

General Personnel

Research and Pilot Projects

The researcher must submit to the appropriate supervisor in writing a description of the project that will include:

1. The merits of the project as it relates to services to SEDOL students.
2. Time lines.
3. Letter of explanation to parents, which will:
 - a. State SEDOL's permission.
 - b. State what will be done with the child and the data, and why.
 - c. State the purpose of the project.
 - d. Assure confidentiality.
 - e. Include a written parental permission form.
4. Cover letter from supervisory university professor for all requests from university students.

The supervisor will evaluate the request to determine if it has merit. The supervisor will also assess if SEDOL can afford the time and if the anticipated results are worth the time. If the supervisor believes the research project is worthwhile, he/she will present the request to Administration for consideration and approval.

If the project is approved by Administration, the researcher is responsible for obtaining necessary permission and for keeping all parties fully informed.

1. SEDOL Staff: The researcher is responsible for keeping the contact person(s) fully informed by providing copies of all letters, status reports, written materials, final report, etc.
2. Parents: The researcher provides a letter of explanation, and postage if needed, and allows no involvement with the project until the parents are informed and agree in writing to their child's involvement. At parents' request, the researcher will provide a copy of the final report to that parent.
3. Member Districts: With supervisory approval, the researcher sends a letter to the member district informing them that:
 - a. The researcher will be involved with a SEDOL special education class in their district; or
 - b. The researcher will be involved with a SEDOL special education student from their district.

If non-SEDOL students in member districts will be involved, the researcher must obtain the member district superintendent's permission and the policies and procedures for that district will be followed.

The class or program lists shall not be released. The researcher shall not indicate the student's name or provide any data that could identify a student. Pertinent data can be released only with parents' written permission.

ADOPTED: January 22, 2015

SO denotes *SEDOL Only* policy