

Brockton Public Schools

Administrative Procedures

D. Human Resources	No.6
Issued by: Human Resources	
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To: Senior Staff, Directors, Principals, Building Administrators, Directors, Coordinators and Department Heads

GUIDELINES FOR RESEARCH REQUESTS

Requests to conduct research in the Brockton Public School System shall be judged by a representative committee of the system's certified staff and shall be given a final review and approval by the Superintendent.

1. All individuals, whether system employees or non-system personnel, who wish to conduct research in the system shall complete the **Research Study Request** form (D-6A).
 - a. All information must be complete with required support documentation (e.g., copies of survey forms, observation checklists, etc.). Incomplete requests will be automatically rejected.
 - b. The requestor shall submit an original and two copies of these applicable documents.
2. A **signed Research Agreement** (D-6B) is required in order for the request to be considered. The materials to acknowledge receipt of and compliance with the guidelines listed in the agreement shall be included with the documents.
3. If the requestor is not a system employee, the requestor shall also obtain the endorsement of a certified person sponsoring the research on the **Research Endorsement of Non-System Personnel** (D-6C). The requestor and the certified person sponsoring the research shall sign the agreement.

The requestor shall submit forms and all support materials to the following office:

Brockton Public School System
Associate Director of Assessment, Data Analysis, Research and Evaluation
Crosby Administration Building
43 Crescent Street
Brockton, MA 02301

4. The research committee shall convene three times during the school year for the purpose of reviewing research requests: September, December, and March.
 - a. All requests will be processed only during those times.
 - b. All requests must be received by the first day of the month to be reviewed.
5. The Associate Director of Assessment, Data Analysis, Research and Evaluation shall forward to the Superintendent all requests which have been reviewed and approved by the committee.
6. The Associate Director of Assessment, Data Analysis, Research and Evaluation shall inform all who have submitted research requests of the approval/disapproval by the committee or the Superintendent.

7. Approval of a request to conduct research only allows the requestor to proceed with the research as described; it is not an endorsement and does *not compel any personnel of the Brockton Public Schools to participate* in research said study.
8. The Associate Director of Assessment, Data Analysis, Research and Evaluation shall maintain a permanent file of approved research requests.

Attachments: FORM D-6A: *Research Study Request*

FORM D-6B: *Research Agreement*

FORM D-6C: *Research Endorsement for Non-System Personnel*

Questions regarding this procedure should be addressed to the Associate Director of Assessment, Data Analysis, Research and Evaluation, 43 Crescent Street, Brockton, MA 02301 / 508-894-4343.

RESEARCH ENDORSEMENT FOR NON-SYSTEM PERSONNEL

1. To be completed by the person who is requesting approval to conduct research in BPS:

*I, _____ do hereby agree that I will abide by the Policies,
(print name)*

Rules and Regulations and the Administrative Procedures of the Brockton Public School System and will furnish a copy of the report describing the findings of the study to the Associate Director of Assessment, Data Analysis, Research and Evaluation, Brockton Public School System.

Signature of Requestor

Date

2. To be completed by the requestor's professor, the chairperson of an advisory committee, or other professional person sponsoring the research:

I am familiar with the proposed study and judge that the researcher submitting this proposal is professionally qualified to undertake this investigation. Further, it is my opinion that the research design proposed is valid and appropriate.

Signature of Sponsoring Professional

Position/Title

**Name of Department and Institution/
Organization**

FORM D-6C

RESEARCH AGREEMENT

Guidelines:

1. Research involving school personnel, especially that which involves principals, teachers and students, may not be conducted during the first 20 school days or the last
2. 20 school days of the school year.
3. Research involving pupils and personnel of the district must protect the dignity, well-being and confidentiality of the individual(s), including the rights guaranteed legally and constitutionally.
4. The research *shall not* unduly interfere with the classroom instructional process or the regular operations of the school or district.
5. Personal, social and psychological research of any nature must *not* be in conflict with the rights of individuals or groups.
6. Approved research shall be conducted in accordance with *Policies and Administrative Procedures of the Brockton Public School System*. The researcher shall cooperate with the staff member(s) designated by the district to coordinate the research. It is the researcher's responsibility to become familiar with the system's operating policies.
7. Approval of a request to conduct research is not an endorsement and does *not* compel any personnel of the system to participate in research studies.
8. An approved research study may be terminated at any time by the Superintendent.

I acknowledge receipt of the Guidelines for Research in the Brockton Public School System and agree to abide by the guidelines as stated.

Signature of Requestor

Date

Please indicate affiliation by placing a check mark on the line:

_____ **System Employee**

_____ **Non-System Personnel**

FORM D-6B

RESEARCH STUDY REQUEST

Name _____ Date _____

Address _____

Telephone () _____ FAX () _____

Email _____

1. Study Title:

2. Proposal Abstract:

5. Describe plans for conducting the study. Include administration of instruments, other data collection activities and the timetable to be followed.

6. Describe the statistical, or other analytical techniques, to be used in the treatment of data.

7. In what form(s) and to whom will the findings be reported?