



THE SCHOOL DISTRICT OF PHILADELPHIA

District-Wide Survey Program Code of Ethics

The goal of the District-Wide Survey program is to collect accurate information that school and District leaders and community members can use to inform and improve the learning environment in Philadelphia's public schools.

We rely heavily on District leaders and other school personnel to promote and encourage maximum participation, as they have the most direct access to parents/guardians, students, and teachers.

While school leaders and other school staff should make every effort to promote a high response rate for the District-Wide Surveys, they must avoid taking any steps that may influence the survey answers that respondents provide.

All respondents must be provided with the opportunity to fill out the survey in a completely confidential manner without any undue influence over their responses.

Survey practices that appear to violate this code of conduct will be investigated.

The School District of Philadelphia Office of Research and Evaluation

DO: Set aside dedicated time for parents/guardians, students, and staff to take the surveys.

DON'T: Require participation. The surveys are voluntary and anyone may decline to take the survey.

DO: Provide a private space for parents/guardians, students, and staff to take the surveys and provide confidential responses.

DON'T: Read responses as people are taking the survey.

DO: Offer incentives for participation.

DON'T: Penalize individuals for not taking the survey. The surveys are voluntary and anyone may decline to take the survey.

DO: Refer to the response rate tracker over the course of the survey window.

DON'T: Attempt to identify which individuals have or have not completed the survey.

DO: Communicate how your school uses survey data.

DON'T: Attempt to influence how respondents answer the surveys.