

**Criteria and Process
for Research in the
Schools**

Criteria to be applied to approving research in the schools include:

1. Approval shall be given in order of priority to the following types of research projects.
 - a. Studies of District programs, practices, or students likely to be of immediate benefit to the District.
 - b. Studies of general programs, practices, or students pertinent to the District.
 - c. Studies of theoretical issues or questions.
2. Approval shall be given in order of priority to research conducted by the following agents.
 - a. District staff
 - b. Others
3. The following additional criteria shall be considered in the approval process.
 - a. Priority of the type of study.
 - b. Importance of the study to District goals and objectives.
 - c. Degree to which the study interrupts the regular educational process.
 - d. Degree to which the proposal conforms to the canons of valid educational research including:
 - (1) Validity and reliability of data collection procedures (including instrumentation) and analysis.
 - (2) Degree to which human subjects are protected.
 - (3) Degree to which rights or privacy are protected.
 - e. Approval of professor or committee (for graduate students only).
 - f. Agreement to provide the Executive Director for Planning and System Accountability a copy of the completed study.

The approval procedure is as follows:

1. All persons conducting research in the schools, other than those conducting District research efforts, must complete an Application to Conduct Research (Exhibit A). District research shall be conducted in conformance with the Standard Process for Program Evaluation.

2. Research proposed in one school by a member(s) of the faculty may be approved by the principal who shall send a copy of the approved application to the Executive Director for Planning and System Accountability or choose to refer the application to the Executive Director for Planning and System Accountability.
3. Survey forms sent to individuals to complete, as part of a study, may be completed at their discretion.
4. Survey forms sent to administrators to distribute for completion by others (students or staff) must be approved by the Executive Director for Planning and System Accountability.
5. Research proposed in more than one school or in one school by a person(s) other than a member of the school faculty must be submitted to the Executive Director for Planning and System Accountability and be approved by the Associate Superintendent for Curriculum and Instructional Services.
 - a. Applying the criteria outlined in paragraph one of this guideline, a decision may be made to:
 - (1) Approve the application.
 - (2) Approve the application with revisions.
 - (3) Not approve the application.
 - b. The applicant shall be informed of the committee's decision, along with revisions or reasons, by the Executive Director for Planning and System Accountability.

Results of the Research

One copy of the completed study and an abstract must be delivered to the Executive Director for Planning and System Accountability.

Completion of Behavior Rating Scales from Outside Sources

General Position Statement

District staff will cooperate in furnishing information to outside professionals on classroom behaviors of individual children. In the interest of faculty time and consistency of response, the following procedure will be used in the completion of behavior rating scales.

1. The District staff will only complete behavior rating scales upon a written request from a physician or psychologist or counselor.
2. Written permission shall be secured from parents authorizing the school to complete the behavior rating scale. [Exhibit C]
3. Campus staff will be provided an annual in-service on the use of behavior rating scales by campus counseling staff.

4. The campus principal shall approve each rating scale submitted.
5. The principal of each campus shall identify one person to receive, distribute, and collect rating scales from teachers.
6. The completed instruments shall be sent directly to the outside professional who requested the information with a cautionary statement against the misuse of the information [Exhibit B].
7. A copy of the physician's/psychologist's/counselor's request and the letter of transmittal shall be maintained by the counselor. No copies of the rating scale will be kept.