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**Christine Hikido**  
**Director**  
**Research and Evaluation**  
**Department**  
(916) 686-7764  
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chikido@egusd.net

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/or intend to include information identifying the district, any of its schools, or individuals.
- 5) Research requests will be reviewed in the order they are submitted. Proposal consideration often takes two to three months, so please submit your request well in advance of when you intend to begin research activities.

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,

Christine Hikido  
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, if relevant, the Publications Use form. These forms can be obtained from the Research and Evaluation Department (RED).

District staff members who wish to conduct *action research* or *cycles of inquiry* within their own classroom(s) or school are not required to submit a *Research Request Packet* unless their research could be characterized as having any one of the following characteristics:

- Substantial changes to their instructional practices as a direct result of the research (i.e., new/different curriculum, re-allocation of large amounts of instructional time, etc.)
- The research is intended to be published or shared with outside entities
- The research would necessitate the collection and dissemination of student data to outside entities.

If the research meets any of the above criteria, district staff members must submit a completed *Research Request Packet* and await approval before initiating any research activities.

Researchers do not need to complete the Request for Publication Use form in the research request packet if they do not intend to identify the school district, any of the district's schools, or any individual affiliated with the school district in a publication. If the researcher has completed work on a publication ready manuscript and wishes to identify either the district, any of the district's schools, or individuals affiliated with the school district they would then submit the Request for Publication Use form with a copy of the final manuscript for review prior to publication. No findings from approved studies may be published that identify the district, a school, or an individual affiliated with the district until the researcher has received explicit approval from the school district to do so. Even if the district is not explicitly named, if the researcher provides sufficient context that the district could be reasonably identified in an implicit manner (e.g., "a large suburban school district in northern California with the following demographic breakdown...") then the researcher shall submit a request for publication use.

### Review Process

Once RED receives the completed *Research Request Packet*, it is reviewed for quality and completion. Research proposals should be well thought out, clearly articulated, and free of typographical errors, consistent with high quality work products. RED will evaluate proposals on all of the following criteria:

1. Proposal includes well-formed research questions that address a district need or interest
2. Results will be directly useful to the district/schools
3. Research represents a novel contribution to the areas of student learning and achievement, or shows potential for improving district programs and strategies
4. Minimizes interruption of instruction with low demands on student and staff time
5. Sound researcher credentials
6. Sound research methodology

If RED determines that the research proposal is complete and sufficiently meets all criteria, the proposal will be forwarded to the affected department(s) for further review and final consideration.

As the primary function of RED is to support district and school efforts, exceptions to this timeline cannot be made. Requests to expedite the review of research proposals will not be granted. RED considers an abundance of planning to constitute one of the hallmarks of quality work.

### **Notification**

The researcher will be notified by mail of the district's decision regarding the research request. If a research proposal is not approved, the researcher should not expect the district to provide them with an explanation or advice on how to improve their proposals. 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. Alterations constitute new, unapproved research. Alterations to study design, methods, or instruments would require that the researcher first notify RED, cease all research activities within the district and return or destroy data/artifacts in accordance with direction from the district. The altered study would necessitate submission of a new *Research Request Packet* and approval for the entirety of the new, distinct study.

### **Data and Student Privacy**

Researchers often request student level data extracts from the district's student information system in their proposal. As such data extracts can be both labor intensive for district staff members and concern student privacy, researchers should understand that such requests will be weighed against their potential benefit to the district and students. Research requests that require data extraction services may be subject to a fee appropriate to the time and effort required to process the request.

Student level data extracts, if approved, will be delivered utilizing unique, anonymized IDs to protect student privacy. In rare cases where research activities provide a direct and substantial benefit to individual students that could not be obtained through other means, the district may consider partnering with the researcher and a third party service for identifiable data matching that ultimately results in an anonymized data file for use by researchers. In such cases, memorandums of understanding, signed by all relevant parties, would be required to ensure student privacy and the appropriate use of data.

### **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 issued or 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* packet and receive district approval prior to implementing the study. EGUSD employees must follow the same protocol as external researchers. Teachers who are conducting *action research* in their own classrooms with the sole purpose of improving their own instructional practice are not required to submit a research request. The district's internal criteria for action research are as follows:

1. Action research shall not render substantial changes to instructional practices (new/different curriculum, re-allocation of large amounts of instructional time, etc.)
2. Results/findings of action research are not primarily intended to be published or shared with outside entities.
3. Action research would not necessitate the collection and dissemination of student data to outside entities.

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

**Answer:** The *Request to Conduct Research* packet should also be accompanied by three (3) printed copies each of the research project abstract, timeline, and instruments of any tests, surveys, questionnaires, communications, 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: *Should I submit a Request for Publication Use with my initial Request to Conduct Research form?***

**Answer:** No, it should not be submitted with the initial packet because there would be no manuscript to review. If a researcher does not intend to identify the school district, any of the district's schools, or any individual affiliated with the school district in a publication, they do not need to complete the Request for Publication Use. If the researcher has completed work on a publication-ready manuscript and wishes to identify either the district, any of the district's schools, or individuals affiliated with the school district they would then submit the Request for Publication Use form with a copy of the final manuscript for review prior to publication. No findings from approved studies may be published that identify the district, a school, or an individual affiliated with the district until the researcher has received explicit approval from the school district to do so. Even if the district is not explicitly named, if the researcher provides sufficient context that the district could be reasonably identified in an implicit manner (e.g., "a large suburban school district in northern California with the following demographic breakdown...") then the researcher shall submit a request for publication use.

**Question:** *I didn't anticipate that the timeline for review of research proposals can be as long as 4 months. Can you expedite processing of my request?*

**Answer:** No, unfortunately the review process can't be expedited. The Research and Evaluation Department's primary function is to support district and school efforts; as such, review of research proposals is a lower priority function. Additionally, the review process often incorporates input and decisions from a variety of other departments with their own competing priorities and timelines.

**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. During the 2018 and 2019 calendar years, the research approval rate was roughly 28%. Studies with the highest probability of approval are those that: 1) involve a **minimal intrusion** into the instructional program, 2) do not violate **student, parent, or staff rights to privacy**, and 3) produce a **worthwhile instructional benefit** relative to their projected cost (student/staff time, use of facilities, etc.).

**Question:** *If my research proposal is not approved, will the district provide an explanation for the rejection?*

**Answer:** No. Researchers should not expect the district to provide an explanation for why a proposal was not approved, nor should they expect the district to provide them with advice on how to improve their proposal.

**Question:** *If my research proposal is not approved, may I resubmit it?*

**Answer:** Yes, researchers may resubmit research proposals that were previously rejected. Researchers are strongly encouraged to examine the evaluation criteria and make changes to better fit the criteria before resubmitting.

**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 issued or 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/Org.: _____	Contact/Advisor: _____
<input type="checkbox"/> I am a current employee of the Elk Grove Unified School District Advisor's Ph:(    ) _____	

**Checklist for Review of Research Project:**

- Packet includes Request to Conduct Research form (3 copies)
- Packet includes Signed Non-Disclosure Agreement (3 copies)
- Packet includes Research Study Abstract and Timeline (3 copies)
- Packet includes copies of all instruments, forms, and communications (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.

Research Start Date: _____
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Estimated Research Activities End Date: _____
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Expected Date of Findings to EGUSD: _____
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<b>Assurances:</b> (Please initial)	
_____	1) No changes will be made in the scope and/or structure of the study.
_____	2) A copy of the final study will be submitted to Research and Evaluation and to each school site participating in the study.
_____	3) 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.

Researcher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (if applicable)

<b>FOR DISTRICT USE ONLY</b>	
<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, electronic files, video, student work, etc.) that the 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 or destroy all material containing Confidential Information/Material upon completion of all work associated with the Purpose of Agreement or immediately upon request of District.
- C. Individual agrees not to disclose, reveal, share, or exchange 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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

### Individual

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(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: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Date Reviewed: \_\_\_\_\_

Recommended:  Yes  No

**Secondary Education**

Reviewer: \_\_\_\_\_

\_\_\_\_\_  
Title

Date Reviewed: \_\_\_\_\_

Recommended:  Yes  No

\_\_\_\_\_  
Date