

Book	Policies
Section	2000 - Student Services
Title	Data Collection/Research
Code	2301
Status	Active
Adopted	December 12, 2013
Last Revised	December 11, 2018
Last Reviewed	December 11, 2018

**PURPOSE: To establish requirements for data collection and research activities**

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB Administration of Surveys and Questionnaires, 20 U.S.C. § 1232h, and the applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other research involving students must be approved and conducted under the review of a research committee established by the school division or the school conducting the research.

Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code § 32.1-162.18. The research committee will submit to the Governor, the General Assembly, the School Board and the Superintendent of Public Instruction or his designee at least annually a report on the research projects reviewed and approved by the committee. The report will state any significant deviations from the proposals as approved.

Research or student learning outcome(s) assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. § 46.101(b).

## **Research Studies and Data Collection Requests**

The research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his/her responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.

The board authorizes the superintendent/designee to establish a Research Review Committee whose purpose will be to review all requests to conduct research studies involving the division's students and staff members, and make recommendations regarding such requests to the superintendent/designee. Requests to conduct research studies and data collection will be processed through the division's Research Review Committee.

This policy applies to all requests by individuals and organizations to conduct research activities in Stafford County Public Schools (SCPS) or receive, for research purposes, identifiable and non-identifiable SCPS student or employee data that is not otherwise publicly available under the Virginia Freedom of Information Act, which is addressed in School Board Regulation 6101-R. This policy applies to requests made by non-SCPS researchers, including SCPS employees who wish to conduct research or data collection activities when not assigned to do so by SCPS as part of their job responsibilities, e.g., to satisfy course requirements for advance degrees or continuing certification.

All external requests to conduct research within the division must be submitted in the form of a complete application to the Research Review Committee. Application procedures shall be developed and maintained by the Research Review Committee and approved by the superintendent/designee.

## **Approval Criteria**

External research studies and data collection shall not be approved without the completion of a research request application and the adherence to the criteria outlined below. The burden of presenting proof of compliance with these requirements rests with the party conducting the research activity.

1. The party requesting to conduct research activities involving the division's students or staff must provide evidence that the research activities are in alignment with the division's strategic goals and/or objectives and must outline the potential assistance the research activity will provide in improving the quality of education and educational services available in the division.
2. The research study shall not impose an undue burden on the division's resources and must be limited in the intrusion it imposes on instructional time.

3. Participation in any research activity by staff of the division shall be voluntary. Participation in any research activity by students of the division shall require express written permission by the student's parent/guardian. Research shall be conducted in a manner to protect the anonymity of participants in the study. Identifiable characteristics of the participants shall not be revealed unless express permission to do so is obtained from the participant if the participant is a staff member and the parent/guardian if the participant is a student.
  
4. No student shall be required to submit as part of the research study the information listed below without the express written permission of a parent/guardian:
  - Political affiliations or beliefs of the student or the student's parent.
  - Mental or psychological problems of the student or the student's family.
  - Sex behaviors and attitudes.
  - Illegal, anti-social, self-incriminating, or demeaning behavior.
  - Critical appraisals of other individuals with whom respondents have close family relationships.
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - Religious practices, affiliations, or beliefs of the student or student's parents.
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written notification of any study pertaining to the topics aforementioned shall be produced to parents/guardians 30 days prior to the start of the study. The instruments used in the study shall be made available for parents/guardians to review prior to the administration of the study.

### **Exemptions**

Research studies conducted by staff members of the division for the purpose of improving instruction or services shall be considered internal research studies and may be conducted with supervisory approval without seeking the approval of the Research Review Committee.

Requests from state or federal agencies may be conducted without seeking the approval of the Research Review Committee if they are approved by the superintendent/designee.

Research/data collection and projects and/or assignments conducted by students shall be under the supervision of the faculty member of record and subject to the appropriate criteria described above.

### **Termination of research study/data collection**

The division includes, but is not limited to, the board and administrative staff and reserves the right to terminate any research study/ data collection activity at any time with or without notice or cause.

### **Staff Research and Publishing**

The Stafford County School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The School Board is the author of works produced by its employees within the scope of their employment and retains all rights to such works unless those rights are expressly waived or assigned to the employee who produced the work.

Any such assignment of rights will be accomplished in accordance with regulations promulgated by the superintendent. The regulations will provide that the work will remain available for the use of the School Board at no charge.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

06/24/08 Adopted  
08/31/09 Reviewed  
10/10/12 Reviewed and Revised  
02/26/13 Amended  
12/12/13 Readopted  
12/11/18 Amended  
\*\*\*\*\*

Legal Refs.: Code of Virginia, 1950, as amended, § [32.1-162.19](#).

20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §§ 22.1-16.1, 32.1-162.16, 32.1-162.17, 32.1-162.19, 32.1-162.20.

8 VAC 20-565-30.  
8 VAC 20-565-40.  
8 VAC 20-565-50.

17 U.S.C. §§ 101, 102, and 201.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

VSBA Code Ref.: JHDA  
KFB