

STUDENT SERVICES

File: JHDA-R

HUMAN RESEARCH

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB, 20 U.S.C. § 1232h, and the applicable federal regulations.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardian of the students involved.

- A. Any person who proposes to conduct any research involving students shall complete the required forms for Human Research. The forms may be accessed on the school division website.
- B. Any human research involving students must be approved by the Superintendent.
- C. When approval has been granted to conduct human research involving students, it must be conducted under the review of the human research committee established by the Associate Superintendent for the Curriculum and under the direction of the Director of Student Achievement and Program Evaluation.
- D. Such research will be conducted under the review of the Superintendent or designee and authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form.
- E. The Associate Superintendent, on behalf of the human research committee, will submit to the Superintendent a report annually on the human research projects reviewed and approved by the committee. The Superintendent will distribute this report to the Governor, the General Assembly, and the Superintendent of Public Instruction. The report will state any significant deviations from the proposals as approved.
- F. The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities and will be approved by the Superintendent.
- G. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee.

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- H. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.
- I. Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this regulation.

Issued: August 17, 2009

Revised: January 10, 2011

Revised: January 9, 2013

Legal Reference: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §§ 22.1-16.1,
32.1-162.16, 32.1-162.17, 32.1-162.19, 32.1-162.20
8 VAC 20-565-30

8 VAC 20-565-40.

8 VAC 20-565-50.

Cross Reference: KFB Administration of Surveys and Questionnaires
IIAE Innovative or Experimental Program