

PROFESSIONAL RESEARCH AND PUBLISHING REGULATION

Research Activities Involving Staff, Students and School Facilities

I. Procedure for Responding to Request

- A. Persons making inquiries regarding the potential for conducting research in the District shall be furnished a copy of Board of Education Policy #9720 and these Administrative Regulations.
- B. Formal requests to conduct research studies shall be submitted to the Building Principal of the school when the researcher desires to conduct the study or in instances where multiple buildings are involved, the request shall be submitted to the Assistant Superintendent. Such requests shall be submitted at least six weeks in advance of the proposed starting date of the study. All research projects, involving District students, shall be conducted within the North Colonie Schools.
- C. After administrative review, and accompanied by a recommendation indicating why the request should be approved or denied, the request shall be forwarded to the Superintendent of Schools or his or her designee for the final determination and response.
- D. Persons authorized to conduct research studies in the District will be assigned a staff member by the Superintendent of Schools or his or her designee for the final determination and response.

II. Information to be Included in the Request

- A. Copy of institutional review form from the institution represented by researcher
- B. The reason North Colonie Central School District has been selected as the site for the research
- C. A statement as to what benefit the research is expected to be to North Colonie students and/or staff
- D. The purpose the proposed study is to serve and its projected use
- E. A listing of the objectives of the study
- F. The methodology to be employed
- G. Copies of all materials to be used with subjects, including questionnaires and tests
- H. An analysis of what the psychological or physical impact of the research is likely to be on the subjects
- I. In the case of college or university students requesting to do research, a statement from the student's advisor stating that the project has met the institution's standards for research study
- J. A statement as to how results of the research will be reported to the District
- K. A statement as to whether follow-up research is anticipated

III. Informed Parental/Guardian Consent

- A. In those cases where fewer students than a total school, department or grade are to be involved, informed parent/guardian consent shall require a letter to be mailed home at least two weeks before the study is to be initiated briefly describing the study, its purpose, the amount and type of student involvement and the provision which will be made for students whose parents/guardians do not wish them to participate in the study, along with a specific release form which must be signed and returned to the school for inclusion in the child's Student Record prior to the child's being involved in the study.
- B. In those cases where all of the students in a given school, department or grade are to be involved, informed parent/guardian consent may be assumed if, after having been provided with a description of the study, its purpose and the amount and type of student involvement, the parent/guardian does not notify the Building Principal in writing by a specific date that he does not wish his/her child to participate in the study. The notification to parents/guardians may take the form of a letter or may be included in other types of communications to parents/guardians such as the school's newsletter, the District menu or "Inside North Colonie." Such notification must be distributed at least two weeks before the study is to be initiated. Enclosed in the notification should be a statement as to the provision which will be made for students whose parents/guardians do not wish them to participate in the study.
- C. Expenses incurred in notification to parents shall be borne by the researcher.

December 16, 1986
March 28, 1978
January 25, 1999