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Christine Hikido
Director
Research and Evaluation
Department
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Dear Researcher:

Each year, the Elk Grove Unified School District receives numerous requests to involve district students and staff in academic research projects. The district's Research and Evaluation Department reviews each research request and makes a recommendation regarding the implementation of each within the district. Research proposals are approved for a maximum of one year. To extend any project into a second year, the researcher(s) must, again, seek and receive approval.

The criteria used to consider each research proposal are established by Board of Education policy (*attached*). Generally, to be approved, research proposals must: 1) involve a **minimal intrusion** into the instructional program, 2) not violate **student or parent rights to privacy**, and 3) produce a **worthwhile instructional benefit** relative to their projected cost (student/staff time, use of facilities, etc.).

Adherence to the steps outlined below will expedite the processing of your request:

- 1) Review the attached documents (*FAQs, Board Policy, Nondisclosure Agreement, Research Request form, and Request for Publication Use form*).
- 2) Complete the **Request to Conduct Research** form carefully, following the directions to submit the required number of copies of your research proposal, and ensuring the assurances are understood and signed.
- 3) Complete and sign the **Nondisclosure Agreement**. (A district signed copy will be returned to you if the research is approved.)
- 4) Review and complete the **Request for Publication Use** if you intend to have your research findings published and intend to include information identifying the district, any of its schools, or individuals.
- 5) Research requests will be reviewed on a quarterly basis according the following timeline:

Requests Submitted	Response By
January-March	May 1
April-June	August 1
July- September	November 1
October-December	February 1

If, after reviewing the attached information you have unanswered questions, please feel free to contact the Research and Evaluation office at (916) 686-7764.

Sincerely,

Research and Evaluation

Conducting Research in the Elk Grove Unified School District

The Elk Grove Unified School District receives many requests to conduct research each year. Given the limitations of staff and student time, only a fraction of these studies can be approved. Studies with the highest probability of approval are those that contribute to research in the area of student learning or achievement and can be used by the district to address an area of district need or interest.

Required Forms

Any organization, agency, or individual wishing to conduct research within the Elk Grove Unified School District must submit a *Research Request Packet*, which contains the Request to Conduct Research form, Non-Disclosure Agreement, and Publications Use form. These forms can be obtained from the Research and Evaluation Department (RED).

District staff members who wish to conduct research within their own school or classroom(s) are not required to submit a *Research Request Packet*, rather they must obtain approval directly from the site principal in order to conduct the research in question.

Review Process

Once RED receives the completed *Research Request Packet*, it is reviewed for quality and completion. The request is then forwarded to the affected department(s) for further review and final consideration.

Research requests will be reviewed on a quarterly basis according the following timeline:

Requests Submitted	Response By
January-March	May 1
April-June	August 1
July- September	November 1
October-December	February 1

Notification

The researcher will be notified by mail of the district's decision regarding the research request. District approval must be received before the researcher contacts individuals or schools to request their agreement to participate.

Please note that even if the district does approve the request, school, staff, student, and/or parent participation is voluntary. Therefore, it is the responsibility of the researcher to contact identified study participants to inform them of the study, gain their agreement, and make the necessary arrangements for the research study. Research must be conducted according to the parameters of the research proposal as submitted and approved.

Study Completion

The researcher is asked to provide the district and participants with a summary of research findings as soon as the study is completed. Research findings that identify, by name, the district, any of its schools, or individuals, cannot be published without the required approvals as specified in the *Publication Use* form.

Request to Conduct Research Frequently Asked Questions

Question: *Who must submit the Request to Conduct Research form?*

Answer: Any organization, agency, or individual wishing to conduct a research study within the Elk Grove Unified School District must submit a *Request to Conduct Research* form and receive district approval prior to implementing the study. District staff members conducting studies within their own school or classroom may not be required to complete this process, but must have approval from the site principal in order to conduct the research in question.

Question: *What should be submitted with the Request to Conduct Research form?*

Answer: The *Request to Conduct Research* form should also be accompanied by three (3) copies of each the research project abstract, timeline, and instruments of any tests, surveys, questionnaires, etc. to be used in the study. The project abstract should include information pertaining to: 1) the research hypotheses or questions to be addressed by the study, 2) the nature and size of all student, staff, parent samples selected for the study, 3) the research methodology to be employed by the study, 4) statistical methods to be used in aggregating and analyzing study data, and 5) methods to be used to disseminate study results including the audience(s) to which study results will be provided.

Question: *What are the chances of having a research proposal approved?*

Answer: The district receives many requests to conduct research each year. Only a fraction of these studies can be approved. Studies with the highest probability of approval are those that: 1) involve a **minimal intrusion** into the instructional program, 2) do not violate **student or parent rights to privacy**, and 3) produce a **worthwhile instructional benefit** relative to their projected cost (student/staff time, use of facilities, etc.).

Question: *What assistance can the district provide in conducting a research study?*

Answer: After a study is approved, the Research and Evaluation Department will notify identified study participants of the study approval. However, please note that school or individual participant participation is voluntary. It is the responsibility of the researcher to contact identified study participants to inform them of the voluntary nature of the study and to make the necessary arrangements for the research study if they choose to participate.

Question: *What is required after the study is completed?*

Answer: The researcher will be asked to provide the district and study participants with a summary of research findings as soon as the study is completed. Please note: research findings cannot be published that identify, by name, the district, any of its schools, or individuals without the required approvals as specified in the *Request for Publication Use* form.

Instruction

RESEARCH

The Board of Education respects the value of academic research to improve educational programs and practices. Researchers shall respect the privacy rights of students, including their right to refrain from participation in research projects in accordance with law, Board policy and administrative regulation.

The Superintendent or designee may authorize research projects within the district by outside groups or persons when such research is aligned with district goals and is likely to benefit the district without disrupting the school program.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

The Superintendent or designee shall ensure that parents/guardians receive prior notification of any surveys or evaluations that collect personal student information and that consent is obtained in accordance with law.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

Legal Reference:
EDUCATION CODE
51513 Personal beliefs

UNITED STATES CODE, TITLE 20
1232h Protection of pupil rights

Management Resources:
WEB SITES
CSBA: <http://www.csba.org>
CDE: <http://www.cde.ca.gov>
USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpc/>

Policy
Adopted: July 5, 1994
Revised: February 21, 2006

ELK GROVE UNIFIED SCHOOL DISTRICT
Elk Grove, California

Instruction

AR 6162.8 (a)

RESEARCH

Persons or groups wishing to involve district staff, students or property in an academic research project shall submit to the Superintendent or designee a written proposal which includes:

1. Name of researcher(s) and academic credentials.
2. Purpose and scope of the project.
3. Method of study or investigation to be used.
4. Extent of participation expected of students and staff.
5. Uses to which project results will be put.
6. Benefits to the school(s) or the district.

The Superintendent or designee shall evaluate the extent to which the proposal:

1. Shows potential for improving instructional programs and strategies.
2. Addresses a relevant educational problem.
3. Is designed to minimize interruptions and demands upon the time of students and staff.

The Superintendent or designee may approve the proposed project for a period of one school year or less. To extend any project into a second school year, the researcher(s) must again obtain approval from the Superintendent or designee.

The researchers shall certify that no findings will be published without approval of the Superintendent or designee. Schools, students and staff members involved in the study will not be identified by name without the permission of the Superintendent or designee. Published results will be limited to group data only.

Regulation
Approved: July 5, 1994
Revised: February 22, 2006

ELK GROVE UNIFIED SCHOOL DISTRICT
Elk Grove, California

Return Completed Request to:
Research and Evaluation Dept.
Elk Grove Unified School District
9360 Elk Grove-Florin Rd., #1
Elk Grove, CA 95624

REQUEST TO CONDUCT RESEARCH
in the Elk Grove Unified School District

Study Title: _____	
Researcher(s): 1) _____	2) _____
Address: _____	Phone: () _____
_____	Email: _____
Agency/Organization: _____	Contact/Advisor: _____
_____	Advisor's Ph:() _____

Checklist for Review of Research Project:

- Packet includes Request to Conduct Research form (3 copies)
- Packet includes Research Study Abstract and Timeline (3 copies)
- Packet includes copies of all data gathering tests/surveys/forms (3 copies)
- Abstract (pages_____) describes the research question(s) addressed by the study.
- Abstract (pages_____) describes the research methodology to be used.
- Abstract (pages_____) describes the extent of student/staff participation.
- Abstract (pages_____) describes the uses to which study results will be put.
- Abstract (pages_____) describes the study's benefits to the district and others.

Assurances: (Please initial)
_____ 1) No changes will be made in the scope and/or structure of the study.
_____ 2) No study findings will be published or released that identify by name, the district, its schools, students, or staff without the completion and approval of the Request for Publication Use form.
_____ 3) A copy of the final study will be submitted to Research and Evaluation and to each school site participating in the study.

Researcher's Signature _____ Date _____

Advisor's Signature _____ Date _____
(if applicable)

FOR DISTRICT USE ONLY	
<input type="checkbox"/> Research and Evaluation (study reviewed)	
<u>Additional Research Reviews/Approvals</u>	
<input type="checkbox"/> Education Services Reviewer: _____ Date Reviewed: _____ Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Elementary Education Reviewer: _____ Date Reviewed: _____ Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Department _____ Reviewer: _____ Date Reviewed: _____ Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Secondary Education Reviewer: _____ Date Reviewed: _____ Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No

NONDISCLOSURE AGREEMENT

THIS NONDISCLOSURE AGREEMENT (“Agreement”) is made and entered into as of the signature date below by _____ (“Individual”), who is an employee, consultant or student of _____ (“Company,” “School,” “Organization”), and the Elk Grove Unified School District (“District”) for the purpose of _____

_____ (“Purpose”). In consideration of the foregoing, Individual and District agree as follows:

Term/Termination – This Agreement shall be in force for the _____ school year and shall terminate on July 31, 20___. This Agreement is further subject to termination without cause of any kind by the Individual or the District provided one Party delivers to the other Party written notice of the termination sixty (60) days prior to the effective date of the termination. Neither party shall be liable to the other party for any costs, losses or damages resulting from such termination.

Confidential Information/Material – “Confidential Information/Material” means written, graphic, electronic or pictorial information and the medium in which it is contained (i.e., documents, reports, correspondence, photographs, computer disks or tapes, etc.) that District designates or, in its judgment, would reasonably consider as being confidential.

Individual’s Obligation –

- A. Individual agrees that the Confidential Information/Material is to be considered confidential and proprietary to District and Individual shall hold the same confidence and shall not use the Confidential Information/Material other than for the Purpose of Agreement.
- B. Confidential Information/Material furnished in a tangible form shall not be duplicated by Individual except for the Purpose of Agreement. Individual shall return all Confidential Information/Material received in tangible form, including all copies, reproductions or other media containing such Confidential Information upon completion of all work associated with the Purpose of Agreement or immediately upon request of District.
- C. Individual agrees to not reveal any individually identifiable information. Further, Individual agrees to not make any disclosure or publication whereby the data furnished by or related to any particular person, school, or the school district could be identified, unless the *Request for Publication Use* form has been completed, submitted, and approved.
- D. Individual agrees to immediately notify District of any breach of this Agreement.
- E. Employees or consultants from Company designated above who are granted access to Confidential Information/Material by Individual shall abide by the Obligations of the Individual.

Governing Law and Equitable Relief – This Agreement shall be governed and construed in accordance with the laws of the United States and the State of California and Individual consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Individual agrees that in the event of any breach or threatened breach by Individual, District may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect District against any such breach or threatened breach.

Elk Grove Unified School District

Individual

(signature)

(signature)

(printed name)

(printed name)

(title)

(title)

(date)

(date)

REQUEST FOR PUBLICATION USE

Elk Grove Unified School District

Study Title: _____
Study Author(s): _____
Publication Venue: _____
Expected Date of Publication: _____
*Research and Approval Date Requested by: _____
*Please note: At least three weeks required for Research and Evaluation review.

Please identify below the individual(s), school(s), or district requested to appear in publication (attach additional sheet if needed).

Person

Name/Title

Department or School

School(s)

School Name(s)

District

Please ensure:

This form has been completed and assurance below has been signed.

A publication-ready copy of the study is included.

Assurance

My signature below acknowledges that no study findings will be published or released which identify, by name, the district or any of its schools or individuals without the required approval of the district Superintendent or Designee.

Researcher's Signature _____ Date _____

FOR DISTRICT USE ONLY

Research and Evaluation (study and publication reviewed)

EGUSD Superintendent or Designee

Use of district, school, or individual identification, as presented in the publication-ready copy submitted, has been:

Additional Publication Reviews/Approvals

Education Services

Reviewer: _____

Granted

Not Granted

Date Reviewed: _____

Recommended: Yes No

Signature

Elementary Education

Reviewer: _____

Date Reviewed: _____

Recommended: Yes No

Printed Name

Secondary Education

Reviewer: _____

Date Reviewed: _____

Recommended: Yes No

Title

Date