

## STUDENT PERSONNEL

### Series 500

#### POLICY TITLE RESEARCH BY OUTSIDE ORGANIZATION & INDIVIDUALS No. 508. 4

Proposals for formal research projects will be submitted to the Associate Superintendent. The proposal will include:

- The title of the research project
- The name, phone number and email address of the person(s) conducting the research
- The date submitted to the district for approval
- Any colleges, universities or other institutions associated with the study
- The school and/or classroom proposed for the research study
- The subjects of the research (parents/guardians, students, teachers, principals, records or other data, etc.) including as much specific information as possible without including the names of the subjects
- The dates proposed for conducting research
- The purpose(s) of the research
- The methodology
- All requests for district involvement in the study including data, curriculum guides or assessments, etc.
- The intended outcomes of the research
- The intended use of the research results or data

A copy of the formal proposal (prepared for the university) will be attached.

A copy of each survey or other instrument used in the research study will be attached.

Research proposal requests shall:

- Require only voluntary participation
- Involve no expense to the Johnston Community School District beyond discretionary use of staff and student time
- Not make unreasonable demands upon scheduled and unscheduled time of students, teachers and staff
- Treat information and data concerning students and staff in strictest confidence and conform to existing laws relative to research with human subjects

Research proposals will not be used to discriminate, or in any other way, discriminate against any student on the basis of race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status.

No student is required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent/guardian, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or student's parent/guardian;

- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those with lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent/guardian; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

A copy of written parental/guardian consent, when required, will be attached to the proposal.

The researcher will not initiate the study in the school until he/she has received written approval from the Associate Superintendent. Please allow three weeks for the review of the request.

Research findings will be shared with the district as an abstract of the findings and/or on the executive summary.

Date Approved: March 12, 2012

Last Date Reviewed: October 24, 2022

Last Date Revised: October 24, 2022

# Application Research Project Proposals

Title of Research Project: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Date submitted to District: \_\_\_\_\_ Date proposed for conducting research: \_\_\_\_\_

Name of college, university or other institutions associated with study: \_\_\_\_\_

\_\_\_\_\_

Subjects of the research (parents, students, teachers, principals, records or other data, etc.) including as much specific information as possible without including the names of the subjects:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of research: \_\_\_\_\_

\_\_\_\_\_

Methodology: \_\_\_\_\_

Describe any district involvement required: \_\_\_\_\_

\_\_\_\_\_

Intended outcomes of research: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

*Please attach this application and submit with the formal research proposal you have prepared for your university or college.*