

Regulation ILD-R

Las Cruces Public Schools

Related Entries: ILD, KI, IJOC

Responsible Office: Deputy Superintendent for Instruction and Information Systems

Educational Surveys and Research

I. PURPOSE

To implement the policy of the Board of Education for conducting research within the Las Cruces Public Schools.

II. RESEARCH DEFINED

Research includes, but is not limited to, any data collection from, or about, Las Cruces Public Schools' students, parents, staff, or the district's programs and activities. Research requests come to us in a myriad of forms, among them include; requests from testing companies, individuals fulfilling requirements of a thesis, dissertation, or completion of a higher education class project, and individuals or institutions gathering data with regard to grants.

III. PROCESS

A) The criteria by which research applications are reviewed include the following:

1. Studies related to topics of concern for the Las Cruces Public Schools, studies yielding high value to the district, and/or school(s), or to education in general, will receive high priority for approval.
2. Minimum intrusiveness to instructional time or operations within the school(s) is crucial in order to preserve the priority function of the school.
3. Approval of research projects within the Las Cruces Public Schools shall be subject to the project's having no undue effect or interference with the operations of the schools.
4. The study should be compatible with the district's mission and goals.

B) The following regulations shall be observed in granting permission for persons desiring to conduct any type of research activities in the Las Cruces Public Schools.

- 1) Individuals or external agencies desiring to conduct any type of research within the district shall contact the Office of Analysis and Research.
- 2) The Office of Analysis and Research shall provide an explanation on the process and the form (ILD-E1) to individuals interested in conducting research in the Las Cruces Public Schools.
- 3) The completed application and research proposal documents, including but not limited to:

- Research questions to be answered;
 - Methodology;
 - Ways and amounts of time school staff or students will be involved;
 - Copies of instruments used to conduct the research; and
 - A copy of the IRB approval form from the approving university or organization.
- 4) The Director of the Office of Analysis and Research, along with a committee whose membership shall include at least one administrator of a school where the proposed research will be conducted, will review the application.
 - 5) If the research project is approved by the LCPS IRB, the applicant will receive a district letter of approval and must sign a Researcher's Agreement – Access to Confidential Data Researchers Agreement before the research begins.
 - 6) All persons conducting research in the Las Cruces Public Schools must guarantee anonymity of individual participants.
 - 7) The applicant must agree that a copy of any research findings be submitted to the Director of the Office of Analysis and Research upon completion of the project.

IV. DURING THE STUDY

- A. Principals, and those involved in the research, must be informed of times and dates for meetings, interviews, or other activities conducted pertaining to the study.
- B. The confidential nature of scores and information must be respected and all data with individual identifiers must be appropriately disposed of upon completion of the study.
- C. Researchers must abide by LCPS policies and procedures; failure to do so can result in the immediate termination of the study.
- D. Violations of procedure will be reported to the principal, who will notify the Director of Analysis and Research.
- E. The Las Cruces Public Schools requires a background check for members of the study team engaging in research activities with unsupervised access to students and staff. The cost of the background check is the responsibility of the researcher.
- F. Research activities will not be allowed to take place during any district, school, or statewide assessment windows.

A handwritten signature in black ink, appearing to be 'K. A. J.', written in a cursive style.

Approved, Deputy Superintendent for Instruction

Date Approved

History: New Procedure May 2, 2007, [Revised 10.08.18](#)
Legal Reference 20 U.S.C 1232