



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** E – Employees  
**POLICY TITLE:** Educator Exit and Engagement Surveys  
**FILE NO.:** GCPA  
**DATED:** September 9, 2020

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### **1. PURPOSE AND PHILOSOPHY**

- 1.1. Exit surveys completed by educators leaving their employment with Nebo School District may provide data for use by the District and by the Utah State Board of Education (USBE). [UTAH CODE ANN. § 53G-11-304](#) requires the District to create an exit survey for educators leaving the District's employment and to make an attempt to administer the survey to educators before their employment ends.
- 1.2. Engagement surveys periodically completed by educators may provide data for use by the District and by the USBE. [UTAH ADMIN. CODE R277-325-4](#) requires the District to request its educators to complete a public education engagement survey at least every other year.

### **2. SCOPE**

- 2.1. The exit and engagement surveys described in this policy apply and shall be offered to educators as defined in the Nebo School District Certified Employee Handbook.
- 2.2. This policy does not govern the school climate survey required under [UTAH ADMIN. CODE R277-623](#) or the collection of stakeholder input for purpose of educator evaluations under [UTAH ADMIN. CODE R277-533](#).

### **3. POLICY**

- 3.1. The Human Resource Department shall administer public educator exit and engagement surveys to educators as required by Utah law. The Human Resource Department shall use the USBE recommended platform for survey questions in order to assure data quality and uniformity.
- 3.2. The Human Resource Department shall protect personally identifiable information (PII) of District employees, which may be sensitive, private, or protected under the Government Records Access and Management Act (GRAMA) ([UTAH CODE ANN., § 63G-2-101, et seq.](#)) and Nebo School District [Policy EH, Records Access and Management / GRAMA](#).
- 3.3. The Human Resource Department will use only secure methods of survey administration, data collection, and data transfer.
- 3.4. The intervals for administration of surveys will be in accordance with USBE rules. All required data shall be transferred to USBE in accordance with USBE rules.

### **4. SURVEY REQUIREMENTS**

- 4.1. Surveys shall allow each educator to remain anonymous.

- 4.2. Surveys may not request the educator's CACTUS ID number.
- 4.3. Surveys shall ask each educator to identify the educator's local education agency (LEA).
- 4.4. Surveys may ask an educator to voluntarily identify the educator's school.
- 4.5. A survey may ask an educator to provide basic non-identifying demographic data as requested by USBE.
- 4.6. The District shall restrict access to survey results to appropriate personnel.
- 4.7. The District shall prevent the identification of educators who complete the survey.
- 4.8. The District may include additional questions along with the required survey questions at the time the District administers the surveys.

## 5. FREQUENCY

- 5.1. The District shall request that educators complete the public education engagement survey at least every other year through a USBE approved online provider or a provider approved by the District.
- 5.2. The District shall administer the public education engagement survey in the opposite years from those in which it administers the school climate survey described in [UTAH ADMIN. CODE R277-623](#), except as provided in paragraph 5.3.
- 5.3. The District shall request a new educator complete the public education engagement survey every year for the first three years the educator is in the profession.
- 5.4. The District shall request that an educator leaving the District complete the public education exit survey at the time of the educator's separation from employment. The survey should be completed through a USBE approved online provider or a provider approved by the District.
- 5.5. If the District administers the surveys through a provider other than a USBE approved online provider, the District shall provide the data from the surveys to the USBE by June 30 annually in a manner prescribed by the USBE.

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### **EXHIBITS**

None

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### **REFERENCES**

[UTAH CODE ANN. § 53G-11-304](#)  
[UTAH CODE ANN. § 63G-2-101, et seq.](#)  
[UTAH ADMIN. CODE R277-325](#)  
[UTAH ADMIN. CODE R277-533](#)  
[UTAH ADMIN. CODE R277-623](#)  
[Nebo School District Policy EH, Records Access and Management / GRAMA](#)

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### **FORMS**

None

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### **HISTORY**

9 September 2020 – Adopted as required by [HB130](#) (2019).

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