

GUIDELINES FOR NONDISTRICT RESEARCH AND SURVEY PROJECTS

Approval

Utilization of school personnel, pupils or pupil records of the School District of Brodhead for research projects or course requirements must have approval of the Superintendent of Schools before the project is undertaken. Requests to the Superintendent for approval shall be made by a faculty representative of that institution of higher learning for which the research is being done.

Criteria for Approval

Criteria which the Superintendent will use in the approval of research projects conducted in the School District of Brodhead are:

- 1) The approval will be made on the basis of a written description of a well-planned project, which has had formal approval of an authority of the institution of higher learning.
  - 2) There shall be no change in the curriculum, scope, and sequence in any grade or class in order to conduct the project.
  - 3) No control group shall be denied the use of the best teaching methods in use in the school system.
  - 4) In the experimental group, the amount of class time devoted to the experimental procedures shall not interfere with the regular allotment of time for the program of students.
  - 5) The research should be expected to contribute to the improvement of the education or general welfare of children.
  - 6) Research proposals should be of sufficient scope and depth to justify the time and effort of Brodhead students and staff.
-

Regulations affecting Surveys and Research Projects

- 1) Taping or recording of interviews with pupils, gathering of personal information, testing of pupils, or obtaining information from student records must be approved by the Superintendent of Schools. This approval will be granted only after a signed release is obtained from the parents of each pupil and filed with the Superintendent. Consent to participate should always be evidenced by a positive response; that is failure to respond should not be interpreted as consent.
  - 2) A copy of all tests and questionnaires to be given as part of the project must be filed with the Superintendent, and approval received prior to its use in the schools.
  - 3) A copy of all results and any interpretation of results must also be filed with the Superintendent.
  - 4) Personnel records of the school staff are confidential and no information will be released from these records to researchers or college students.
  - 5) If the District incurs any cost from cooperating with the research project, the requesting party will be responsible for the cost.
  - 6) Any tests or questionnaires used will protect the privacy rights of students and parents.
  - 7) In accordance with Federal law, no student survey may seek or collect information of the nature listed below, unless the student's parent has been notified of the survey and its content, been provided the opportunity (upon request) to inspect the survey, and given permission for the student to participate.
    - political affiliations or beliefs of the student or the student's parent;
    - mental and psychological problems of the student or the student's family;
    - sex behavior or attitudes;
    - illegal, anti-social, self-incriminating or demeaning behavior;
    - critical appraisals of other individuals with whom students have close family relationships;
    - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
    - religious practices, affiliations or beliefs of the student or student's parent; or
    - income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
-

Requirements for Parental Consent

When parental consent is required, parents are to be informed of the following by the researchers:

- 1) the project's purpose;
- 2) how the student was selected;
- 3) the procedure to be followed, including a clear and easily understood description of the child's involvement;
- 4) anticipated benefits for general knowledge, the student and the school District;
- 5) possible physical, psychological, legal or other risks;
- 6) whether students will be personally identifiable and to whom;
- 7) to whom results will be available and for what purposes;
- 8) participants' or parents' right to inspect materials before consenting and to withdraw consent at any time;
- 9) the person to whom inquiries should be addressed before, during and after the project; and,
- 10) that the school is neither conducting nor sponsoring the project, if that is the case.

Adopted: January 13, 1988

Last Revision: November 12, 2008

Last Review: March 27, 2017

---