

## **Relations with Education Research Agencies (Research Testing Guidelines)**

- 1) A written proposal for permission to do research testing will first be submitted to the superintendent for a review of the proposal's feasibility and appropriateness. If the superintendent believes the proposal may be feasible and appropriate, the request shall be submitted to the administrative team.
- 2) Depending upon the volume of requests, the administrative team may find it advisable to decline to review proposals from certain categories of researchers (i.e., graduate students, undergraduate students). The administrative team will be provided with such information as it deems necessary, including information on current research standards applicable to the project.
- 3) The administrative team will judge the merit of written requests for testing with attention being given to the following areas:
  - a) Scientific soundness of the project; that is, how likely it is to produce valuable information relative to student class time.
  - b) Procedures to insure anonymity.
  - c) Soundness of stated purpose and methods.
  - d) Benefits of the resulting information.
  - e) Evaluation of possible risk to students.
  - f) Examination of parent consent forms and student consent forms when applicable. Parental consent will be obtained for all research with students not conducted or contracted for by school employees unless the research consists merely of observing unidentified students engaged in their normal activity. Student consent will be sought when appropriate.
  - g) A clearly written statement appropriate for parents which explains:
    - i) The project's purpose
    - ii) How the student was selected
    - iii) General procedures to be followed
    - iv) Anticipated benefits for general knowledge, the student and the district
    - v) Whether students will be personally identifiable and to whom
    - vi) To whom results will be available
    - vii) Parents' right to inspect testing materials before consenting
    - viii) Researcher's name, address and telephone number and professional affiliations
    - ix) Any identifiable risks to participating students

- x) How the student may opt out of the research
  - xi) Post-research follow-up procedures
  - xii) That the school is neither conducting nor sponsoring the project
- 4) The administrative team will make a recommendation to the superintendent who will make the final decision about the research project.

Approved November 28, 1989

CROSS REFS.: GCS, Professional Research and Publishing  
JLDAC, Screening/Testing of Students