

## INSTRUCTION

### Research

Central Unified School District recognizes the potential value of research accomplished within the District utilizing District facilities and involving District staff and students. The District also recognizes a professional responsibility to assist individuals working on advanced degrees or applied research. It is also understood, however, that in allowing and encouraging research, the District has an obligation to protect students, staff members, and parents/guardians and to avoid unnecessary distraction from the District's educational objectives. Education code 51513 and 20 USC 1232h, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), specify that districts may not distribute a survey requesting personal student information without prior written consent by the student's parent/guardian.

Persons or groups wishing to use district staff, students or property in connection with an academic research project shall submit to the Superintendent or designee a written proposal which includes:

#### 1.0 Research Criteria: Research studies must meet the following criteria:

- 1.1 Have the potential of immediate or ultimate value to the District. Research which offers no apparent benefit to the District, at some level, cannot be supported.
- 1.2 Do not disrupt or significantly interfere with student instructional time.
- 1.3 Do not disrupt or significantly interfere with teaching or other staff duties.
- 1.4 Be devoid of any procedure or element that might cause confusion, or interfere with student learning.
- 1.5 Proposed research should be acceptable to the local community. Research which may be perceived as infringing on privacy, wasteful of money or resources, destructive or inhumane, or detrimental to community values would be unacceptable.
- 1.6 The researcher must agree, in writing, to follow District regulation when conducting research.
- 1.7 The District reserves the right to withhold permission to conduct research within the District. Further, the District may at any time terminate, disallow, or disapprove of any research or research procedure involving District personnel, students, or other District resources.
- 1.8 No study may be conducted with students without first obtaining informed parental consent in writing. This means the parent must be told what instrument(s) will be administered, what information will be obtained, why the instrument(s) will be administered, and what will be done with the results.

#### 2.0 Procedures for Submitting a Research Proposal: Before initiating any research activity within the District, the following procedure is to be followed. Researcher(s) must:

- 2.1 Read the District's policy regarding research in the District.
- 2.2 Gain clearance to work with students by having fingerprints taken and processed through the State of California database. The fingerprinting process can be coordinated through the Central Unified Personnel Department.

- 2.3 Submit a research proposal for approval to the Assistant Superintendent of Instruction located at the District Office and, upon approval, to the local site administrator(s) where the research is to take place. This proposal must contain the following information (not necessarily in the order listed):
  - 2.3.1 Researcher's name, address, telephone number, and e-mail address.
  - 2.3.2 Brief background of researcher(s) and the agency/university represented.
  - 2.3.3 Site(s) where research is to be conducted.
  - 2.3.4 Purpose(s) of the research (Why is it being proposed?)
  - 2.3.5 Name of professor or person (and location) to whom the individual is responsible for conducting the research.
  - 2.3.6 Area in which research is being done (e.g., counseling, assessment/testing, reading, special education, etc.).
  - 2.3.7 Aims or projected outcomes of the research.
  - 2.3.8 Value or benefits of the research to the District.
  - 2.3.9 Brief description of procedure(s) to be used in conducting the research. (Describe the research design, how data will be collected, and how results will be evaluated and interpreted.)
  - 2.3.10 Number and types of students or others to be involved.
  - 2.3.11 How students will be selected for the study(ies).
  - 2.3.12 Number and types of classes to be involved.
  - 2.3.13 Specific instrument(s) and types of data to be gathered.
  - 2.3.14 Estimate of amount of instructional time of teacher and students required by the project.
  - 2.3.15 A statement regarding any potential risks involved with the proposed research.
  - 2.3.16 A statement regarding compensation of any type involved with the proposed research.
  - 2.3.17 A statement regarding why the proposed research is relevant.
  - 2.3.18 A statement regarding how the research project will be evaluated.
  - 2.3.19 A statement of how the results will be reported to the local staff(s) involved and to District administrators.
- 2.4 This proposal must include sample letters to be sent to parents of potential students involved to inform them of the research project and to obtain permission for their child to participate. It must also include a time frame indicating proposed date of staff consultation, parent orientation, collection of data, summation, publication, and submission of report to the District.
- 2.5 The research proposal must be submitted to the site and District level at least 30 days prior to the requested commencement of the research project.
- 2.6 Upon submission of the proposal the Assistant Superintendent of Instruction may elect to assemble an independent Research & Review Committee (RRC) consisting of no less than 3 professional persons within the school system. The researcher must make an appointment with the Review Committee to go over the research study. The researcher should be prepared to describe how the proposal will be presented to site level personnel, how approval and agreement to participate will be affected, and how staff input will be handled.

- 2.7 The Certification and District Protection Statement Form for conducting research within the District must be read and signed.
- 2.8 Written approval from the Assistant Superintendent of Instruction, and the site principal(s) must be granted prior to proceeding with the proposed research.
- 2.9 The site level administrator(s) must be kept informed of any changes, unusual developments, or difficulties which may develop during the course of the research.
- 2.10 At the conclusion of the research project, the Assistant Superintendent of Instruction, RRC, and appropriate site level personnel should be provided with copies of the results of the research.

### 3.0 Research & Review Committee

- 3.1 The Assistant Superintendent of Instruction will call for the formation of a RRC when needed.
- 3.2 An appropriate RRC may consist of no less than three professional persons selected from within the school system. Usually there will be a cross section of professionals to review a given proposal (example: researcher, principal, psychologist, program manager, and teacher).
- 3.3 Written proposals (including instruments) are sent to reviewers or presented to the RRC for approval. The RRC responds in writing to the Assistant Superintendent of Instruction.
- 3.4 Review of the proposal will be made with the following considerations determining approval:
  - 3.4.1 Was the project so designed that valid and reliable results can be expected?
  - 3.4.2 Will the study contribute something useful and of value to the school system or toward the improvement of education?
  - 3.4.3 Does the study make adequate provisions for the protection of personal rights and privacy?
  - 3.4.4 Does the potential in the study justify the interruption of the work of pupils and/or teachers?
  - 3.4.5 Have all the appropriate review materials and documents been submitted as noted in section 2.0 of this policy.
- 3.5 Following consideration of the above factors the RRC submits one of the following recommendations:
  - 3.5.1 Approve the proposal
  - 3.5.2 Approve the proposal contingent upon satisfaction of certain specified conditions.
  - 3.5.3 Disapprove the proposal.
- 3.6 Once a study has been approved, both the researcher and appropriate school personnel will be notified regarding the next steps to take regarding the study. There is no appeal process for disapproved proposals.

### 4.0 Certification and District Protection Statement Form

- 4.1 See EX 6162.8

The Superintendent or designee may approve the proposed project for a period of one school year or less. To extend any project into a second school year, the researcher(s) must obtain approval from the Superintendent or designee.

Researchers shall certify that they will use no school names in the publication of findings without the approval of the Superintendent or designee.

Regulation approved: 1/10/06