



SANDRA "SAM" HIMMEL
SUPERINTENDENT OF SCHOOLS

"Where Learning is the Expectation
And Caring is a Commitment"

Conditions Related to Conducting Research in Citrus County Schools

1. All persons wishing to conduct research in Citrus County Schools must make a written request to do so. An application form for this purpose is provided. In addition to the Citrus County Research Request Form, researchers must submit all associated documents in support of the study (i.e. parent consent form, teacher information letter, copy of methodology, IRB approval letter, copy of survey/tests, etc.).
2. All research requests are reviewed by a committee comprised of staff from Research & Accountability and Educational Services. Researchers will receive a response from the committee within four weeks of receipt of the request form. Applications for research will be open during the first three (3) quarters (nine weeks) of the academic school year due to the large number of assessments and evaluations that are high stakes for both students and staff that take place in the fourth quarter (March – May).
3. Approval does not guarantee participation of a particular school in the research study. If the project interferes with the educational process/testing in a school, the principal may request that his or her school be excluded. The Research and Accountability department will contact the schools and school administrators to seek permission for the study.
4. Research activities conducted by district employees which are not part of their ordinary job responsibility and authority also require approval.
5. Written parental permission is required prior to each child participating in a study. Researchers requesting parent permission must provide each parent a written explanation describing the study in order to assure that permission reflects informed consent, must guarantee anonymity of the individual children, schools, and school personnel in reporting the results.
6. All researchers must follow Florida Statutes, Code of Ethics, and regulations regarding student records.
7. One copy of the final report and a summary or abstract of the study (in electronic form) must be sent to the Research and Accountability Department, Citrus County Schools, when the study has been completed.
8. Research activities, including tests and questionnaires, other than those described in the approved research application, are not to be used with express permission from the Research and Accountability Department, nor are schools other than those described in the application to be involved.
9. Violation of requirements stipulated in "Conditions Related to Conducting Research in Citrus County Schools" may result in revoking of permission to conduct research in the district.
10. If you will be entering a campus after hours to conduct your research involving adults only, you will be required to present the approved research letter to the principal or designee. If you will be entering a campus during school hours when students are present, but your contact with students will be supervised by school personnel, you will be screened upon arrival via the district RAPTOR program. You will need a driver's license and present a copy of this approved research form to the principal. If you will be entering a campus during school hours when students are present AND there is a possibility YOUR CONTACT WITH STUDENTS WILL NOT BE SUPERVISED BY SCHOOL PERSONNEL, you must complete a level 2 background screening through the district vendor approval process (at the researcher's expense). YOU WILL NOT BE ALLOWED TO DO YOUR RESEARCH UNTIL THE PROCESS HAS BEEN COMPLETED.