



## Educator Exit and Engagement Surveys Policy

### I. PURPOSE

Surveys may provide objective and subjective data for use by the Providence Hall Charter School (PHCS) Board, as well as the Utah State Board of Education (USBE) and other relevant, authorized parties.

### II. SCOPE

PHCS' Board members and employees, as well as any and all authorized third party providers and/or administrators of surveys.

### III. POLICY

- A. The PHCS Board and employees 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 PHCS' governing board policy.
- B. PHCS shall utilize the USBE recommended platform for survey questions in order to assure data quality and uniformity.
- C. PHCS recognizes the responsibility of its Board and employees to protect Personally Identifiable Information (PII), which may be sensitive, private or protected under Utah's Government Records Access Management Act (GRAMA).
- D. To properly administer surveys, and in order to protect PII, PHCS will use only secure methods of survey administration, data collection and transfer.
- E. The intervals for administration of surveys will be in accordance with USBE rules.
- F. All required data shall be transferred to the State Superintendent of Public Education (hereafter "Superintendent") by June 30 of each calendar year.
- G. Consistent with USBE rule, surveys
  1. Shall allow each educator to remain anonymous.
  2. May NOT request the educator's CACTUS ID number.
  3. Shall ask each educator to identify the educator's Local Education Agency (LEA).
  4. May ask each educator to voluntarily identify the educator's school.
  5. May ask each educator to provide basic non-identifying demographic data as requested by the Superintendent.