

COMMUNITY RELATIONS

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

EDUCATIONAL RESEARCH

The Governing Board recognizes 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 objectives and is likely to benefit the district without disrupting the school program.

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.

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EDUCATIONAL RESEARCH

- A. Research studies must meet the following criteria:
1. Have the potential of immediate or ultimate value to the District. Research which offers no apparent benefit to the District at some level cannot be supported.
  2. Do not disrupt or significantly interfere with student instructional time.
  3. Do not disrupt or significantly interfere with teaching or other staff duties.
  4. Be devoid of any procedure or element that might cause confusion, or interfere with student learning.
- B. In addition, the following guidelines must be met:
1. Proposed research should be acceptable to the local community. Research which may be perceived as infringing on privacy, wasteful of money or resources, destructive or inhumane, or detrimental to community values would be unacceptable.
  2. The researcher must agree, in writing, to follow District regulation when conducting research.
  3. The District reserves the right to withhold permission to conduct research within the District. Further, the District may at any time terminate, disallow, or disapprove of any research or research procedure involving District personnel, students, or other District resources.
  4. No study may be conducted with students without first obtaining informed parental consent in writing. This means the parent must be told what instrument(s) will be administered, what information will be obtained, why the instrument(s) will be administered, and what will be done with the results.

PROCEDURE FOR CONDUCTING RESEARCH STUDY (IES) WITHIN THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

Before initiating any research activity within the District, the following procedure is to be followed. Researcher(s) must:

- A. Read the District's policy statement regarding research in the District.
- B. Submit a research proposal for approval to the Superintendent or designee and, upon his or her approval, to the local site administrator(s) where the research is to take place. This proposal must contain the following information (not necessarily in the order listed):

1. Researcher's name, address, and telephone number.
2. Site(s) where research is to be conducted.
3. Purpose(s) of the research (Why is it being proposed?)
4. Name of professor or person (and location) to whom the individual is responsible for conducting the research.
5. Area in which research is being done (e.g., counseling, assessment/testing, reading, special education, etc.).
6. Aims or projected outcomes of the research.
7. Value or benefits of the research to the District.
8. Brief description of procedure(s) to be used in conducting the research. (Describe the research design, how data will be collected, and how results will be evaluated and interpreted.)
9. Number and types of students or others to be involved.
10. How students will be selected for the study(ies).
11. Number and types of classes to be involved.
12. Specific instrument(s) and types of data to be gathered.
13. Estimate of amount of instructional time of teacher and students required by the project.
14. A statement regarding any potential risks involved with the proposed research.
15. A statement regarding compensation of any type involved with the proposed research.
16. A statement regarding why the proposed research is relevant.
17. A statement regarding how the research project will be evaluated.
18. A statement of how the results will be reported to the local staff(s) involved and to District administrators.

This proposal must include sample letters to be sent to parents of potential students involved to inform them of the research project and to obtain permission for their child to participate. It must also include a time frame indicating proposed date of staff consultation, parent orientation, collection of data, summation, publication, and submission of report to the District.

The research proposal must be submitted to the site and District level at least 45 working days prior to the requested commencement of the research project.

- C. Upon submission of the proposal to the Superintendent or designee, an appointment must be made to review the research study. The researcher should be prepared to describe how the proposal will be presented to site level personnel, how approval and agreement to participate will be affected, and how staff input will be handled.
- D. The certification and District protection statement form for conducting research within the District must be read and signed.

- E. Written approval from the Superintendent or designee, and the site principal(s) must be granted prior to proceeding with the proposed research.
- F. The site level administrator(s) must be kept informed of any changes, unusual developments, or difficulties which may develop during the course of the research.
- G. At the conclusion of the research project, the Superintendent or designee, and appropriate site level personnel should be provided with copies of the results of the research.

RESEARCH PROPOSAL CERTIFICATION  
AND DISTRICT PROTECTION STATEMENT

I hereby agree to the following:

- A. All data collected in the course of my investigation and all information regarding personnel and students involved shall be regarded as confidential.
- B. No names, data, or information from my study shall be released to any institution/class or media for publication or otherwise unless prior approval to do so has been obtained from the Corona-Norco Unified School District.
- C. The Corona-Norco Unified School District shall hold any rights to publication or outcomes from research accomplished utilizing District resources or personnel unless otherwise stipulated in writing.
- D. The Corona-Norco Unified School District shall receive free of charge all copies of the results of research completed within the District and shall not have to pay for any procedures, devices, techniques, or other outcomes from such research.
- E. The researcher will submit all notices, letters, or other correspondence designed for District staff or parents to the appropriate site administrator(s) for approval before issuing such communications.

I will abide by the guidelines and requirements set forth in the Corona-Norco Unified School District Policy regarding research.

Name (Printed) \_\_\_\_\_

Name Signed \_\_\_\_\_

Date \_\_\_\_\_

Revised: May 16, 2006 (6/16/98)