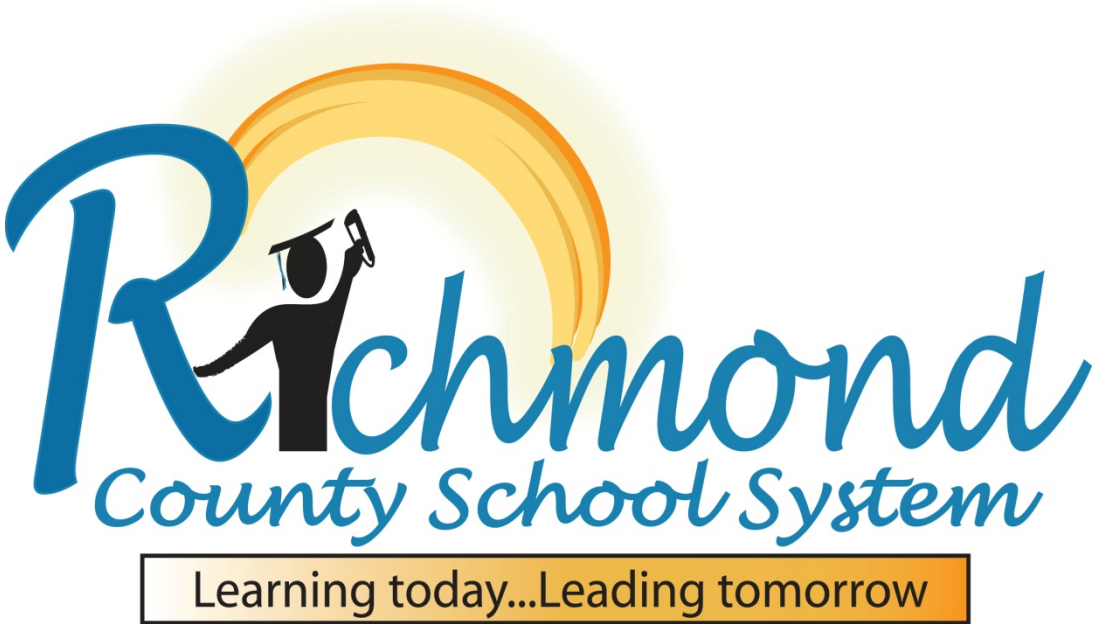


Procedures for Conducting Research within the Richmond County School System

Department of Student Services
864 Broad Street
Augusta, Georgia 30901
(706) 829-1129

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The Richmond County School System recognizes the potential benefits to the school system of participating in relevant, well-designed research studies and data collection activities proposed by qualified individuals, organizations, or institutions.

Richmond County School System shall consider requests for conducting research studies from individuals or groups. Requests may originate either from qualified persons employed by the School Board or from universities or research organizations. Approval for conducting such studies shall be based primarily on the extent to which substantial benefits can be shown for Richmond County School System in its mission of education children, youth, and adults.

Under the research screening process, staff members shall publish and oversee both written procedures for authorizing the conduct of such activity, and standards for the dispositions of resulting information.

Participation in research studies by students, parents, and staff members shall be voluntary. Written parental permission shall be required for each and every student actively participating in any research. Notices and protections for the privacy rights of students, parents, and staff members shall be provided in accordance with applicable state and federal laws and regulations.

Researcher(s) submit the following:

1. Where appropriate, submit an electronic copy and a hard-copy of your <u>COMPLETED</u> and <u>COMMITTEE APPROVED</u> research prospectus including;
    - College/University Name:
        - Address:
        - Department:
        - Major Advisor's Name/Position:
        - Advisor's Telephone:

2. Submit a copy of IRB approval from your school (if applicable);

3. Submit a copy of survey (if applicable);

4. Submit a copy of research question(s);

5. What are the hypotheses?;

6. A strategy regarding when researcher plans to administer research instrument and specifically to whom and why- specifically- researcher is choosing this particular group to survey (if applicable);

7. Submit a clear plan outlining how researcher will conduct the collection of research data specifically detailing the treatment, data collection, and reporting procedures employed to ensure that the participants' privacy and legal rights will be protected?
    - How do the reporting procedures preserve the anonymity of individual schools and the RCSS?

8. If applicable, submit a copy of introductory letter to the parents/staff/others clearly outlining:
    - Who researcher(s) are (Full Name);
    - Researcher(s) Contact Information (Phone number, personal/school email, address, etc);
    - School/Agency researcher is attending/representing;
    - Course of Study (if applicable);
    - Why research is being conducted;
    - A statement allowing them to "opt-in" to participating in your research (if applicable):
        - Clearly specify that participation is appreciated; however, they are not required or expected to participate;
        - Clearly outline whether or not there is compensation involved;
        - Clearly state that participation in this research will have no bearing on a child's/staff enrollment, academic or social activities, employment, etc. (if applicable).

<u>Please note:</u>

1. Research that is approved by the Department of Student Services does not guarantee that schools, departments, school personnel, parents, students, community leaders, others, etc. will participate. Participation is strictly voluntary and should be neither expected nor anticipated. Each entity will need to agree to participate, and they have every right to decline to do so without consequence.

2. No research involving RCSS students will be approved without the express written consent of Parent/Guardian. In other words, Parent/Guardian must "opt-in"- in writing- prior to being included in any outside research.

3. No research will be approved that interferes with instructional time.

4. The district will assume no responsibility for accepting, disseminating, collecting, warehousing, and/or forwarding of any materials for researcher.

5. There is no timetable for research approval.

- The Department of Student Services has, at any given time, several active and pending research requests. With this in mind, please plan accordingly as each request for research is individually considered.
- **There is a possibility that research will not be approved.**

6. All costs associated with approved research are the sole responsibility of the researcher.

7. No RCSS equipment or resources are to be used to facilitate your research. These include (but are not limited to):

    - Email;
    - Fax Machines;
    - Copiers;
    - Phones/Long Distance;
    - General Office Supplies;
    - Postage;
    - Stationary/Letterhead.

8. A copy of the approved research proposal and completed research is kept on file at the Department of Student Services for review.

9. Once research proposals are approved, any modifications to the approved methods, research instruments, populations, score, etc. are to be immediately brought to the attention of the Department of Student Services prior to continuing with said research.

10. Parents and staff members shall have the right to inspect such studies, and materials used in connection with such studies, on request.

11. Any data collection, reporting, and/or related research activity undertaken within, or by Richmond County School System shall protect the privacy of students, parents, and employees.

12. Researchers are required to submit electronic copies of their competed research to the Department of Student Services upon successful completion of their defenses.

13. The RCSS reserves the right to revoke Research Approval at any time.

This general information is not specific to any request, but every researcher should be aware of the process, possibilities, and district expectations. Should you have any further questions, please do not hesitate to call the Department of Student Services of the Richmond County School System at (706) 826-1129.