

GUIDELINES FOR RESEARCH AND SURVEY PROJECTS

No. 893 – Rule 1

(A) 8-11-14

(R) 3-9-15

(R) 10-12-15

A. Approval

Utilizing of school personnel, students, or student records of the School District of Lodi for research projects conducted by an agency or individual researcher not employed by the School District of Lodi must have approval of the District Administrator before the project is undertaken. Requests to the District Administrator for approval shall be made in writing by a faculty representative of that institution of higher learning for which the research is being done.

B. Criteria for Approval

Criteria which the District Administrator will use in the approval of research projects conducted by an agency or individual researcher not employed by the School District of Lodi, in the School District of Lodi are:

1. The approval will be made on the basis of a written description of a well-planned project which has had previous approval of a representative of the institution of higher learning.
2. There shall be no change in the curriculum, scope and sequence in any grade or class as a result of the project.
3. No control group shall be denied the use of the best teaching methods in use in the school system.
4. In the experimental group, the amount of class time devoted to the experimental procedures shall not interfere with the regular allotment of time for the program of studies.
5. The research should be expected to contribute to the improvement of the education or general welfare of children.
6. Research proposals should be of sufficient scope and depth to justify the time and effort of Lodi students and staff.

C. Regulations Affecting Surveys and Research Projects

1. Taping or recording of interviews with students, gathering of personal information, testing of students, or obtaining information from student records by an agency or individual researcher not employed by the School District of Lodi must be approved by the District Administrator. This approval will be granted only after a signed release is obtained from the parents/guardians of each student and filed with the District Administrator. Consent to participate should always be evidenced by a positive response; that is failure to respond should not be interpreted as consent.
2. A copy of all tests and questionnaires to be given as part of the project must be filed with the District Administrator and approval received prior to its use in the schools.

3. A copy of all results and any interpretation of results must also be filed with the District Administrator.
4. Non-confidential personnel records of the school staff will be released.
5. If the District incurs any cost from cooperating with the research project the requesting party will be responsible for the cost.
6. Any tests or questionnaires used will protect the privacy rights of students and parents/guardians.
7. Confidential personnel records of the school staff will not be released to researchers.

D. Any and all surveys or research projects that are conducted within the School District of Lodi, whether by one of its employees or by an agency or individual researcher not employed by the School District of Lodi, that contain information about or asks questions of a highly sensitive personal nature shall, not less than 15 days prior to the beginning of the research project or administration of the survey, provide the following to the parent(s) or guardian(s) of each student involved:

1. A written notice including a.) an opt out provision, b.) the information required in subsections 1-11 of Section E, below, and c.) the date(s) on which the survey or research project will be conducted.
2. Accompanying the notice required in Section E, below, shall be a cover page that exclusively contains the following in bold type of not less than 26 point font:

“The enclosed notice contains details regarding a survey (or research project) that involves your student’s highly sensitive personal information, specifically: (insert and **a description of the substantive nature of the highly sensitive personal information here**).

“More detail is available at the School District, as described herein.

“Your student will be included in this survey (research project) unless you submit the written objection included in this notice.”

- a. Whenever a survey or research project to which this section applies is conducted by an agency or individual researcher not employed by the School District of Lodi, the final statement in this notice shall read “Your student will not be included in this survey (research project) unless you submit the written consent included in this notice.”

3. For purposes of this Section, highly sensitive personal information shall be defined as including, but not limited to: drug and alcohol use, sexuality and sexual activity, morbidity, depression, eating disorders, familial relationships, and criminal history.

E. Requirements for Parental Consent

When parental consent is required, parents/guardians are to be informed of the following by the approved researchers:

1. The project’s purpose;

2. How the student was selected;
3. The procedure to be followed including a clear and easily understood description of the child's involvement;
4. Anticipated benefits for general knowledge, the student and the school district;
5. Potential psychological risks and discomfort;
6. Whether students will be personally identifiable and to whom;
7. To whom results will be available and for what purposes;
8. Participant's or parent's right to inspect materials before consenting and to withdraw consent at any time;
9. The person to whom inquiries should be addressed before, during and after the project; and,
10. That the school is neither conducting nor sponsoring the project, if that is the case.
11. The substantive nature of any information that will be provided to or questions that will be asked of the students.

Legal Ref.: Sections 118.125 Wisconsin Statutes
Chapter 19, Subchapters II and IV Protection of Pupil Rights Provision of the General
Education Provisions Act (20 USC 1232h)
Family Education Rights and Privacy Act