

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 235-AR-1. EDUCATIONAL RESEARCH PROPOSALS

Educational research will be regarded as those data-gathering efforts that have relevance to the district's mission and educational goals. Requests to conduct educational research within the district will be characterized by an educational rationale, a design for testing that rationale, and a plan for reporting the findings and conclusions.

A proposal request to conduct research studies will be submitted to the Superintendent or designee, in sufficient detail to permit evaluation in terms of the following factors:

1. Background of the organization or individual proposing the research.
2. Purpose of the study and the use to be made of the findings.
3. Benefit to the students involved, the district, and education in general.
4. Time required of students and staff who will be involved in the project.
5. Cost to the district, if any.

A copy of the survey, questionnaire or other data-gathering instruments will be submitted along with the proposal request.

After completing a review of a research proposal and consultation with relevant staff, the Superintendent or designee will approve or disapprove the research proposal and will then notify all relevant parties of the final decision. Approval of a research proposal will be contingent upon the following criteria:

1. The study will be conducted as outlined in the proposal and will be subject to any limitations and special instructions designated by the Superintendent or designee.
2. When individual tests, surveys or questionnaires that would be interpreted as sensitive in nature or fall under applicable Board policy are to be administered to students as part of a study, parents/guardians and students will be notified; and permission will be obtained, in accordance with Board policy and administrative regulations, and filed with the Superintendent or designee prior to its formal initiation.
3. The identity of all students and staff members who participate in a study is strictly confidential and will not be revealed at any time to any individual, organization or group.

4. District students and staff members who participate in a research study during school time may not receive remuneration for their participation.
5. Prior permission must be obtained if the district will be identified in any manner in the final report of a study.
6. The cooperating individual or organization will provide a copy of the final results to the Superintendent or designee.

The following studies are excluded from these criteria and conditions:

1. Informal survey activities approved by the building principal involving parents/guardians, staff members and/or students for the purpose of making school-level decisions or conducted as part of a class assignment.
2. Routine inquiries by district staff or the Board for information necessary to operate the district's programs.
3. Collection and reporting of information from existing public records to satisfy legitimate requests from local, state and federal governmental agencies.
4. Questions and information on local and mandated state and federal agency documents.