

**ICC-R Curriculum Research**

9/14/16

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) acknowledges the importance of educational research, but balances this activity with student privacy and the need to utilize instructional time effectively. The District will annually notify parents/guardians and students of their rights under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h. Where notice and consent is required by this Rule, the District will directly notify parents/guardians through e-mail, U.S. mail or other methods.

**RULE:****A. RESEARCH PROCEDURES:**

1. Persons, including District employees, and/or groups, including school support organizations (Administrative Rule KF [Use of School Facilities]) desiring to conduct research activities in the District must apply for permission through the Accountability and Research Division. Included with the request must be a copy of any document, printed material, surveys or tests to be utilized during the project. Also included with the request must be a description of what record(s) and data, if any, the applicant reasonably anticipates needing in order to conduct the research project. Although the District will comply with the requirements of the Georgia Open Records Act (O.C.G.A. § 50-18-70, et. seq.) to provide records and data as required, the District will not be responsible for conducting analysis or for creating programs to search for requested records or data.
2. The District prefers that the researcher obtain approval from the applicable Instructional Review Board (IRB) prior to submitting an application for research within the District. IRB approval must be obtained before the initiation of research. IRB approval does not guarantee District approval of the proposed research.
3. The completed application is to be submitted to the Accountability and Research Division, and must include all questionnaires, surveys or materials to be used with the research.
4. The Accountability and Research Division will review the application and, if acceptable, will seek approval of the project from the appropriate Division(s). The applicant shall be responsible for administrative approval from the principal(s) of the school(s) involved if the application is approved at the District level.
5. The applicant will be notified in writing the approval status of his/her request.
6. The researcher must follow all terms found in the Applicant Agreement.
7. The District, school(s), student(s) or participant(s) shall not be identifiable in any research activity. All research activity will comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h (See Section B below).
8. The District is to receive a copy of all completed research findings. The Accountability and Research Division will maintain a copy of these findings which may be subject to disclosure in whole or in part pursuant to the Georgia Open Records Act (O.C.G.A. § 50-18-70, et. seq.) and other applicable laws.
9. Approval of research projects within the District shall be subject to the project's having no undue effect or interference with the operations of the schools. The District may terminate research being conducted within the District at any time for any reason deemed appropriate by the District.

## **B. STUDENT PRIVACY AND PARENTAL/GUARDIAN INVOLVEMENT:**

### **1. Protected Information Survey:**

- a. Written parental/guardian consent will be obtained before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”):
  - (1) Political affiliations or beliefs of the student or student’s parent/guardian;
  - (2) Mental or psychological problems of the student or student’s family;
  - (3) Sex behavior or attitudes;
  - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (5) Critical appraisals of others with whom respondents have close family relationships;
  - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (7) Religious practices, affiliations, or beliefs of the student or parents/guardians; or
  - (8) Income, other than as required by law to determine program eligibility.
- b. When parental/guardian consent for a protected information survey is solicited, the consent form will contain instructions to allow a parent/guardian to inspect the survey prior to administration, as well as contact information for questions or concerns.

### **2. Non-Invasive Screenings and Marketing Materials:**

Parents/guardians will receive notice and an opportunity to opt a student out of:

- a. Any non-emergency, non-invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- b. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Upon request, parents/guardians will also have the opportunity to inspect materials for this purpose prior to use or administration. Such requests for inspection will be granted in a reasonable amount of time after the request is made. (See also Rule JRA [Student Records]; Directory Information Notice contained in the Family Information Guide; Rule KH [Solicitation and Advertising on School Property].

### **3. Other Surveys:**

Parental/guardian consent shall be obtained in writing unless:

- a. The Chief Accountability and Research Officer, or designee, approves an exception to this requirement; or
- b. The survey is required by the State of Georgia or United States Government and provides for a different form of parental/guardian consent.

### **4. Inspection:**

Parents/guardians may conduct a reasonable inspection, upon request and before administration or use of instructional material used as part of the educational curriculum. Inspection will be permitted within a reasonable amount of time of such request. Instructional materials means instructional content that is provided to a student, including printed/representational materials, audio-visual materials, and materials in electronic or digital formats. This term does not necessarily include academic tests or academic assignments. Parents/guardians should contact their students’ Principal or designee with such requests.

Reclassified an Administrative Rule: 9/1/04

Revised: 3/12/08

Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule ILD)

Revised: 4/21/14; 9/14/16

Legal Reference

O.C.G.A. 20-2-13

Educational research; preparation/publication of instructional material