

GUIDELINE
CONDUCTING
RESEARCH

Tornillo ISD (TISD) recognizes the need for continued research in education and other related areas. The department of Compliance screens applications from graduate students, university researchers, and other research organizations requesting access to TISD as a research site. Each proposed project is reviewed according to district policy, sponsoring university protocol, and federal guidelines for the protection of human subjects. Applications are carefully considered based on the researcher's expectations of resources from the district, the intended target population(s), the potential risks and benefits to the target population and the district, and the degree of intrusiveness into the instructional program.

WHO NEEDS
APPROVAL

1. Any study that involves data collection through observation, interviews, surveys, tests, etc., from students and personnel in the Tornillo ISD schools is defined as "Research" and is subject to the approval process. This also includes any research conducted on Tornillo ISD facility or campus.
2. Any individual or group must submit an application for approval to collect information for:
 1. Individual research
 2. Class projects
 3. Master thesis
 4. Doctoral dissertations
 5. Other related studies
3. TISD employees who collect data, testing students, etc., not as part of their regularly assigned administrative or instructional duties, are required to secure permission from the Compliance department prior to conducting research.

WHAT
DOCUMENTATION
NEEDS TO BE
SUBMITTED

1. A completed Tornillo ISD application and:
Electronic copy must be submitted to Compliance Director. The copy must include the signatures of the researcher, faculty sponsor, and department chair. When applicable, the application must include campuses that the researcher would like to approach for conducting research
2. A copy of the approved research proposal by committee, if applicable
3. Proof of all university approvals on the application, if applicable

4. A copy of all instruments (tests, questionnaires, interview protocols, observation forms, etc.)
5. A copy of any letters to parents, teachers, administrators, and students (letters of consent, cover letters for study, etc).
6. Informed consent letters are required and must be **active** if students are involved. Consent letters must include: Purpose of the research and how the finding will be used, what the subject's participation will involve by way of procedures, time, etc., possible benefits for the subject, district or others, statement of risk, statement of confidentiality, statement indicating that the subject is free to withdraw from the research at any time without penalty, application should also indicate specific campuses the researcher would like to contact.

WHAT ARE THE
STUDY
REQUIREMENTS

1. The study description of methodological procedures include, research design, sampling design (including specifically targeted schools), and data analysis.
2. The research design includes clearly-stated research questions and hypothesis. These questions and hypothesis are derived and supported by previously published research.
3. The study must benefit TISD.
4. The study does not seriously interrupt the regular school program and makes no undue demands upon the time of students, teachers, administrators, or other district personnel.
5. The study indicates a date by which the Superintendent's Office can expect to receive a final copy of the study.
6. The study does not take place during districtwide testing periods.

PROCEDURES

1. Researcher must submit all documentation required before the formal review process will begin.
2. Researcher will receive confirmation that all documents were received via email.
3. If the District Review Committee (DRC) approves the proposal as submitted, an approval letter will be sent to the researcher with copies to all the school administrators who will be involved in the proposed research.
4. If the DRC does not approve a proposal as submitted, the application will be denied on the grounds of one of the criteria listed under Reasons for Denial of Research. Criterion deficiencies will be outlined for the applicant.

5. The department of Compliance will notify the researcher of its decision within a month after all materials have been received by TISD. Therefore, proposals wishing to start within 30 days of submission will not be approved.

Note: District approval to conduct research does not imply campus consent. It is the researcher's responsibility to secure individual school approval prior to conducting research. (District approval must precede campus contact.)

RESEARCH
GUIDELINES

Participation in studies must be voluntary, and participants must be informed that they may discontinue participation at any time, and for any reason. For students, we require parental consent.

No changes in scope (e.g., time frame of study, number of schools included, number of participants, etc.), procedure, or instrumentation may be made without authorization once a letter of approval has been issued. Requests for amendments must be made directly to the Chair of the Research Review Committee before the proposed changes are enacted.

All state and federal laws must be observed, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Protection of Pupil Rights Amendment (PPRA).

All persons having one or more contacts with one or more students must provide documentation of a background check.

The Principal Investigator or Researcher will notify the Chair of the Research Review Committee should any adverse event(s) occur.

Data agreements between the Principal Investigator or Researcher and the District must be entered into for any case where data is requested from the District. Data received from the District may only be used for approved research and evaluation studies. Use or transfer of the data to another entity will be in violation of District policy and FERPA regulations.

The Principal Investigator/Researcher affiliated with the research must notify the District, in writing, about the intent to submit reports or articles for publication or conference presentations. One electronic copy of the final report must be furnished for the files of Tornillo ISD.

Tornillo Independent School District
Access to Confidential Data
TISD Staff/ Non-TISD Client Agreement
(Please sign and return with the Application for Research)

Director of Research Project: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone: Work: _____ Home: _____

Fax: _____ Email: _____

Justifications: Educational Research

I understand that any unauthorized disclosure of confidential information is illegal as provided in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232 *eg. seq.* and in the implementing federal regulations found in 34 CFR Part 99. FERPA is specifically incorporated into the Texas Public Information Act (formerly known as the Open Records Act). It is listed as an exception to records that are subject to disclosure to the public.

In addition, I understand that any data, datasets or output reports that I, or any authorized representative, are confidential and the data are to be protected. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data.

I hereby agree that failure to abide by the requirements of this client agreement may lead to the immediate revocation of any research study that I may be performing for TISD. I understand that any intentional, knowing, or negligent release of confidential student information to unauthorized persons may also subject me to a legal cause of action for violation of an individual's civil rights in addition to state or federal criminal penalties.

Director of Research Project's Signature Date

Faculty or Staff Sponsor of Research Project's Signature Date

Research Application

Applicant's Name Title/Position

Phone Number Mailing Address Zip Code

E-Mail Address

Highest Degree Held by Applicant Current University Affiliation/Organization

Is this project a master's thesis, doctoral dissertation, class work, or independent research?
_____ (indicate which)

Anticipated starting and ending dates of data collection (factor in review process time):
_____ (starting) _____ (ending)

Project Title: _____

If the applicant does not currently possess a doctoral level degree, a University faculty sponsor's signature is necessary. The sponsor must have a doctoral degree.

UNIVERSITY FACULTY SPONSOR			
I hereby certify that I have reviewed this research proposal and can attest to its value as a contribution to science and to its methodological soundness.			
_____ Typed Name and Position of Sponsor	_____ Date	_____ Phone	_____ Signature

UNIVERSITY DEPARTMENT CHAIRMAN	
I hereby certify that this research proposal possesses all requirements for research in the Department of _____ at the University of _____.	
_____ Date	_____ Signature of Department Chairman
_____ Typed Name of Department Chairman	

APPLICANT	
I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the ensuing research project will be conducted as stated in the proposal. I further certify that all legal requirements for the protection of human subjects will be met by the ensuing research project.	
_____ Date	_____ Signature

Please complete all sections of the research application and include all research instruments with this application. Failure to submit a completed application and copies of research instruments will result in your application not being considered for approval.

ABSTRACT (brief summary of project, including the reason for conducting the research, the research methods, and anticipated results):

Describe the primary target population and indicate which TISD campus(es) you have selected to conduct your research. Requesting to conduct research on *all* campuses or *all* campuses of a certain level (e.g. all elementary) is strongly discouraged.

PARTICIPANTS (Indicate the number of participants in each of the following categories.)

STUDENTS:

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Regular Ed.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Special Ed.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other/Specify	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

STAFF:	Teachers	Aides	Principals	Other Admin.	Supervisors	Total
	_____	_____	_____	_____	_____	_____

Indicate the amount of time that would be required of each participant in each of the above categories.

How many classroom hours would be required for this project, and approximately how many classes would be involved?

Would you need to examine any records kept by Tornillo Independent School District? If so, describe them and explain why they are needed.

What other special requirements will your research project be making on Tornillo Independent School District?

In what form and by what date will you make the results available to Tornillo Independent School District? (Please send results of your research to the Compliance Department. Failure to comply may result in the denial of future proposals from you organization.)

What costs do you anticipate for Tornillo Independent School District to ensure a successful completion of your project?

Describe the potential benefits of your project to Tornillo Independent School District? How does your research project support the District strategic plan and/or priorities?

What steps will you take to guarantee the anonymity of individual participants?

Outline your proposed procedure for obtaining the informed consent of the participants and their legal guardians. Please note that informed and active consent of participants is required in Tornillo Independent School District.

Describe the procedures to which each participant will be exposed.

Describe potential benefits to individual participants.

Describe the research design of the proposed project.

* The district reserves the right to terminate any research study/activity in progress at its discretion.

Are you currently employed by TISD?

Yes No

Return electronically to:

carrolll@tisd.us

Lizeth Carroll, HS/Compliance Director