



CL - RESEARCH INVOLVING DISTRICT STUDENTS, EMPLOYEES OR RESOURCES

Research that involves District students, employees or resources shall be conducted in accordance with this policy, in accordance with governing law and in accordance with other relevant District policies, regulations and administrative guidelines.

GENERAL

As used in this policy, the term “research” means a systematic investigation or inquiry (including but not limited to evaluations and/or the analysis of existing data) conducted to develop knowledge and/or contribute to understanding with respect to one or more topics, regardless of whether: (a) the research is conducted in connection with a grant; (b) the results are published; (c) the results are intended for the general public or for a more limited audience outside the District; (d) the results are used by a third-party researcher for evaluative or other purposes; and/or (e) the results are used by the District for evaluative or other purposes. As used in this policy, the term “research” does not include any direct assessment, testing or evaluation of students conducted as part of a District curricular or extracurricular program/activity.

Research that involves District students, employees or resources is permitted only if: (a) it is required by law; (b) it is third-party research and the superintendent or superintendent’s designee has determined that it is likely to benefit the District, District students, District employees and/or District curricular or extracurricular programs/activities; (c) it is District research and the superintendent, superintendent’s designee or director of research and evaluation has determined that it is likely to benefit the District, District students, District employees and/or District curricular or extracurricular programs/activities; and/or (d) it is District research at a single school and the principal has determined that it is likely to benefit the school, its students, its employees and/or its curricular or extracurricular programs/activities.

Research that involves District students, employees or resources shall be conducted in a manner that minimizes, to the extent possible, interference with student and employee participation in regular District curricular and extracurricular programs/activities and in a manner that minimizes, to the extent possible, disruption of normal District operations.

Research that involves District students shall adhere to all applicable terms and conditions of District Policies JLDAC and JRA/JRC.

DISTRICT RESEARCH

Unless otherwise approved by the superintendent or superintendent's designee, all District research that involves District students, employees or resources shall be conducted by "District officials," as that term is defined in District Policy JRA/JRC.

Unless otherwise specified by the superintendent or superintendent's designee, District research that involves District employees or that involves District students and/or resources at more than one school shall be conducted by or under the supervision of the director of research and evaluation. Unless otherwise specified by the superintendent or superintendent's designee, District research that involves District students and/or resources at a single school shall be conducted by or under the supervision of the school's principal or the director of research and evaluation.

THIRD-PARTY RESEARCH

Research proposed by third parties that involves District students, employees or resources shall be handled in accordance with the provisions of the GENERAL section above and the terms and conditions set forth below. This includes research proposed by District employees in connection with undertakings outside of their District employment, including but not limited to research for college-level courses or programs in which they are enrolled.

1. Proposals to conduct research that involves District students, employees or resources shall be made in writing and shall include:
 - a. Identification of each agency, educational institution, company or entity associated with the proposed research; a description of its relationship to each individual who will be involved in the research; and its role in the research.
 - b. The name and title of each individual who will be involved in the proposed research, and the role of each in the research.
 - c. A description of the purpose, thesis or matter(s) to be addressed by the proposed research.
 - d. A description of when, where and how the proposed research will be conducted, specifically including when, where and how District students, employees and/or resources will be involved in the proposed research.
 - e. A description of any anticipated publication of the research and/or research results.
2. No third-party research shall be conducted involving any District student unless the student's parent/guardian (or the student, if he/she is 18 years of age or

older) has provided, on a form approved by the superintendent or superintendent's designee, informed written consent for the research involving the student, including as applicable informed written consent regarding any disclosure of personally identifiable information from the student's confidential education records. No third-party research shall be conducted involving any District employee unless the employee has provided, on a form approved by the superintendent or superintendent's designee, informed written consent for the research involving the employee, including as applicable informed written consent regarding any disclosure of personally identifiable information from the employee's confidential personnel records.

3. The third party conducting the research shall furnish the director of research and evaluation with copies of approved consent forms signed by the parents/guardians of the students, or by the students themselves if they are 18 years of age and older, before the students may be subjected to or otherwise involved in the research. The third party conducting the research shall furnish the director of research and evaluation with copies of approved consent forms signed by the employees before they may be subjected to or otherwise involved in the research.
4. Written proposals shall be submitted to the director of research and evaluation, who shall review and then forward them to the superintendent with his/her recommendations. In connection with his/her review, the director of research and evaluation may request additional information and/or require specified terms as a condition of forwarding a proposal to the superintendent.
5. The determination of whether to authorize a third-party's proposed research shall be made by the superintendent or superintendent's designee. In determining whether to authorize such research, feedback and recommendations may be obtained from: (a) members of the superintendent's Cabinet; (b) District employees with relevant education, training or experience; and/or (c) third parties with relevant education, training or experience. Additional information may be requested and/or specified terms may be required in making this determination.
6. The District may not be directly or indirectly identified in any published material related to a third party's research unless specifically authorized in advance and in writing by the superintendent.
7. No personally identifiable information regarding any District student or employee may be included in any published material related to a third party's research unless: (a) specifically authorized in advance and in writing by the superintendent; and (b) prior written informed consent has been obtained from the parent/guardian of each student affected (or the student, if he/she is 18 years of age or older) and from each employee affected.

8. Authorization of all third-party research involving District students, employees or resources shall be conditioned on the execution of a written contract between the District and the third party with terms and conditions acceptable to the superintendent or superintendent's designee. The written contract shall specify the District official who will be the third-party's primary contact and who will monitor the research.
9. Authorized third-party research involving District students, employees or resources may be suspended or terminated by the superintendent at any time if the superintendent determines in his/her sole discretion that the third party has violated its written contract with the District or the terms of this policy.

Adopted by Superintendent: September 28, 2015

LEGAL REFS:

20 U.S.C. 1232g

20 U.S.C. 1232h

34 C.F.R. 98.1 et seq.

34 C.F.R. 99.1 et seq.

C.R.S. 22-32-109.1(6)

C.R.S. 22-32-109.3

C.R.S. 24-72-200.1 et seq.

CROSS REFS:

GBJ, Personnel Records and Files

JLDAC, Screening/Testing of Students

JRA/JRC, Student Records/Release of Information on Students