

Procedures and Regulations Governing Research within the Washoe County School District

To safeguard the rights of WCSD students, parents, and staff, all requests to engage in research within the Washoe County School District, *including research conducted by WCSD staff*, must be reviewed and approved by the Office of Accountability prior to project initiation.

Prior completion of certified *Human Subjects Protection* training (NIH, CITI or equivalent) is required.

Training resources: <https://humansubjects.nih.gov/resources> or
<https://about.citiprogram.org/en/series/human-subjects-research-hsr/>

Research participants may not be recruited, and data may not be collected until the Office of Accountability issues a written research approval letter to the research applicant.

CONDITIONS OF RESEARCH APPROVAL:

1. Per Washoe County School District [Board Administrative Regulation 1141](#), ***no research material or research recruiting materials may be circulated, distributed, or posted on any District premises, or distributed through District email.*** This prohibition includes research information, surveys, or recruitment material intended for students, parents, teachers, administrators, or other staff. Only material that is directly related to a specific classroom curriculum for a legitimate pedagogical purpose may be distributed on District property or through District resources (e.g., District email).
2. The Washoe County School District will only provide data to investigators on a limited basis.
3. Participation by any student, parent, teacher, administrator, or school is voluntary. School principals may decline to participate in external research projects for any reason.
4. Researchers are required to maintain strict privacy/confidentiality safeguards to assure the anonymity of participating students, parents, teachers, administrators, schools, and the District. ***Reports of this research must not identify the Washoe County School District, WCSD schools, administrators, teachers, or students, except by prior written permission of this office.***
5. The use of research data collected from the Washoe County School District for this study is restricted to the purpose specified in the research application. ***It is not permissible to use data collected for this study for the purpose of any other study, or for an extension of the current study, without prior written consent from this office.***
6. All research conducted within the Washoe County School District must conform to the federal [Family Education Rights and Privacy Act \(FERPA\)](#), and to all federal regulations regarding [Protection of Human Subjects](#).

Guidelines for Recruiting Participants and Using WCSD Student and Teacher Data for External Research Projects

I. Restrictions on Recruiting Participants

Per Washoe County School District [Board Administrative Regulation 1141](#), *no research material or research recruiting materials may be circulated, distributed, or posted on any District premises, or distributed through District email*. This prohibition includes research information, surveys, and recruitment material intended for students, parents, teachers, administrators, or other staff. Only material that is directly related to a specific classroom curriculum for a legitimate pedagogical purpose may be distributed on District property or through District resources (e.g., District email).

Aggregate student data that are available to the public may be used for research without restriction. The Nevada Department of Education provides a rich source of such data: <http://nevadareportcard.nv.gov/di/>

II. Availability and Use of Student and Staff Data

External research proposals that rely on Washoe County School District staff to collect, extract, clean, process, package or otherwise provide data to the investigator will only be approved on a limited basis.

The Washoe County School District receives more than one-hundred inquiries each year from external researchers. The District may not have sufficient staff resources to extract, clean, process or package data sets for external projects. Therefore:

- The WCSD Office of Accountability and IT/Infinite Campus departments will only accept occasional requests to provide data for external research projects. Requests will be reviewed on a case-by-case basis.
- WCSD staff members engaged in research to fulfill university program requirements may be allowed to extract data from the student information system themselves for use in their approved research project, but only to the extent of their existing data access permission level.

III. Restrictions on the Use of Student and Teacher Data for Research

- Collection of data from students (e.g., via surveys, interviews, student work) requires written parental consent, and written student assent if the student is age eleven or older. Passive or opt-out consents are not allowed.
- The use of teacher and/or administrator data that are attached to personally identifiable information (name, employee number, etc.) requires written consent from the teacher or administrator.

Reminder: Aggregate student data that are available to the public may be used for research without restriction.

The Nevada Department of Education provides a rich source of such data:

<http://nevadareportcard.nv.gov/di/>

Additional public data:

[Accountability Report](#)

(Click on Download Tab for full report: WCSD high school performance and college enrollment data)

<http://www.wcsddata.net/>

(WCSD SBAC assessment, graduation, and social/emotional learning data)

REQUIRED APPLICATION MATERIALS CHECKLIST

- ☐ A completed *Research Application* form
- ☐ Documentation of Human Subjects Protection training/certification

A detailed study protocol that fully describes:

- ☐ the study population (i.e., from whom will data be collected?)
- ☐ recruitment procedures (i.e., how will you identify and recruit participants?)
- ☐ study procedures (i.e., what will be required of participants?)
- ☐ the type of data to be collected
- ☐ data collection methods
- ☐ how informed consent to participate in the study will be obtained
- ☐ how student, parent, and/or WCSD staff privacy will be protected
- ☐ the study's potential short-term and/or long-term benefits
- ☐ Copies of any instrument(s) (i.e., surveys, questionnaires, pre- post-tests) intended for use in the investigation
- ☐ Parental consent forms if the study population includes WCSD students, and/or informed consent documents if the study population includes parents or WCSD staff
- ☐ Communication materials intended for parents, teachers and/or administrators (i.e., letters, phone scripts, etc.)
- ☐ If the study will be conducted in one or more WCSD schools, please provide a letter of support from the principal of each school you intend to include
- ☐ If you are a college or university faculty member or student you will need both WCSD approval and approval from your college or university's *Office of Human Research Protection* (also known as *the Institutional Review Board*, or *IRB*)

You may submit your WCSD research application before obtaining IRB approval from your college or university. If WCSD approves the study, you will receive provisional approval contingent upon obtaining approval from your college or university IRB. You must not initiate the study or collect any data until both approvals are in place.

Research Application Form

Today's Date: _____

Study Title: _____

CONTACT INFORMATION

Principal Investigator:	
Co-Principal Investigator(s):	
List all other Project Members:	
Primary Contact Name:	
Primary Contact E-Mail:	
Primary Contact Phone:	

AFFILIATION

☐ WCSD
 ☐ TMCC
 ☐ UNR
 ☐ UNLV

☐ Other (specify): _____

PURPOSE OF STUDY

☐ Class Requirement
 ☐ Faculty Research
☐ Master's Thesis
 ☐ Commercial Research
☐ Doctoral Dissertation
 ☐ Marketing
☐ Other (specify): _____

IMPACT OF THE PROJECT ON DISTRICT SCHOOLS, STAFF, OR STUDENTS

Proposed start date:		
Proposed end date:		
Projected number of students involved:		
Projected number of teachers involved:		
Projected number of classrooms involved:		
Projected grade levels involved:		
Does the project involve the use of any District personnel time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the District incur any costs, as a result of participating in this research?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to the use of District personnel time, or to District costs, please provide a detailed explanation:

List all schools that you will request permission to conduct the research:

A detailed study protocol, plus copies of all study instruments, consent forms, and communication documents must be submitted with this application.

In submitting this form and supporting documents, I certify that the information in the application and all supporting documents is complete and accurate, that I have read and will comply with all conditions stated in the *"Guidelines for the Use of WCSD Student and Teacher Data for External Research Projects"* and that my study protocol conforms to the federal *Family Education Rights and Privacy Act (FERPA)*, all federal regulations dealing with *Protection of Human Subjects*, and the *Washoe County School District Board Policies pertaining to student information*.

SUBMISSION VIA EMAIL IS REQUIRED

Please submit the completed application and all required supporting documents to: WCSD Office of Accountability, Department of Research & Evaluation, Dr. Norma Velasquez-Bryant:
n.velasquezbryant@washoeschools.net