Sacramento City Unified School District
Assessment, Research and Evaluation

Request to Conduct Research
Information Packet
and Request Forms

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Appendix A
Guiding Principles for Approving Research Requests

Assessment, Research and Evaluation (ARE) is the Superintendent’s designee responsible for approving requests to conduct research in the schools and offices of the district. All requests must be consistent with Sacramento City Unified School District Board Policy (BP 6162.8) and Administrative Regulations (AR 6162.8). In addition, the following guiding principles are used when deciding whether to approve or deny a request:

1. The study must contribute to the profession of education and be of benefit to the school district.

2. The study must be sound in terms of design, sample selection, instruments to be used, and statistical treatment. It must give details about participation of personnel, times, and dates. For higher education students, a letter of approval from the campus Human Subjects Committee must accompany the research requested.

3. The research must not impose undue burdens on the school district, its administrative, clerical or teaching staff. It should not disrupt the process of education unduly. The demands on the subjects should be reasonable and justified. The potential benefits to the school and/or district should be proportional to the time spent and the cost involved.

4. Researchers shall certify that they will use no school names or publish any findings without the approval of the Superintendent or designee.

5. A complete report of the results must be made available to appropriate district personnel before it is made public.

6. In accordance with long standing tradition in American education, the research worker must understand that research or data gathering motivated by or tending to advance special interests ordinarily will not be approved.

District Expectations for Research Requests

1. Educational research in the district is considered a privilege, not a right, and proposals must conform to general standards issued by the district. Any one of the following common faults may be sufficient to result in refusal of permission to conduct a study.

   1.1 Plan contains vague, inadequate, unclear design procedures or hypothesis.
   1.2 Project demands for too much time on the part of students, teachers, or staff.
   1.3 Project is too trivial or has too little educational value.
   1.4 Project includes use of invalid or inappropriate instruments.
   1.5 Instruments contain personal questions, beyond those provided for by law.
   1.6 Plan includes too much interference with the educational programs.
   1.7 Research does not coincide with district goals and/or is of inadequate benefit to the district.
The district expects that the researcher…

2.1 is acquainted with the federal and state laws and district regulations relative to student rights and privacy.
2.2 Will obtain district approval prior to beginning a research study.
2.3 Will conform to provisions of law and district regulations relative to the use of student records.
2.4 Will provide teachers and other personnel with adequate guarantees against invasion of privacy.
2.5 Will use personal information from subjects in a responsible and professional manner.

2. It is highly recommended that requests for (a) fall research be submitted for approval by May 1 of the prior year; (b) for spring semester by October 1; and (c) for summer by March 1. Requests to begin research must be of such a nature as to not interfere with the educational programs of the schools.

3. Projects are approved for a period of one school year or less. To extend a project into a second year, the researcher(s) must submit a continuing Institutional Review Board approval letter.

**Procedures for Requesting to Conduct Research**

1. Obtain the Research Request Packet from Assessment, Research & Evaluation (ARE) office webpage at http://www.scusd.edu/research-and-evaluation
   
a. Research Request Packet. This is a pdf document containing information about district policies and application.

b. Research Request Application. Complete each form section and email to ARE. The form is available at http://www.scusd.edu/research-and-evaluation

Page 1: Contact information.

Page 2: Impact Statement. This must include detailed information, locations, dates, times, counts, for requested participation of students, staff, administrators, and parents, and staff. It must also describe student data that will be requested through the district’s Assessment, Research and Evaluation office (e.g. student attendance, test scores).

Page 3: Project/research plan. The plan must include the
- description, purpose and scope of project
- research dates and design
- timeline and activities (summarized on impact statement)
- copies of tests, surveys, interview questions, or other instruments
• description of steps that will be taken to maintain confidentiality of research records
• a current IRB approval letter or institutional agreement (may be submitted after initial application)
• anticipated use of project results, and
• benefits to the school(s) or the district

c. Returns the forms via e-mail to Rebecka Hagerty at rebeckha@scusd.edu

Other communications via mail and fax:

Rebecka Hagerty, Ph.D., Research Specialist
Assessment, Research and Evaluation
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

Fax: 916-643-9474

2. After review by ARE, a Research Agreement will be generated to be signed by the principal researcher and graduate advisor (if applicant is a graduate student).

a. Submit a signed electronic copy of the Research Agreement to Rebecka Hagerty, rebeckha@scusd.edu. Mail the original signed Research Agreement to Dr. Rebecka Hagerty at the address given above.

b. The signed approval letter from an Institutional Review Board or Campus Human Subjects Committee must be received by ARE before the research will be processed for final approval.

c. ARE will facilitate the review by the appropriate district administrators.

3. The researcher will be notified of approval or denial by emailed letter.
Appendix A

STUDENT RIGHTS

Research studies must not invade the privacy of students, their families, teachers or other district staff. Students cannot be asked questions related to their or their parent’s beliefs or practices regarding sex, family life, morality, religion, or possible illegal behavior or activities.

Parents of students who will participate in research or evaluation studies that collect information about their child must be provided with informed consent and give written permission for their child to participate.

PROTECTION OF HUMAN SUBJECTS

Assessment, Research and Evaluation responds to legislation and regulation from several sources. The principal source of policy and procedure regarding the protection of human subjects is the Department of Health and Human Services (formerly the Department of Health, Education and Welfare). These regulations are set forth in Title 45, Part 46 of the Code of Regulations (45 CFR 46).

Human Subject: “Human subject” means a living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual, or obtains identifiable private (personal or confidential) information (45 CFR 46, 102 (f)).

Informed Consent: The manner and circumstances of obtaining truly informed consent to participate as a subject of research are very important and must meet the following criteria: (1) The subject must have an opportunity to consider whether or not to participate; (2) The study should be explained in a straightforward, simple, clear manner; (3) The subject must be capable of understanding the information when it is presented. (4) A signature must be obtained.

The following information must be provided on the consent form:
1. Procedures. An explanation of the purposes of the research and the expected duration of the subject’s participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
2. Risks. A description of any reasonably foreseeable risks or discomforts to the subject;
3. Benefits. A description of any benefits to the subject or to others which may be reasonably expected from the research;
4. Confidentiality. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained; research subjects’ rights;
5. Right to Refuse or Withdraw. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
6. Offer to Answer Questions. An explanation of whom to contact for answers to questions about the research.