

Regulation ICC-R(1): Curriculum Research

Status: ADOPTED

Original Adopted Date: 05/20/2021 | Last Reviewed Date: 05/20/2021

A. Purpose of Regulation

The procedures in this Regulation will apply to all individuals, groups, or institutions wishing to conduct educational research in the Bibb County School District ("District"). Both employees and non-employees of the District are required to go through the application and screening process and receive formal approval before beginning a research study. Failure to do so is considered a violation of Policy ICC and this Regulation. Appropriate disciplinary measures or other sanctions will be taken when a violation occurs.

B. Definitions

For purposes of this Regulation, the following definitions will apply:

1. Applicant or Researcher: Individuals requesting to conduct research in the District as provided by Policy ICC and this Regulation.
2. Instructional Materials: The instructional content that is provided to a student, including printed/representational materials, audio-visual materials, and materials in electronic or digital formats.
3. Research: The systematic collection of any data about students, parents, staff, and/or schools in the District for the purpose of developing descriptions, predications, interventions, or explanations relating to various aspects of education.
4. Research, Evaluation, Assessment, and Accountability Department or REAA: The Department responsible for reviewing and approving requests to conduct research pursuant to Policy ICC and this Regulation.

Applicant Checklist

~~The following checklist outlines of the steps required by a researcher to conduct research in the District.~~

~~5. Prior to Research~~

- ~~• Seek advance clearance from building principals where applicable~~
- ~~• Verify all application components are accounted for and submitted properly~~
- ~~• Email a complete set of application components to REAA (admin assistant)~~
- ~~• Complete the Research Request Form ("RRF") found on the BCSD website~~
- ~~• Wait on approval from the Research Review Committee~~

~~6. After Approval & During Research~~

- ~~• Submit a copy of the Institutional Review Board Approval to REAA (admin assistant)~~
- ~~• Provide copies of signed consent forms~~
- ~~• Allow participants to withdraw from the study as desired~~
- ~~• Maintain accurate records and proper data privacy~~
- ~~• Submit a copy of the Institutional Review Board Approval to REAA (admin assistant)~~
- ~~• Provide copies of signed consent forms~~
- ~~• Allow participants to withdraw from the study as desired~~
- ~~• Maintain accurate records and proper data privacy~~

~~7. After Research~~

- ~~• Submit a final copy of the dissertation, report, or assignment to REAA (admin assistant)~~
- ~~• Submit/complete prescribed written/oral reports~~

C. Requirements Prior to Conducting Research

1. Review Guidelines. All applicants must review the guidelines for requesting to conduct research available on the District's website.

1. Organizing the Research Project Prior to Submission

2.

2. Working with Outside Entities or Institutions. Research may be conducted as part of an individual's enrollment in an institute of higher education, to obtain an advanced degree, as part of a grant project, or ~~for the individual's own personal knowledge for other purposes as approved herein.~~ Outside entities or institutions occasionally require ~~a more specific~~ technical proposals and supporting documents. The individual researcher is responsible for contacting and obtaining approval from any outside entities regarding their research. The District is not responsible for meeting any obligations set forth by outside entities and will not operate outside of its regulations or policies to comply with the requirements of an outside entity or institution.

Further, approval of the research project by an outside entity or institution does not constitute approval by the District through the process outlined in this Regulation. However, approval by an outside institution or entity must be documented and provided to the ~~Research, Evaluation, Assessment, and Accountability ("REAA")~~ REAA Department before any study or research project commences.

~~**Contact Appropriate Building Administrator.** Before submitting a RRF, individuals interested in conducting research in a specific school or department must reach out to the principal or director to provide written notification of the proposed project. The written notification will consist of a one-page concept paper (one or two paragraphs) to provide the principal or director with the opportunity to determine if the research or study is appropriate for the school or department. If interested, the principal or director will suggest that the researcher submit a full proposal by submitting a Research Request Form, as described below. The interest of a principal or director does not mean the project has been approved by the District through the REAA Department.~~

~~Complete and Submit the Research Request Form~~

3.2. Provide All Required Information

All sections of the Research Request Form ("RRF") must be completed and provided to the REAA Department and all required signatures must be included. ~~The RRF includes the following information: may be obtained by contacting the REAA Department or visiting the District website - Request to Conduct Research - Bibb County School District.~~

Applicant Information

~~The research applicant and/or advisor may be contacted if there are any questions about the study.~~

- ~~• Name~~
- ~~• Address • Phone~~
- ~~• Email~~
- ~~• University affiliation • Degree sought~~
- ~~• Advisor name~~
- ~~• Advisor contact information (phone & email)~~

Research Details

- ~~• Title of project~~
- ~~• Purpose of research and primary research questions or hypotheses An explanation of the general purpose of the research in simple, understandable language. Example of such information includes the context of the research (dissertation, thesis or description of other purposes), statement of the research problem, rationale for the study, and research questions.~~
- ~~• A description of the number and sources of participants and how the participants would be selected and recruited.~~
- ~~• Type of research identified: quantitative, qualitative, mixed Description of the research design~~

~~Description of data to be collected directly from participants~~ ~~Description of instruments used to collect the data (if applicable)~~

~~Description of the validity, reliability, and use of the instruments (if applicable)~~ ~~Description of data/records will be requested and when~~

~~Start and stop time for data collection and an estimate on the amount of time the researcher will spend at the school or department.~~

~~Description of the type of participants (ex: student age or grade) and the number of participants. Research activities and the amount of time involved for the study participants.~~

~~• Data to be collected and/or the data needs requested from the District. • Description of instruments or surveys used to collect data (if applicable).~~

~~• Description of the validity, reliability, and use of the instruments (if applicable) • Benefit of research to the District/school/participants~~

~~• A description of all discomforts and risks that could reasonably be expected.~~

~~• Acknowledgement of privacy rights and an explanation on how confidentiality will be maintained.~~

~~• A description of how parental consent will be obtained, content will be translated, an opt-out notice provided. • Study start and completion date for the entire research project.~~

Incomplete application packets will be returned to the applicant without review. Applicants must submit electronic copies of instructional materials, surveys, consent forms, and other items related to the research by emailing the items to the REAA (~~administrative assistant~~) at the time of submitting the RRF. Follow all directions on the RRF to submit the RRF electronically. Directions on electronic submission are on the form.

Multiyear Projects: RRFs are only valid for the current school year in which they are submitted. If an RRF applies to multiple school years, the researcher will provide an explanation for the extended time period. Additional information on multiyear projects may be requested by the REAA Department as appropriate.

An End-of-Year report will be required for all approved multiyear projects and include an explanation of expected research in the upcoming year. A researcher may be required to resubmit a subsequent RRF for a multiyear project.

4.3. Submission of Proposed Surveys and Other Instruments

Copies of instructional materials, surveys, ~~instruments~~, consent forms, and other items related to the research must be submitted to the REAA (~~administrative assistant~~) at the time of submitting the RRF.

As outlined in Section ~~FG~~ below, the ~~researcher shall~~~~District will~~ comply with the Family Educational Rights and Privacy Act ("FERPA") and the Protection of Pupil Rights Amendment ("PPRA"). All researchers must submit copies of any instruments or surveys to be used in the study, unless the instruments are published or commercially available and copyrighted. In this case, provide the name of the instrument, edition, and publisher. If the instrument is under development or the study involves field testing a new instrument, then draft forms of the proposed instrument or survey must be submitted with the RRF. ~~All instruments should be included in the email of materials to REAA (administrative assistant).~~

If the research involves students, a copy of the parent notification/consent form (or letter) must be submitted with the RRF. The individual conducting the research is responsible for generating the parent notification/consent form. The form must state the purpose of the research, the information to be collected, explicitly state that participation is voluntary, and provide two signature lines – one for giving permission and one for refusing.

Translated versions of the survey or instrument will be made available to non- English-speaking parents/guardians or students. It is the researcher's responsibility to translate the survey or other materials.

D. Evaluation of Research Request Form and Supporting Documents

The REAA Department will convene a Research Review Committee of knowledgeable educators to review the RRF. The Research Review Committee will meet monthly to review completed applications. Researchers should allow **FOUR** weeks for the review process, and longer if the application is submitted prior to holiday breaks or at the

beginning/closing of the school year.

Additional information or clarification may be requested prior to District approval. In some cases, the request may be denied if the level of District/school support needed compromises the school or department's ability to complete priority tasks, if the research interferes with instruction or District/school operations, if application responses do not provide convincing evidence of adherence to expectations, or if the intrusiveness of the research outweighs the potential benefit to the District.

The applicant will be notified in writing of the District's decision to approve or deny the request. All decisions by the Research Review Committee are final. The RRF must be approved prior to an individual conducting any research in the District.

Approval signifies that the requestor has been cleared to contact schools to invite administrators/ teachers/ students/parents to participate in the research study. The researcher must make it clear to the individuals selected for the study that their participation is voluntary. As further explained below, signed consent forms must be received from all students' parents/guardians before such students may participate in any survey or be studied in any research project.

Security clearance from the District must be obtained by non-district employees in order to visit the schools.

E. Student Privacy Concerns

Maintaining student privacy and protecting a student's right to privacy is important to the District and required by law. ~~Therefore~~ the privacy procedures outlined below will apply to this Regulation all requests to conduct research. All research applicants research policies must be familiar with and comply with FERPA and the PPRA. Failure to comply will result in disciplinary measures and/or other sanctions.

1. Protected Information Survey

Written parental/guardian consent ~~shall~~will be obtained before students are ~~permitted~~required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"):

- Political affiliations or beliefs of the student or student's parent/guardian;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents/guardians; or
- Income, other than as required by law to determine program eligibility.

When parental/guardian consent for a protected information survey is solicited, the consent form will contain instructions to allow a parent/guardian to inspect the survey prior to administration, as well as contact information for questions or concerns.

2. Other Non-~~Protected Information~~Invasive Surveys

Parental/guardian consent shall be obtained in writing for all other surveys, unless:

- The Chief Accountability and Research Officer, or designee, approves an exception to this requirement as provided by law, and the survey does not solicit private student information; or
- The survey is required by the State of Georgia or United States Government and provides for a different form of parental/guardian consent.

~~In addition to parent/guardian consent, a student's willingness to participate in a research project is also required in writing. A student's affirmative agreement to participate in research is defined as assent. A student will not be penalized for failing to participate in a research project.~~

3. Survey: Right to Review and Opt Out

Parents/guardians have a right to~~may~~ conduct a reasonable inspection, upon request and before administration or use of ~~instructional material or surveys~~ in connection with a research project conducted through this Regulation. Inspection will be permitted within a reasonable amount of time of such request and at a mutually agreeable time for the school and parent/guardian. ~~Parents/guardians should contact their students' Principal or designee with such~~

requests.

Researchers must provide pParents/guardians ~~will receive~~with notice and an opportunity to opt out of any survey provided under this Regulation. Such notice shall include instructions on how to exercise the right to review such survey prior to its administration.

4. Photos/Videos of Students

Photographing or videotaping of students for research purposes is allowed only if all of the following conditions are met:

- The consent form signed by the parent or guardian includes consent to use the student's photo/image for research purposes.;
- Consents have been obtained for all identifiable students in the photograph/video;
- Photograph or videotape can only be reproduced by the researcher for education or training purposes.;
- The District will have editorial rights of the videotape; and;
- Other than the student's photo or image, no other personal information regarding the student is provided.;

F. After Research is Complete

All researchers must submit a final copy of the research, dissertation, report, publication, or assignment, or other final product resulting from the research to the REAA's administrative assistant Department. The requirements for these reports are outlined below on the District's website and may be obtained by contacting the REAA Department.

1. ~~End-of-Year or Project Reports~~

~~The District's teachers are primarily interested in how the research translates into effective strategies they can use in the classroom. Therefore, End-of-Project reports must be written in easy-to-understand language for intelligent educators. Research language, including statistical references, may be used to explain primary conclusions, but the majority of the report should outline the ultimate benefits of the study for the children of the District. The final written report should be submitted to REAA within 90 days of the researcher completing the project. The final written report includes the following information in no more than four reader-friendly pages:~~

- ~~• Brief summary of the research study;~~
- ~~• Results of the study; and~~
- ~~• Practical applications for classroom teacher and/or others.~~

2. ~~Employee Researcher Presentations~~

~~The District relies on its teachers and staff to help educate their colleagues. Therefore, all researchers who are employed with the District must provide an oral report to the school faculty or to a group of interested educators at a time that is convenient for the principal or director. These oral reports will be made within 90 days of the employee researcher completing the project. Upon scheduling the oral report, REAA should be informed in advance so that members of the district office and/or Research Review Committee can be in attendance for the presentation.~~

~~The oral presentation should be a discussion of the study along with specific implications for classroom teachers. The purpose of the report is to share with teachers and others innovative or promising instructional strategies that have been shown to be effective (or not effective, depending on the results) with specific groups of children (e.g., children who benefit from alternative methods of teaching and learning, gifted children, struggling readers, etc.).~~

~~The oral presentation may be recorded for future educational uses by the District.~~

GI. Requesting Data or Other Information from the District

The procedures outlined in this Regulation are not intended to apply to individuals requesting data or other information from the District. General data on the District may be obtained from the District website and the website for the Georgia Department of Education. To reduce the burden on schools, data published and available on state and district websites should be obtained directly from those sources.

Additionally, individuals may obtain information about the District by filing an Open Records Request with the Superintendent or his/her designee.

