

Education Program

Series 600

Policy Title: Pilot-Experimental-Innovative Projects-Research Regulation Code. No. 602.4-R
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Instructions for Requesting Approval to Conduct Pilot-Experimental-Innovative Projects Research in the Marshalltown Community School District

Definition:

External research that is locally or regionally sponsored, involving students and/or school personnel in at least one school requires prior written approval by either the Director of Learning.

General Considerations:

The Marshalltown Community Schools receive many requests to provide administrative assistance, instructional time, and school records for external research. In order that we may quickly review and determine if the research will enhance the goals of education, these procedures have been established.

Consideration will be given to all research proposals that meet all criteria. The primary responsibility of the school system is education of the students; any cooperation in research is in that context.

All research proposals should do the following:

1. Indicate careful planning.
2. Enhance education in the Marshalltown Community Schools.
3. Respect prevailing value systems and standards of the school and community.
4. Require no serious interruption of the regular school program. Advance planning with involved building principals is required.
5. Avoid unreasonable demands on students and/or school personnel.
6. Treat information concerning pupils and staff personnel in strictest confidence.
7. Require no expense to the Marshalltown Community Schools beyond discretionary use of staff or pupil time.

Procedures for Submitting Proposals:

Forms for submitting proposed studies may be secured from either the:

Director of Learning
Marshalltown Community Schools
1002 S 3rd Ave
Marshalltown, IA 50158

Proposals should be submitted using the standard application form of the Marshalltown Community Schools.

The following items must be included:

1. A copy of all instruments to be used in the study.
2. An outline of procedures that will be followed in distribution, administration, and return of any materials, such as a student questionnaire. This is the sole responsibility of the researcher.
3. Copies of all contact letters.
4. The signature of the researcher indicates agreement with and understanding of the established conditions.

Procedures for Review, Notification, and Implementation:

The Superintendent has delegated the responsibility of research control in the Marshalltown Community Schools to the Director of Learning. The procedures for reviewing requests to conduct research, method of notification, and procedures for implementation are as follows:

1. The Director of Learning approves or disapproves all research requests.
2. The Director sends written notification to the research applicant of approval or disapproval, and copies to involved administrators.
3. The researcher is responsible for contacting the staff personnel to schedule time with involved participants.

For Proposals Not Approved, These are Alternative Courses of Action:

1. Changes in design or procedures as specified.
2. Personal interview with the Director of Learning.
3. Approval of the request, subject to specified conditions and limitations.

Written authorization to pursue a research project in the Marshalltown Community Schools must be received before the project is initiated.

Dr. Lisa Stevenson
Director of Learning

Approved: October 1, 2018

Amended:

Reviewed: