



## Procedures for Conducting Research with SSD

Special School District (SSD) supports research and innovation in its schools and programs. However, any such projects or activities must serve to directly improve teaching and learning, and help the District meet its goals. In reviewing requests to perform research, the District will seek to balance the direct benefit to students, teachers, parents, and the District with the requirements of participants.

### Research requests of the following types will be considered

- a. Doctoral/Master's projects
- b. Sponsored by national organizations or publications
- c. Grant-mandated
- d. Employee-generated
- e. Sponsored by state/federal agency
- f. Sponsored by a university

### The following requests will not be considered unless they will result in some benefit to the District

- a. Submitted by a for-profit organization or corporation
- b. Intended to obtain data or information to be used solely for the financial benefit of the researcher
- c. Other "Third party surveys"

### Review Process

Designated SSD staff will review each research proposal using the Ethical Principles of Psychologists and Code of Conduct (American Psychological Association, 2003) as related to Research and Publication. Specific areas of review will include (a) Institutional Approval, (b) Informed Consent, (c) Inducements for Research Participation, (d) Deception, and (e) Debriefing.

In addition, the following factors will also be reviewed:

- a. Sensitivity of the data
- b. Rights and welfare of participants
- c. Appropriateness of research design
- d. Validity/reliability of data collection instruments and measures
- e. Clarity of methodology
- f. Direct positive benefit to students, teachers, parents, and the District
- g. Alignment with District CSIP goals
- h. Amount of in-class student time required
- i. Amount of in-class teacher time required
- j. Amount of administrative time required
- k. Quality of written materials prepared by the requester
- l. Potential improvement to the District's finances, effectiveness, or efficiency

### Application Procedure

1. All research requests must comply with SSD Board Policy, FERPA, and all applicable state and federal laws and/or regulations.

2. All initial contacts with students, parents, teachers, or other District personnel will be performed by District staff. The research may not contact any individuals without prior approval from the appropriate District representative.
3. A Copy of the completed research study, project, or dissertation must be provided to the District.

All requests must include the following

- a. Formal proposal including
  - i. abstract
  - ii. purpose/problem
  - iii. literature review
  - iv. methods/materials to be used
- b. Institutional Review Board (IRP) forms showing IRB approval
- c. Agreement by researcher to maintain confidentiality of the District, school(s), student, teachers, and other individuals.
- d. Demographic information must be described in a manner so that readers cannot identify the district.
- e. *Application for Conducting Research with SSD* must be completed

Submit application and attachments electronically to:

Matthew Traugher, Evaluation and Research Administrator (mctraugher@ssdmo.org).

Requests will be reviewed and a written response will be sent to the principal investigator within 4-6 weeks after any required clarifications are received.

### **Provisions and Conditions**

1. Once approved, any changes or modifications to the research proposal must be cleared through the office of Evaluation and Research before being implemented.
2. SSD reserves the right to withdraw approval of research at any time based on factors such as (a) failure to adhere to approved methods, procedures, or other components of the proposal, (b) research is conducted in a manner that disrupts student learning and/or school processes, or (c) other related concerns which negatively impact school operations.
3. Upon completion of the project, the researcher agrees to provide a summary report of findings and conclusions. This report should be sent electronically to Matthew Traugher, Evaluation and Research.
4. Any video or audio recordings must be kept secure and private and destroyed within a specified time.
5. All published research should include the statement that the opinions reflected in this research do not necessarily reflect the opinions of the District.

### **Questions**

Please contact Matthew Traugher via e-mail at mctraugher@ssdmo.org or by phone at 314-989-8520.