

## LEON COUNTY SCHOOLS – HINTS FOR RESEARCHERS

**Participation** – LCS participates in some research that the Research Review Board deems to be (a) non-disruptive to instruction and school operations, (b) non-controversial, and (c) of benefit in our research based decision-making. Research requests are expected to be grounded in an education-related theory.

**Web** – Information and forms are available at: <http://leonschools.schoolwires.net/Page/722>

**School Board Policy** – LCS Board policy addressing research is 2605.

**Dates** – *Table of Research Dates* is on the web and gives submission deadlines and dates to be avoided.

**Restrictions** – LCS restricts the research use of (a) some standardized assessment instruments when the instruments are commonly used in LCS, (b) audio and/or video recordings, and (c) student-identified data. Check the LCS website and adjust your research request accordingly.

**Review Process** – The process map on the web gives an overview of the review and approval process.

**Review Time** – Three Research Review Board members review each request individually as received. Time from submission to initial consent is about 4 weeks. Complex studies may require more review.

**Clearance** – Entrance into LCS schools is strictly monitored and security clearance and insurance coverage are required. Clearance is issued by LCS in conjunction with (a) signed agreements with universities, and (b) on-going monitoring by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). There are fees. Contact your university representative early for details:

- Florida State University – Tala Hagan, [thagan@fsu.edu](mailto:thagan@fsu.edu), 850-644-3583
- Florida Agricultural and Mechanical University – Temecia Shelton, [temecia.shelton@famu.edu](mailto:temecia.shelton@famu.edu), 850-561-2145
- Other universities or independent researchers – Jessica Titze, [LCSFieldExp@leonschools.net](mailto:LCSFieldExp@leonschools.net), 850-487-7176

**University IRB** – Each researcher obtains this on their own from their respective university. University IRB approval is required for LCS approval. Most researchers seek both approvals simultaneously.

**Duration** – Approval duration may be anywhere from one week to the entire school year; depending upon the proposed data collection period. Check the date in your letter of Initial Consent. Time extensions are not automatic and will require additional submissions.

**Principal's Consent** – This form is provided with the letter of Initial Consent. Submit the completed forms, with original signature, to the district research office. If multiple schools are involved in the study, we prefer that you deliver all signed consents at one time.

**Approval** – Clearance to enter the participating schools is posted only after (a) letter of Initial Consent is issued, (b) signed Principal's Consent Form(s) are delivered to the district office, and(c) the university gives clearance, including medical and liability insurance and Institutional Review Board (IRB) approval.

**Protocol** – Researchers are expected to follow the highest standards of professional research protocol at all times. LCS may not be identified. See LCS Board Policy for more details. Note especially that researchers who do not submit results upon completion, or who attempt to conduct research without prior approval, may be denied the opportunity to conduct future research in Leon County Schools.

**LCS Contact Person** – Dr. Tonetta Scott, [ScottT4@leonschools.net](mailto:ScottT4@leonschools.net) or [ResearchRequests@leonschools.net](mailto:ResearchRequests@leonschools.net)