

## Research

Research conducted by a district employee or research conducted by a non-district employee for the purpose of educational advancement must be approved by the superintendent.

To gain approval from the superintendent staff members or external researchers should plan to submit a research proposal that includes the following:

1. Project rationale and logistics:
  - a. The scope and significance of the study, briefly stated;
  - b. The proposed start and end dates for the study;
  - c. The research design;
  - d. All surveyor assessment instruments, protocols and the informed consent forms for the study;
  - e. Procedure for data confidentiality and disposal of data after analysis.
  
2. Criteria that will be used in the evaluation of requests are as follows:
  - a. The project should not be detrimental to district students or staff;
  - b. Any projected disruption (must be minimal) to the educational environment, such as use of time that would otherwise be spent in instruction, should be outweighed by what the superintendent judges to be sufficiently important educational values to warrant such disruption;
  - c. The project should focus on matters of concern and potential usefulness to the district;
  - d. There should be no obvious bias in the project, its activities or the researchers behind the project;
  - e. Research undertaken should be consistent with district initiatives and policies;
  - f. Procedures for maintaining confidentiality of information pertaining to individual students or staff must be stated, including approval by the appropriate Institutional Review Board when a review has taken place and a date when all participant information will be destroyed;
  - g. Communication with parents should be written in the parents' language.
  
3. Documentation that all persons working with district students on behalf of the project have received a background check by district personnel (see volunteer approval process).
  
4. A copy of the completed project must be submitted to the superintendent prior to its final submission to an institution of higher learning.