



Book	St. Lucie County School Board Policy Manual
Section	Chapter 3: School Administration
Title	Educational Research
Code	3.54
Status	Active

1) Purpose: The St. Lucie County School Board is supportive of the development of new educational knowledge through research within the local school community. Further, the Board acknowledges its responsibility to ensure that research conducted in the school system is of high quality, safeguards the privacy of individuals, furthers the goals of the St. Lucie County School District, and minimizes interruptions to the instructional program.

2) Submittal of Research Proposals

A. All proposals to conduct research (“Proposals”) involving District students, employees or data must be approved prior to beginning the research. Proposals must be submitted to the District and contain all of the following documents and information:

- i. Completed Application Identification Form
- ii. Completed Research Review Application Form
- iii. Prospectus and all supporting forms/information as specified
- iv. A completed confidentiality and data security agreement

B. In order to complete the Proposal review, the applicant may be requested to submit additional information until the District is satisfied that it has all of the necessary information to adequately review the Proposal.

3) Timeline for Review: Proposals should be submitted for review a minimum of four (4) weeks prior to the start of research. The District’s review may take longer than four (4) weeks if it is necessary for the District to ask for additional information during the review process. All Proposals will be reviewed by District personnel. The District will provide each applicant a written response indicating that: 1) the Proposal has been approved as submitted; 2) the Proposal will be approved if changes are made as outlined in the response; 3) the Proposal has been denied.

4) Confidentiality and Data Security:

A. All research must be conducted in full compliance with all federal and state laws and regulations and School Board policies governing individual privacy and confidentiality of data.

B. Proposals requesting data or records from the School District, including personnel records, will first be evaluated to determine if the request qualifies as a public records request and whether the requested data is disclosable pursuant to the public records laws. If the request does constitute a public records request, then the records will be provided in accordance with such laws. If the request for District level data does not constitute a public records request, then the request will be evaluated as part of this process and the District shall determine, in its sole discretion, whether to provide such requested data and under what terms and conditions such data may be provided.

C. If the requested data includes information related to specific and identifiable employees and identifies those employees by name, the named employee will be notified that such information is being provided to a third party for research purposes approved by the District in accordance with this policy.

D. All proposals shall include a completed confidentiality and security agreement, in a form approved by the District that specifies how the information and data will be protected, disseminated and discarded at the conclusion of the research project.

5) Approval of Research Proposals

A. All Proposals must be submitted for review using the protocol as specified in paragraph (2).

B. No research shall commence in the District without approval from the Superintendent or designee prior to initiation of the research project.

C. If the Proposal includes data collection at individual school locations, the school's principal must approve the Proposal prior to final approval by the Superintendent.

D. Upon approval a written notice will be provided to the researcher by the Superintendent (designee) authorizing the research to commence.

STATUTORY AUTHORITY: [1001.41](#), [1001.42](#), F.S.

LAWS IMPLEMENTED: [119.071](#); [1002.22](#); , [1002.221](#); [20 U.S.C. 1232g](#) (FERPA); [20 U.S.C. 1232h](#) (Protection of Pupil Rights Act);

History: (New)

ADOPTED: 05/27/2014 (NOTE: Originally adopted as Policy 3.53; renumbered Policy 3.54 by the editor.)
