

INSTRUCTION

File: IFB-R

PILOT, RESEARCH OR EXPERIMENTAL PROJECTS

Informed Consent

1. No research involving students shall be conducted or authorized unless the student's parents or legally authorized representative or emancipated student signs a student consent form and has it witnessed. The form shall comply with the Code of Virginia, 1950, 32.1-162.18 as amended.
2. Any research involving students shall be approved by and conducted under the review of a human research committee chaired by the Director of Student Services and Achievement.
3. The Charlottesville City Schools [research application](#) and procedures shall be available on the division website.
4. If the subjects cannot be identified and the research falls within the exemptions of the Code of Virginia, 1950, as amended, the research is exempted from these requirements.
5. Any complaints arising under this regulation shall be submitted under Policies (KL) or (KLB) as appropriate.

Pilot Programs

1. The designation of any program as a pilot shall be made by the Superintendent/designee.
2. All new pilot programs will be approved by the Superintendent and communicated to the Board. All programs must be consistent with the mission, goals and priorities of the Board.
3. Before a pilot program is adopted for system-wide implementation, the pilot will be evaluated to determine its effectiveness.

Research

1. The designation of any program or project as a research or experimentation program or project shall be made by the Superintendent /designee.

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Right to Inspect Instructional Materials

1. The parent or guardian of a child enrolled or engaged in any research or experimentation program or project which is funded by the United States Department of Education shall be entitled to inspect all instructional materials to be used in conjunction with such program or project.
2. The procedure for the inspection of instructional materials will be on the CCS website.

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Legal References: 20 U.S.C. § 1232h(a)
45 C.F.R. 46.101 et seq.
Code of Virginia, 1950, as amended, §§ 22.1-16.1, 22.1-78, 32.1-162, 16-162.20.
8 VAC 20-565-10 et seq.

Cross References: JHDA Human Research
KFB Administration of Surveys and Questionnaires