

Procedures and Standards for Conducting Research

The District is interested in cooperating with graduate students and other individuals engaged in research, evaluation or test development activities. We believe, however, that such projects should be of value to the District in order to justify involvement of staff and/or students. We also want to be assured that the research will not interfere with the teaching-learning process for students or staff, and that the personal rights of those involved will be protected. For these purposes, the following procedures and standards have been developed.

Staff members involved in the approval process include the Executive Directors of Elementary and Secondary Schools, a Research Review Committee, principals and teachers of schools and classrooms affected by the study.

Standards Applied to Research Proposals

1. Can the research be carried out without interfering with the teaching-learning process? Can school time reasonably be devoted to the request?
2. Will the dignity and personal rights of those who could be involved in the study be protected? Is the invasion of privacy a justifiable concern?
3. Does the request substantiate the usefulness of the data collected, and specify to whom the data might be useful?
4. Does the proposal appear feasible? Will the design of the study achieve what is expected?

Application, Approval, and Monitoring Procedures

1. Inquiry should be directed to the Department of Learning Services, where application forms may be obtained.
2. Application forms should be submitted to the Department of Learning Services.
3. A District Research Review Committee will be convened by the Superintendent to evaluate the proposal utilizing a District check-list.
4. The applicant will be informed in writing within one month of submitting application of the Committee's decision. If the request is conditionally approved, modifications required to conduct the study will be included.
5. After the Superintendent is satisfied that the proposed study meets the District standard for conducting research, the principals of the schools involved will be

notified. The principal will be asked to meet with the researcher before deciding whether or not to cooperate in the study.

6. The research applicant will contact the principal(s) to arrange appointment(s).
7. If the principal agrees, the researcher and principal determine the arrangements for conducting the project in that school. If more than one school is involved, separate arrangements must be made for each building.
8. The researcher will inform the Superintendent as to which principals have given approval to the study and the schedule for data collection.
9. The researcher is expected to keep the Superintendent informed regarding the progress of the data collection and to submit a written report of the project when it is completed.

Approved: August 28, 1996