



3.30.033-AD Research Studies

The district wishes to continue its tradition of cooperation with qualified external researchers in worthwhile research efforts. Due, however, to the number of requests for the cooperation of district students and staff in optional research studies, it has become necessary to establish a formal review process for any such studies that are proposed to be conducted in the district. That process is outlined below:

- (1) All research studies or data requests must be submitted, along with a written research proposal, to the Research & Evaluation Department;
- (2) The research proposal must describe:
 - (a) The scope and significance of the study;
 - (b) The research design;
 - (c) The logistics of the study, including the proposed start and end date for the study;
 - (d) All survey or assessment instruments, protocols and the informed consent form(s) for the study.
- (3) The criteria that will be used in the evaluation of requests are as follows:
 - (a) Significance.
 - (A) Focus on matters of high concern and potential usefulness to the district;
 - (B) Promise of a worthwhile contribution to a scientific knowledge base for education.
 - (b) Design.
 - (A) Adequacy of the conceptual framework, the research questions, the data collection and data analysis;
 - (B) Procedures for maintaining confidentiality of information pertaining to individual students or staff must be stated, including approval by the appropriate Institutional Review Board (IRB), and a date when all participant information will be destroyed.
 - (c) Logistics.
 - (A) Minimum disruption of district, school and classroom operation.
 - (B) Minimum time required of students and staff.

- (4) The researcher must submit copies of signed consent forms to the Research & Evaluation Department prior to conducting any data collection activities;
- (5) The results of the study must be reviewed by the Research & Evaluation Department before release by the researcher, and two final research reports must be supplied to the department and the participating schools;
- (6) All persons must be fingerprinted by the school police prior to working directly with district students;
- (7) All persons working with the project on Portland school district grounds must be covered by worker compensation;
- (8) The Research & Evaluation Department's research review committee will evaluates each request for its adherence to the criteria.
- (9) The Research & Evaluation Department may, after initial review, deny the request if, in its view, the design of the study or the value of the information to be produced does not conform to the criteria stated above;
- (10) Upon satisfactory completion of these requirements and proposal acceptance, the Research & Evaluation Department will provide a letter of introduction for the project to district principals;
- (11) Participation by schools in any research is voluntary and administrators are not obligated to participate in research or survey requests, regardless of the project recommendation by the Research & Evaluation Department.

Policy Implemented:

History: Adpt. 2/75; Amd. 7/79; Amd. 5/80; Amd. 3/99; Amd. 9/01/02

For official use only	
Approved:  _____ Superintendent	<u>9/01/02</u> . Date