share their survey responses with anyone.
DO encourage students to answer honestly.	DON'T suggest that students answer in a particular way.
DO create an environment in which the students feel that they can take the survey without any influence over their responses from anyone.	DON'T make students feel that their survey responses are being monitored or reviewed by school leaders or other school personnel.
DO remain, as much as possible, at the front of the room to avoid the appearance of reading student answers or attempting to influence students as they complete the survey.	DON'T communicate with students while they are taking the survey unless necessary.
DO answer simple process questions.	DON'T influence students' interpretation of survey items.
DO ask students to seal their own surveys in the envelopes provided <i>before</i> handing their surveys into the proctor.	DON'T open survey envelopes after they have been sealed by students.
DO ensure that no one can tell which student answered which survey.	DON'T ask students to write their name, identification number, or any other identifying information on the survey paper.

School leaders, teachers, and other school personnel should avoid any breach, or the appearance of a breach, of these ethical guidelines. Contact StudentPerceptionSurvey@schools.nyc.gov with questions or for further guidance.

Please note: Results from the Student Perception Survey are not included in *Advance* Overall Ratings.