

AUTHORITY TO
CONDUCT
RESEARCH

Research that contributes to the improvement of the educational process for students and personnel in the District may be conducted with the approval of the Superintendent's Cabinet. This includes any research by District employees or students outside the District who are seeking an advanced degree and research by outside professionals or agencies. The approval must be provided in writing and must meet established District guidelines whether it is for a single campus, multiple sites or at the central office.

APPLICATION
PROCESS

An applicant must complete the form, Request for Approval to Conduct Research in the Canutillo Independent School District, and provide the necessary attachments with this form [See GN EXHIBITS A and B]. A complete application shall be submitted to the office of the Associate Superintendent. The Associate Superintendent will review the application for completion and will forward the proposal to the appropriate Executive Director more closely associated with the topical area of research for consideration and endorsement. Recommendation to approve or deny the proposal will be submitted to the Superintendent's Cabinet for final disposition. The Associate Superintendent will notify the applicant in writing of the final decision.

In addition, institutional approval of research involving human subjects is required of all students and faculty members representing colleges and universities. Approval of projects from the University of Texas at El Paso will come from the Office for Research and Sponsored Projects.

ENDORSEMENT

Endorsement is the provision of a strong written statement of support for the proposed study confirming that:

1. The study provides the District value added information; and
2. In the endorser's opinion, the applicant possesses the necessary skills and resources to carry the study through successfully.

GUIDELINES

The following guidelines should be observed:

RELATIONS WITH EDUCATIONAL ENTITIES

GN
(REGULATION)

1. The product of research has potential benefit to the students and/or the personnel in the Canutillo Independent School District and the educational process. A summary of the findings will be made available to the Canutillo Independent School District.
2. The time requirements for students and school personnel to participate in the research effort will not be excessive nor cause undue interruption in the instructional process.
3. Privacy rights of parents and students will be respected.
4. In the Canutillo Independent School District, personality tests, inventories, and scales are administered only by licensed psychologists or persons under their supervision, with written approval of the parents. Other tests or questionnaires will be approved by appropriate school officials.
5. School administrators directly involved with the program where the research is to be conducted must indicate that their staff is willing to take part in the project.

CAMPUS BASED
RESEARCH

The approval process for research by District staff and students for instructional and/or in-house purposes is simpler and more informal. CISD students and personnel wishing to involve students and/or personnel at other schools (for example, in a survey, by conducting interviews or using any other research methodologies) must also submit an application to the Associate Superintendent. However, initial screening of projects should be conducted at the campus level by the respective principal(s). Each written proposal must have the signed approval of the supervising teacher (if a student proposal) and the principal(s) or his/her designee(s). If multi-campus are involved, preliminary approval from the principals that will be involved in the project is required.

Notice of the final decision will be sent to the applicant and (as appropriate) copies to the school personnel concerned by the Associate Superintendent.