

 POLICY REGULATION	REGULATION TITLE: Administration of Student Surveys
	CODE: LCA – R
	LEAD DEPARTMENT: Office of Curriculum and Instruction

The Tucson Unified School District recognizes the importance of the link between research and education. It, therefore, supports research within the district, and endeavors to facilitate research requests from outside agencies.

Procedures

Requests for Permission to Conduct Research

Researchers who wish to conduct research must make formal application to the Office of Curriculum and Instruction.

- Submit TUSD’s application for “Request to Conduct Research.”
- The following information must accompany the application as noted:
 - Test/survey instrument(s) to be used in the study;
 - A letter/consent form to parents requesting permission to conduct research in the classroom according to the instructions listed in this regulation.
 - A letter/consent form to principal requesting permission to conduct research in the school according to the instructions listed in this regulation.

Consideration of Research Requests

The Office of Curriculum and Instruction shall review all requests and give approval if it meets criteria established by the District.

- The participation of all research subjects is wholly voluntary.
- Provision is made for confidentiality of responses, where appropriate.
- The use of instructional time is not excessive.
- Students’ programs are not adversely affected.
- The research is not in conflict with any Governing Board Policy or Regulation.
- The research, the instrument or the purpose of the research is not discriminatory in nature based on age, race, color, gender, disability, sexual orientation, religion, or national origin.
- The researcher’s purpose, methodology and the research questions demonstrate no conflict of interest.

Approval to Conduct Research

Research request will be examined and approval granted in the following manner.

- Each request for research is examined individually.
- The decision of the Office of Curriculum and Instruction for research requests shall be communicated in writing to the research applicant within a three week period following submission of request.

- The decision of the Office of Curriculum and Instruction is contingent upon written consent of the principal(s) whose students, teacher, staff, or facilities would be involved in the proposed research. Each principal is ultimately responsible for the decision relative to the involvement of students, teachers, staff or facilities under his or her direction.
- The researcher is responsible for providing the principal(s) of each school targeted for the proposed research with a copy of the research proposal and all relevant corresponding information.

Implementation of Research Project

When a request to conduct research has been approved, the principal researcher must ensure District regulations are strictly followed.

- Prior to commencing a research project in the school(s), the researcher needs to meet with the Principal to verify the number of consent forms returned and the date and times for the research. The schools will retain all consent forms.
- The researcher shall not have access to student records.
- The research personnel are responsible for minimizing the amount of inconvenience or disruption of normal school activities.
- The researcher will be directed to consult the Principal to seek access to the school(s) and other considerations in conducting the research project following District approval.
- Any changes or amendments to the procedures or design of the research project must be communicated to the Office of Curriculum and Instruction prior to the research being conducted.
- Upon completion of the study, one copy of the report of the results and appropriate discussions shall be sent to the Office of Curriculum and Instruction.

Created: October 5, 2004

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Revision:

Replaces TUSD Regulation # 6710 External Research