

Jennings School District Research Requests Administrative Process

To: Senior Staff, Principals, Building Administrators, Directors, Coordinators, Department Heads, and Teachers

GUIDELINES FOR RESEARCH REQUESTS

Requests to conduct research in the Jennings School District shall be judged by a representative committee of the system's 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 ***Application to Perform Research*** form (RR-1).
 - 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 Application is required in order 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*** (RR-2). 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:

Jennings Public Schools
Assessment & Data/Research Request
District Technology Building
2541 Dorwood Drive
Jennings, MO 63136

4. The research committee shall convene three times during the school year for the purpose of reviewing research requests: October, December, and April.
 - 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 Director of Assessment & Data shall forward to the Superintendent all requests which have been reviewed and approved by the committee.

6. The Director of Assessment & Data 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 Jennings Public Schools to participate*** in research said study.
8. The Assessment & Data Director shall maintain a permanent file of approved research requests.

Attachments:

FORM RR-1: *Application to Perform Research*

FORM RR-2: *Research Endorsement for Non-System Personnel*

FORM RR-3: *Research Agreement*

*Questions regarding this procedure should be
addressed to the Director of Assessment & Data
2541 Dorwood Drive, Jennings, MO
63136/barnesm@jenningsk12.org*

APPLICATION TO PERFORM RESEARCH
JENNINGS SCHOOL DISTRICT

Research Review Committee
Division of Assessment & Data
2559 Dorwood Drive
Jennings, Missouri 63033
(314) 653-8165

I. Name of Investigator _____ Position _____
Affiliation _____ Date _____
Office Address _____
Home Address _____
Office Phone (____) _____ Home Phone (____) _____

II. Project Title _____
Description _____

III. Participant Involvement:

<u>Number of Subjects</u>	<u>Time Requirements</u>
Pupils _____	_____ per _____
Teachers _____	_____ per _____
Administrators _____	_____ per _____
Parents _____	_____ per _____

Number of persons visiting sites in connection with project _____

What involvement is required of the subjects? _____

IV. Requirements:

Number and

Type of School: Elementary (K-5) _____ Middle (6-8) _____
Elementary (K-8) _____ Secondary _____

Total Number of Schools _____ Total Number of Classrooms _____

Grades Required _____ Other School Characteristics _____

Do you require any specific schools? Names _____

Starting Date of the Research _____

Ending Date of the Research (Note that applications must be updated annually)

Frequency of Contact _____

Names of persons entering the school(s) for research

V. Results:

What is the anticipated value of the research?

In general? _____

To the Jennings Public Schools? _____

VI. IF YOU HAVE EXTENDED CONFIDENTIALITY, NAMES MAY BE OMITTED FROM THIS ITEM.

Are other school systems involved in this research? _____

Please name _____

Have you conducted research in other school systems? _____

Please name _____

VII. UPON COMPLETION OF THE RESEARCH, YOU WILL BE REQUIRED TO SUBMIT TWO COPIES OF THE REPORT (OR SUMMARY).

A MEMORANDUM INDICATING PROCEDURAL PROBLEMS, UNUSUAL EXPERIENCES, RECOMMENDATIONS, COMMENTS AND OBSERVATIONS WOULD ALSO BE WELCOMED.

The Documents Can Be Expected By (date) _____

1) _____
Signature of Applicant Date

2) _____
PRINT – Name of Institutional Institution
Advisor, Professor or Supervisor

3) _____
Signature of Advisor, Professor ()
Or Supervisor Office Telephone

Research Endorsement for Non-System Personnel

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

I, _____ (print name) do hereby agree that I will abide by the Rules and Regulations and the Administrative Process of the Jennings School District and will furnish a copy of the report describing the findings of the study to the Assessment & Data Coordinator, Jennings School District.

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 RR-2

Research Agreement

Guidelines:

1. Research involving school personnel, especially which involves principals, teachers and students, may not be conducted during the first 20 school days or the last 20 school days of the school year.
2. Research involving students or personnel of the district must protect the dignity, well-being and confidentiality of the individual(s), including the rights guaranteed legally and constitutionally.
3. The research shall not unduly interfere with the classroom instructional process or the regular operations of the school or district.
4. Personal, social and psychological research of any nature must not be in conflict with the rights of individuals or groups.
5. Approved research shall be conducted in accordance with Policies and Administrative Procedures of the Jennings School District. 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.
6. 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.
7. An approved research study may be terminated at any time by the Superintendent.

I acknowledge receipt of the Guidelines for Research in the Jennings School District 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**