

## EDUCATIONAL RESEARCH

- 1.0 **Scope.** All proposals for educationally-related research to be conducted within the District must be submitted in writing to the Chief Academic Officer. This policy shall apply to research by District staff as well as outside agencies and shall apply to projects involving the gathering of data at any District school or work site, opinion polls, personal interviews, or other efforts requiring access to confidential student or staff information. Research by District students shall not be governed by this policy.
- 2.0 **Application Process.**
- 2.1 Individuals requesting permission to conduct any research activity in the District must submit to the Chief Academic Officer two (2) copies of the following:
- 2.1.1 Application form in Exhibit A with all items completed. Applications must be signed by the principal investigator and other person ultimately responsible for the study (supervisor, agency head, or professor).
- 2.1.2 Complete research design including all data collection procedures (such as all questionnaires, forms, tests, and other instruments and communications) that would be part of the proposed study.
- 2.1.3 Supplementary materials as appropriate or as may be required by the Chief Academic Officer.
- 3.0 **District Review Process.**
- 3.1 The Learning Services Department will review the application. The review process will take approximately four weeks.
- 3.2 Proposals must demonstrate that the projected findings will have value to either the District as a whole or to a unit within the District and not be unduly time consuming or disruptive to the educational process.
- 3.3 The Chief Academic Officer will notify the researcher of the District's decision. The notification will indicate the following:
- *Approval.* If the study is approved, the Chief Academic Officer will notify principals or program managers in those sites where the study is to be conducted.
  - *Tentative Approval.* If the study is approved with modification, the researcher must provide a written response indicating compliance with the modifications before final approval is granted.
  - *Denial.*
- 3.4 The researcher will contact the appropriate principals or program managers to complete arrangements for conducting the study. Principals and program managers may deny approval in their schools or program sites except those studies mandated by the District.
- 4.0 **Timing of Research.**
- 4.1 To avoid undue inconvenience to building personnel and students, no research activities by agencies outside the District will be allowed in the schools:
- before October 1 or after May 1;
  - during scheduled parent-teacher conferences;
  - one week before winter and spring vacations;
  - during the week prior to the end of the semester;
  - where there are already a number of research projects under way;
  - where a number of research projects have already been conducted;
  - as may be otherwise identified from time to time by the District.

- 4.2 The provisions in Section 4.1 shall not apply to:
- Principals, program managers or school/parent organizations wishing to conduct surveys in their own schools for internal use only.
  - Management information surveys or studies by District staff within their own line of authority.

5.0 **Participation.** Participation of staff, students and parents shall be voluntary. If the study involves District students, provision for obtaining parental permission for participation must be addressed by the applicant. In no case shall information gathered through a research study become part of any student's permanent school record or disseminated with any participant's name or other personally identifiable indicator.

6.0 **Research Findings.**

6.1 Data may be used only for the purposes of the study approved by the District.

6.2 The researcher will supply the District with one copy of the final report or abstract prior to publication.

6.3 The findings of any research conducted within the District will be available for District-wide use.

7.0 **Indemnity.** Agencies or individuals authorized to conduct research in the District must indemnify the District in writing against any and all claims occurring out of the authorized project except as specific waivers from indemnity are authorized by General Counsel.

LEGAL REFERENCE:  
C.R.S. 24-72-204(3)

**APPLICATION TO CONDUCT RESEARCH**

The District will base its decision whether to approve the study on information provided in this application. The researcher shall provide all requested information on this form. If more space is needed to answer any items, please attach additional sheets.

Name of Researcher:		Date:			
Title:		Office Phone:			
Mailing Address:		FAX Number:			
		Home Phone:			
Title of Study:					
Purpose of Study:					
Please describe the ways in which Adams 12 Five Star Schools would directly benefit from your study:					
Is this study legally mandated?					
If so, by what agency or authority? <i>(be specific)</i>					
Approximate dates of data collection: (dates) From: _____ To: _____					
Expected completion date of final report:					
Please list the schools in which the study, if approved, will be conducted:					
Please indicate the number of participants and the approximate amount of time which would be required of each participant:					
	<b>Students</b> (by grade)	<b>Teachers</b> (by grade)	<b>Principals</b>	<b>Parents</b>	<b>Other</b> (specify)
<b>Number of Participants</b>					
<b>Time per Participant</b>					
Describe the specific procedure to be used to select participants:					

Describe the instruments, forms, questionnaires, or tests to be used to collect data and explain how those instruments relate to the study.
Who will be responsible for administering tests or questionnaires?
<u>Study Design:</u> What question does your study seek to answer?  How will the data be physically tabulated?
List the facilities at each school that you will need; e.g. tables, chairs, rooms.
How will parent permission, if necessary, be obtained? (Attach a copy of letter to parents.)
How will you report the results of the study and to whom? When?

***To each of the copies of this application, attach the following:***

- *a copy of all questionnaires, forms, tests, and communications which will be distributed to participants.*
- *a parent permission form, if necessary.*
- *a brief summary of your research proposal or dissertation.*

**Statement of Researcher:**

In submitting this application, I assure Adams 12 Five Star Schools that I will conduct the research in all respects according to the conditions under which this application may be approved, including District policy on educational research. In compliance with the Family Education Rights and Privacy Act of 1974, I assure the District that identifiable data collected for this study will be kept confidential. Upon completion of this research, I will provide the Chief Academic Officer with one copy and an abstract of my final report.

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Advisor (*if applicable*)

\_\_\_\_\_  
Date

**District Decision:**

- Approved**       **Tentative Approval**       **Denied**

\_\_\_\_\_  
Chief Academic Officer

\_\_\_\_\_  
Date