

INSTRUCTION

Educational Research

All proposals for educationally related research to be conducted in the Everett School District are to be submitted to the assessment and research department to initiate the approval process. This shall include research by district staff, as well as out-of-district agencies. Everett School District students who are conducting research as part of an assignment in an Everett School District course or school-sponsored activity in which they are currently enrolled shall not be governed by [Board Policy 2105](#).

Participation of staff, students and parents shall be voluntary. In the event that a child attending the Everett School District is to participate in a test or other activity incidental to the regular educational program, the individual student's participation shall be based upon prior parental information and approval. In the cases in which individual student results are issued, parents shall be notified and afforded an opportunity to decline their student from participation in studies when the purpose of participation is not to secure results to be used in evaluating the student's educational status or progress.

In no case shall information gathered through a research study become part of a student's permanent school record or disseminated with the participants' name.

Results and publications of all approved research shall be archived in the assessment and research department according to the State Records Retention Schedule.

Research proposals which show promise of direct benefit, demonstrate little inconvenience to the Everett School District and its students, and which are aligned to the strategic plan goals have a greater chance of being approved. Studies which impact instructional time will receive greater scrutiny.

In compliance with the [Family Educational Rights and Privacy Act of 1974](#), adequate safeguards must be taken to ensure that no personal rights of students will be violated in any way as a result of research or the publication of its findings. Access to personal information regarding students shall only occur with consent of students' families; access to directory information shall only occur consistent with federally mandated and district procedures. Similar precautions will protect the rights of district staff.

Data collected may be used only for the purposes of the study approved.

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; and
- Where a number of research projects have already been conducted.

The following instances will be exempt from the calendar limitations noted above:

- Principals, program managers or school/parent organizations wishing to conduct surveys in their own schools for internal use only; and
- Management information surveys or studies by district staff within their own line of authority at the request of the school district.

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

Request to Conduct Research Process

1. Individuals requesting to conduct any research activity in the Everett School District must submit the following documents electronically to the department of assessment and research:
 - a. Application form with all items completed (application forms are available online at <http://www.everettsd.org/Page/4818>);
 - b. Complete research design including all data collection procedures, e.g., all questionnaires, forms, tests and other instruments and communications that would be part of the proposed study;
 - c. Supplementary materials as appropriate;
 - d. Parent, student and staff consent forms; and
 - e. Institutional Review Board approval by research agency.

Research activities under these guidelines include gathering of data at any Everett School District school or work site, including but not limited to opinion polls, personal interviews or any approaches to students, staff or parents where access to names or addresses must be obtained from the Everett School District.

2. All research applications must be signed by the principle investigator and the person ultimately responsible for the study, e.g., supervisor, agency head, professor.
3. Assessment and research will receive the application and submit the proposed study for review by at least three (3) district personnel including at least one (1) representing the site at which data are to be collected. They will confer with the identified regional superintendent for final approval. This process may take approximately four (4) weeks to complete.
4. When a decision has been reached, notification will be sent to the researcher. The district will indicate the following:
 - a. Approval

If the study is approved, the assessment and research department will notify principals or program managers in those schools or programs where the study is requested.

When approved 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 appropriate regional superintendent.

b. Conditional Approval

If the study is conditionally approved, the researcher must provide a written response indicating compliance with the conditions before final approval is granted.

c. Denial

If denied, the researcher will be notified by the assessment and research department to that effect.

5. The researcher will supply the Everett School District with one copy of the final report and, if applicable, the abstract prior to publication.

Cross reference: [Board Policy 2105](#)

Educational Research

Adopted:	<u>June 5, 1995</u>
Updated:	<u>September 30, 1998</u>
Updated:	<u>June 2001</u>
Updated:	<u>February 2012</u>
Renumbered:	<u>December 2012</u>
Updated:	<u>December 2013</u>
Revised:	<u>January 2014</u>
Updated:	<u>June 2014</u>
Revised:	<u>August 2016</u>
Revised:	<u>May 2017</u>
Updated:	<u>November 2019</u>

APPLICATION TO CONDUCT RESEARCH IN THE EVERETT SCHOOL DISTRICT

As the district's decision will be based on information provided in this application, it is the researcher's responsibility to provide all requested information on this form. If more space is needed to answer any items, please attach additional sheets. Supplementary materials may be attached, as appropriate.

All applications must be electronic.

Name of Researcher:	Date:				
Title:	Office Phone:				
Mailing Address:	Home Number:				
Email:					
Title of Study:					
Purpose of Study:					
Please describe the ways in which the Everett School District would directly benefit from your study.					
Is this study legally mandated?					
If so, by what agency or authority? (Be specific)					
Approximate dates of data collection: (dates) From: To:					
Expected completion date of final report:					
Please list the school 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:					
	Students (by grade)	Teachers (by grade)	Principals	Parents	Other (specify)
Number of Participants					
Time per Participant					
Describe the specific procedure to be used to select participants.					

Describe specifically any demographic, assessment, program, or course data you will require for your study.
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.
Do you plan to send parent consent forms? Do you plan to send student consent forms? Do you plan to send staff consent forms?
If yes, please attach a copy. If the project is approved, the Everett School District will require a list of students whose parents have signed parent permission forms.
How will you report the results of the study and to whom? When?

To each application, attach the following:

- A copy of all questionnaires, forms, tests and communications which will be distributed to participants.
- Parent, student and/or staff permission form, if appropriate.
- A brief summary of your research proposal or dissertation.
- Prospectus, if applicable.
- IRB approval or documentation that the research is exempt.

Statement of Researcher:

In submitting this application, I assure the Everett School District that I will conduct the research in all respects according to the conditions under which this application may be approved, including the ***Procedures and Guidelines to Conduct Research Projects in the Everett School District***. In compliance with the [Family Education Rights and Privacy Act of 1974](#), I assure the Everett School District that identifiable data collected for this study will be kept confidential. Upon completion of this research, I will present to the assessment and research department for the Everett School District, one (1) copy and an abstract of my final report.

Principle Investigator	Date
Revised: <u>August 2016</u>	
Revised: <u>May 2017</u>	