



Administrative Regulation for Review and Approval of All Research Requests

Objective:

The objective of this policy is to establish and adhere to policies and procedures regarding the review and approval of all research requests in the Laredo Independent School District.

General Guidelines:

1. Each principal and department head shall ensure that all employees and student investigators who wish to gather data for research must receive approval from the District Research Review Committee.
2. Research is generally to be a critical investigation or experimentation based upon a hypothesis and includes data collection from or about LISD students or staff. Research may include strategies such as the use of a survey, a questionnaire and/or the examination of student data. The District must be aware of and abide by the legal restrictions regarding student confidentiality, law such as FERPA and employee confidentiality laws such as 20 U.S.C. SS 1232g; 34 CFR Part 99.
3. The District Research Review Committee will be comprised of Executive Director for Human Resources, Chief Financial Officer, and the Superintendent's Designee. The Executive Director for Human Resources shall act as the chair of the committee and will coordinate the review process. The Superintendent shall provide final written approval.

Responsibilities:

1. All Individuals, whether District employees or non-District personnel, who wish to conduct research in the District shall complete the following forms: 1) Research Study Request, 2) Research Agreement, and 3) Research Endorsement for Non-District Personnel.
2. The Executive Director for Human Resources will coordinate the review process through the review committee. Requests will be received by the first of every month.

3. The Executive Director for Human Resources shall forward to the Superintendent all research requests which have been reviewed and approved by the committee.
4. The Executive Director for Human resources shall note the approval/disapproval by the committee on the Research Agreement Form, sign the form, and send a copy of the form to the requestor.
5. When requesting participation by campuses or departments, each person who receives approval to conduct the research shall present a copy of the Research Agreement to the principal/department head.
6. Participation must be voluntary by employees and must not interfere with the instructional day.
7. Collection of data must be provided to participant(s) and District Research Committee Chair.
8. The research shall not unduly interfere with the investigator's daily operational schedule.
9. For student-related research or study the investigator shall sign the LISD form conforming to FERPA standards. Failure to comply with law may result in further disciplinary action, including termination of employment.
10. Employee/Investigator warrants the following: Adherence to applicable federal, state and local laws related to access to property, employees, parents, students, and civil rights while conducting the research on LISD property.
11. The Superintendent may approve or disapprove the recommendation.
12. The requester shall submit forms and all support materials to the following office:

Executive Director for Human Resources
Laredo Independent School District
1702 Houston St.
Laredo, Texas 78040

Approved: _____ Date _____

Attachments: Research Study Request Form
Research Agreement Form
Research Endorsement for Non-District Personnel

References: Board Policy EF (Legal); FL (Legal); GBA (Legal)



RESEARCH AGREEMENT

GUIDELINES

1. Research involving campus level personnel, especially that which involves principals, teachers and students, may not be conducted during the **first 20 school days or the last 20 school days of the school year or during testing days.**
2. Research involving students and personnel of the District must respect the dignity, well-being, and confidentiality of the individual(s), including the rights **guaranteed legally and constitutionally** and by **District policies EF(Legal), FL(Legal) and GBA(Legal).**
3. The research **shall not** unduly interfere with the classroom instructional process or the regular operations of the school or District.
4. Personal, social, and psychological research of any nature must **not** be in conflict with the rights of individuals or groups.
5. If data will be collected on or from individual students, written permission from the parent/guardian of every student shall be required prior to the implementation of the project.
6. **Approved** research shall be conducted in accordance with **Policies, Rules, and Regulations and Administrative Regulations** of the District. The researcher shall cooperate with the staff member(s) designated by the District to coordinate the research. **It is the researcher's responsibility to become familiar with the District's operating policies.**
7. Approval of a request to conduct research is not an endorsement and does not compel any personnel of the District to participate in research studies.
8. An approved research study may be **terminated** at any time by the Superintendent.
9. The District shall not incur any costs associated with the proposed research project.

If my request to conduct research as presented in my Research Study Request is granted, I agree to abide by the Guidelines for Research in LISD as stated. I understand that I am requesting assistance in a research project and I am not requesting information pursuant to the Texas Open Records Act.

Please indicate affiliation by placing a check below:

District Employee Non-District Personnel

Signature Date

District Research Review Committee Recommendation:

Approved Not Approved Date of Review: _____

Research Review Committee Chair Signature Date

Supervisor's Recommendation (if District Employee) Date

If approved, the requestor shall submit a copy of this agreement and the Research Study Request to the principal or department head when requesting participation.



RESEARCH ENDORSEMENT FOR NON-DISTRICT PERSONNEL

1. To be completed by the person requesting approval to conduct research in LISD.

I, _____, do hereby agree that I will abide by the Polices, Rules and Regulations and the Administrative Regulations of the Laredo Independent School District and will furnish a copy of the report describing the findings of the study to the Executive Director for Human Resources, Laredo Independent School District.

Signature

Date

2. To be completed by the requestor's professor, the chairperson of an advisory committee, or other professional personal sponsoring the research.

I am familiar with the proposed study and judge that the researcher submitting this proposal is professional qualified to undertake this investigation. Further, the research design is valid and appropriate.

Signature of Sponsoring Professional

Date

Position or Title: _____

Name of Department and Institution or Organization: _____



Request No. _____

RESEARCH STUDY REQUEST

Name: _____ Date: _____

Address: _____ Fax: _____

E-mail Address: _____ Telephone: _____

Indicate the number of schools involved:

Elementary Schools _____ Middle Schools _____ High Schools _____

Study Title:

Proposal Abstract:

Describe the District population, the data to be collected, the timeline, including the number of professionals, students, and schools.

At the conclusion of your research, who will you report your findings?

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Do any of the procedures or equipment to be used constitute an emotional or physical hazard to subjects? If yes, explain.

Ultimate purpose of research study (publication in journal, thesis, dissertation, etc.):