Procedures for Processing Requests to Perform Research
in the Hazelwood School District

The Hazelwood School District recognizes that education involves both the communication and generation of knowledge. Knowledge is communicated through instruction, which is the first priority of the Hazelwood School District. Knowledge is generated through sound educational research, which is also valued in Hazelwood. Such research benefits all students by contributing to the improvement of educational programs and practices.

A variety of internal research activities are conducted in Hazelwood, including student assessment and program evaluation. In addition, individuals and organizations regularly request permission to conduct other research in Hazelwood.

The Hazelwood School District will consider allowing such requests from researchers. Approval may be granted for proposed investigations which:

1. promise to produce information of value to the Hazelwood School District or the field of education;
2. provide adequate safeguards for participants' rights;
3. do not detract from the primary mission of instruction; and,
4. are not-for-profit in nature

   The processing of requests to perform research is limited to those submitted by individuals of institutions conducting studies of interest to the academic community or students pursuing advanced degrees for who such research is a major part of their academic studies. Exempted from these procedures are request for data from state, federal or other agencies with which the school system is required to cooperate.

The following are the steps involved in securing approval to perform research in the Hazelwood School District.

Step 1. The researcher requests an Application to Perform Research, completes the application and submits it to the Superintendent of the Hazelwood School District or his/her designee.

Step 2. The superintendent or designee, other district administrators, and potentially outside consultants, as deemed appropriate by the school district, will review the application.

In addition to assessing the purpose of the study, methodology to be employed, analyses to be conducted, survey(s) to be given, and other research factors, evaluation of the request will be based on:
- potential benefits of research to the Hazelwood Schools District.
- potential value of the study to the general field of research.

- o whether the research is part of a national study or major project requiring board participation for validity.
- o if the request comes from a major organization or agency with whom the District would like to maintain cooperative relations.
- o adherence to the Family Educational Rights and Privacy Act (FERPA) and other guidelines to protect the privacy of the individuals (staff, students, parents, and school(s) participating in the project).
- o clarity of the project procedures and processes.
- o time requirements for staff, parents and students.
- o impact on other school activities (e.g., study occurring during testing or near the end of the year).
- o sensitivity of the data to be collected and how it will be used.
- o administrative demands on the school system.

Step 3 The researcher will be notified of the decision.
- o a research request can be (1) accepted; (2) accepted subject to certain modifications in the study; or (3) rejected.
- o if the decision is to approve the request, the researcher will be informed of the name(s) and location(s) of the person(s) with whom to make initial and subsequent contacts.

All persons whose research is approved should note the following:
- a) Any modifications or changes from the approved proposal must be cleared through the superintendent or his/her designee before being implemented.

- b) The Hazelwood School District is not responsible for any of the financial cost of external research, unless otherwise specified by written agreement.

- c) Researchers must obtain permission from parents or legal guardians before collecting any information from or about students that requires students to:
  - participate in any activities outside the range of normal school activities.
  - could potentially identify individual students or could be considered protected information.

  After receiving research approval, it is the responsibility of the researchers to obtain such permission in writing. Researchers will need to provide evidence of such permission to the superintendent or designee to maintain their approved status.

In accordance with law, any Hazelwood staff member or student who intends to administer a protected information survey to any pupils is required to adhere to the Protection of Pupil Rights Amendment (PPRA), 20 U.S. C. and 1232H, which requires the Hazelwood School District to notify parents that they

may view any research instrument prior to it being applied to their child, their consent is required before participation, and they have the right to opt out of participating. These activities include a student survey, analysis, or evaluation that concerns one or more of the following protected areas:

1. Political affiliations or beliefs of the student or student's parents
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Any research project is subject to termination if the procedures described in the approved proposal are not adhered to or if the research is conducted in such a way that the administration judges it to unduly disrupt the flow of work in the school or district.

No external research will be conducted in any Hazelwood workplace unless all individuals associated with the research sign the Release of Liability Form included in this application form.