

CURRICULUM DESIGN:  
EXTENDED INSTRUCTIONAL PROGRAM

EHD  
(REGULATION)

GUIDELINES/  
PROCEDURES FOR  
EXTERNAL  
RESEARCH

The District is interested in participating in research efforts that enhance the development of its students in general. The Department of Curriculum and Instruction shall be responsible for investigating the advisability of District participation in research projects initiated or sponsored by individuals and agencies outside the District, or in research projects undertaken by District employees who wish to conduct programs or research to meet requirements of college or university courses, or for other reasons.

GUIDELINES

The following guidelines shall apply:

1. Research proposals shall be considered only if the applicant submits the information requested on the District's research proposal form. [See EHD (REG) (EXHIBIT)]
2. The proposed research shall not interfere unduly with the development processes and regular operating programs of the District.
3. Data collected for research studies that require student and teacher time may not be initiated after March 30.
4. Research that may be in conflict with the rights of individuals or groups is prohibited.
5. Unlimited use of all documents produced by the research in the course of the study shall be granted to the District. Prior approval of the District shall be obtained to disseminate results of the study, if the District/student is identified.
6. The department(s)/school(s) that will be affected by the research shall have the opportunity to participate in and respond to the review of research proposals.
7. A staff person shall be responsible for the coordination of the study in the District.
8. The researcher(s) shall cooperate with the staff member(s) designated to coordinate the research.
9. The researcher(s) may be required to obtain informed parental consent for students to participate in the research study.
10. An approved research study may be terminated at any time by the Assistant Superintendent for Curriculum and Instruction.

PROCEDURES

The following procedures shall apply:

1. The applicant shall submit to the Assistant Superintendent for Curriculum and Instruction seven (7) copies of a typed application for approval of the research project, using the District's Application for Approval of External Research Proposal form, and seven copies of the research abstract.

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2. The Assistant Superintendent for Curriculum and Instruction shall distribute the applications to appropriate members of the External Research Committee for their consideration. The External Research Committee shall be composed of professional personnel from the Curriculum and Instruction Department.
3. The applicant may submit exhibits that clarify the intent of the proposal and may appear before the committee to explain the proposed research project. It will be the role of the committee to determine whether or not an appearance of the applicant is necessary. The applicant's desire to appear before the committee should be stated in a cover letter at the time of filing.
4. The decision of the External Research Committee shall be binding on the committee and the applicant.
5. Applicants will be notified in writing of approval/disapproval within one week after the application is reviewed by the Assistant Superintendent for Curriculum and Instruction.
6. The applicant may begin research upon receiving written permission of the Assistant Superintendent for Curriculum and Instruction.
7. Upon completing the research, the applicant shall submit within 60 days of the stated ending date a report of the project to the Assistant Superintendent for Curriculum and Instruction.