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Contact Person: Executive Director of Research, Evaluation and Assessment

## **POLICY 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH**

### **I. PURPOSE**

To provide guidelines for individuals and/or organizations that wish to conduct educational research in the District.

### **II. GENERAL STATEMENT OF POLICY**

This Policy recognizes the valuable contribution of scholarly research to the improvement of educational programs and services to the children of the District. At the same time, it is important to ensure that research is conducted within the constraints of state statutes and federal law on data privacy, data confidentiality, and to guard against excessive intrusion into the learning day.

All information from student records that may be collected or requested for approved research studies will adhere to District Policy on data privacy for student educational records (Policy 515).

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## **REGULATION 515.1 ADMINISTRATION PROCEDURES FOR RESEARCH**

School personnel within the constraints of state statutes and federal law on data privacy and confidentiality shall conduct all District research.

Regulation 515 - Data Privacy for Student Educational Records - details rules and regulations for collection and maintenance of school records.

Regulation 515.2 - Student Surveys Used for Research - details the parameters of information that may be sought in student surveys for research.

Persons wishing to conduct research in the District shall use the following procedures.

### **I. REQUEST**

- A. All persons, District Staff as well as personnel from outside the District, wishing to conduct research in the District must make a written request to the Research, Evaluation, and Assessment Department using the "Research Request Form" available from the Executive Director of Research, Evaluation, and Assessment.
- B. All research requests are reviewed by the Executive Director of Research, Evaluation, and Assessment and routed to appropriate departments/buildings. Within one week, departments or building principals should take action on the request(s) and notify the Executive Director of their decision. The persons making the request and the schools to be affected will be notified.

### **II. FACILITATOR'S ROUTING PROCEDURES**

- A. Requests involving specific schools will be routed appropriately.
- B. Requests involving specific departments such as Student Services and Curriculum and Instruction, shall be routed to the appropriate supervisor.
- C. Requests involving part of or the entire District shall be routed through the Assistant Superintendent to the Administrative Council.
- D. Curriculum assessment or building assessment for the purpose of curriculum development and/or program evaluation are exempt from this policy, but require approval of the director of curriculum at their respective school level.

III. RULES FOR CONDUCTING RESEARCH

- A. All persons planning to conduct research in the District must complete and return the Research Request Form to the Executive Director of Research, Evaluation and Assessment. District employees must have approval of the supervisor for proposed research requests.
- B. All persons conducting research in the District must guarantee anonymity of individual children, schools, and school personnel in reporting the results. Research by outside organizations may require a separate Agreement which shall contain the guarantee of anonymity among its other terms. Exceptions to the above will be considered on an individual basis.
- C. All publications emanating from studies in the schools should acknowledge the contribution of the District. A copy of the final report or summary is required and should be submitted in electronic format to the Executive Director of Research, Evaluation, and Assessment.
- D. Research activities, including tests, surveys, and questionnaires, other than those described in the approved research proposal, are not to be used without express permission from the authorizing administrator.
- E. Since all research conducted in the schools ultimately depends on the good will and cooperation of teachers and principals, it is imperative that all researchers fulfill their professional obligation to keep participants informed of the progress of the study and its final results.

IV. CRITERIA FOR ACCEPTANCE / REJECTION

A. Level 1 (Initial Screening)

Executive Director of Research, Evaluation, and Assessment - Accept for forwarding

- Meets specified rules
- Relevance to District Program

B. Level 2 (Review and Recommendation) Based on nature and location of request

- Principal/Staff
- Other Personnel
- Assistant Superintendent

C. Level 3 (Decision)

Acceptance/rejection decision is made by the Administration. The following may be considered:

- Time restraints and commitments
- Amount of time not appropriate for students
- Parents or guardians informed and accepting
- No added costs to school
- Value of participation to the District

Research requests will be kept on file for a minimum of two years.