

## **P1850 RESEARCH COUNCIL AND RESEARCH PROJECTS**

### **BOARD POLICY:**

**Section A: The Research Council is established to promote and encourage research, to recommend policies and establish procedures pertaining to research activities, and to assure that research studies conform to the values and standards of the school district.**

Administrative Implemental Procedures:

1. The Research Council shall be appointed by the Superintendent, or his or her designee.
2. The Research Council:
  - a. Develops procedures pertaining to research activities within the district and to the dissemination of research findings.
  - b. Participates in reviewing proposals, planning and making priority recommendations for needed research studies which are district-wide in scope.
  - c. Establishes guidelines for conducting research projects.
  - d. Confers with individuals or groups interested in conducting research within the district.
  - e. Reviews and approves research proposals submitted by individual candidates or groups.
  - f. Evaluates the school district's program of research activities and makes recommendations for improvement.

**Section B: Research projects are encouraged for the purpose of improving educational practices. Such projects are monitored by the Research Council chairperson under guidelines established by the Research Council.**

Administrative Implemental Procedures:

1. All persons wishing to conduct research in USD 259 must prepare and submit a proposal to the Research Council.
2. An explanation should be included in the project proposal showing how the project relates to the district's strategic plan goals or objectives. The proposed project should be beneficial to the school district by generating new knowledge, improving practices, providing opportunities for USD 259 personnel in the area of research and self-improvement or, in some cases, providing a material benefit.
3. The Research Council will review and make recommendations on research projects proposed by graduate students or by other reputable researchers or outside agencies.
4. Building principals, in cooperation with their staff, will determine whether an approved research project will be conducted in their school.
5. Research proposals should meet the following criteria:
  - a. Offer promise of improving educational practices.
  - b. Show evidence of careful planning, including a review of current literature, if appropriate.
  - c. Be planned in advance so as to minimize interruptions in the regular school program and conflicts with scheduled school events. Generally, requests to gather data during the regular school term must be scheduled between September 15 and April 15.
  - d. Conform to the values and standards of the school and community.
  - e. Pertain to a relevant educational problem; contain an appropriate research design, and

- outline methods and procedures clearly.
- f. Make no undue demands upon the time of pupils and staff.
  - g. Respect the rights of privacy of personal data concerning pupils and employees, in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq.
  - h. Include informed consent statements from parents, students, and district staff when necessary, pursuant to FERPA.
  - i. Adhere to district guidelines and provide for the protection of human subjects under the law.
  - j. Respect the right of individuals to refrain from participation on research studies.
  - k. Involve, generally, graduate level research or its equivalent. Normally, requests by undergraduate college students will not be approved.
6. The investigator is responsible for fulfilling the following requirements:
- a. Contact the office of Assessments and Research to obtain appropriate forms for submitting a proposal to conduct a research project.
  - b. Submit all required forms, including a detailed description of the proposed project and an abstract, to the Research Council chairperson.
  - c. Secure Research Council approval of the proposal and submitting written approval of the building principal(s) of the schools involved in the study before collecting the data.
  - d. Make changes to the design of the proposal or specific procedures if requested.
  - e. File a progress report with the Research Council at the end of each school year for an incomplete study.
  - f. Deposit a copy of the written report or summary of the study with the Research Council upon completion of the study.
7. The school district is responsible for the following:
- a. Evaluating proposals, either individually or by a meeting of the Research Council to consider proposals. Persons submitting proposals may be requested to meet with the council or to provide additional information.
  - b. Approve requests, subject to defined conditions or limitations.
  - c. Denying requests if the Research Council feels that guidelines have not been met or it would be inappropriate to have such studies conducted in the Wichita Public Schools.
  - d. Notifying candidates promptly regarding acceptance or rejection of proposals.
  - e. Maintain file copies of written reports or summaries of research studies for a period of five years.
  - f. Ensure that disclosure of information in student education records is done in compliance with FERPA.

Administrative Responsibility: Learning Services – Assessments and Research

Latest Revision Date: November 2018

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