



**POLICY—600.15—RESEARCH APPROVAL PROCESS AND SURVEYS**

	<b>DISTRICT CODE:</b> 600.15	<b>ADOPTED:</b> 11.13.2018
	<b>RESCINDS:</b> 600.15	<b>ADOPTED:</b> 5.10.88

**BOARD POLICY**

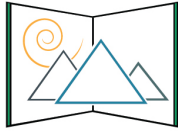
1. The Board encourages and supports research projects relating to the various functions of the District. The Board recognizes the value of current research data in the development of improved operational and instructional programs.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

	<b>ADMIN-REG:</b> 600.15-1	<b>APPROVED:</b> 11.13.18
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**ADMINISTRATIVE REGULATION—600.15-1: (Research Review Committee)**

In recognition of the need to coordinate research efforts, the Administration shall appoint a Research Review Committee and delegate to the committee the responsibility for the review and approval of research project proposals.

1. The Research Review Committee is comprised of the following:
  - 1.1. Assistant Superintendent for curriculum and instruction;
  - 1.2. A School Performance Officer;
  - 1.3. Director of Research and Assessment;
  - 1.4. Director (s) of Instructional Supports (ISD);
  - 1.5. and other District staff and specialists as necessary.
2. The Assistant Superintendent or designee will serve as chairperson of the Research Review Committee.
3. Applicants requesting to conduct research projects shall submit to the Research Review Committee a completed Research Project application and a written proposal that outlines the purpose of the research, the methodology to be followed, the instruments to be used, and the anticipated benefits which shall accrue to the District upon completion of the research.
4. The Research Review Committee shall review all research proposals to determine their educational value and to evaluate research design.
5. The Research Review Committee shall review all research proposals regarding sensitive topics consistent with federal and state FERPA guidelines:
  - 5.1. Prior written consent from parents or guardians is required in all grades, kindergarten through grade twelve, and must be obtained before students are asked to complete written assignments, answer questions, complete questionnaires, or take psychological or psychiatric examinations, tests, or



treatments which reveal any of the following information about the student or the student’s family, whether such information is personally identifiable or not:

- 5.1.1. political affiliations or, except as provided for in state law, political philosophies;
- 5.1.2. mental or psychological problems;
- 5.1.3. sexual behavior, orientation, or attitudes;
- 5.1.4. illegal, anti-social, self-incriminating, or demeaning behavior;
- 5.1.5. critical appraisal of individuals with whom the student or family member has close family relationships;
- 5.1.6. religious affiliations or beliefs;
- 5.1.7. legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers;
- 5.1.8. or income, except as required by law. (See, §53E-9-203 (1)).

5.2. In order for the prior written consent to be valid, parents/legal guardians must be given notification at least two (2) weeks before any sensitive information is solicited. The notice must include information that a copy of the educational or student survey questions to be asked is available at the school for the parents to review. (See, §53E-9-203 (4)).

- 6. Following consideration by the Research Review Committee, formal notice of approval or disapproval shall be given to the applicant by the Committee chairperson.
- 7. Administrators and department directors shall have the responsibility to coordinate approved research projects within their areas or departments in consultation with the Research Review Committee.
- 8. Upon completion of a research project, whether or not the District participates in the funding, a copy of the findings, thesis, dissertation or other written report shall be submitted to Research and Assessment. The results of significant projects shall be reported to the Administrative Cabinet by the chairperson of the Research Review Committee.

ADMIN-REG:  
600.15-2

APPROVED:  
11.13.18

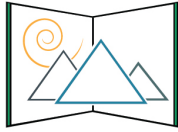
**ADMINISTRATIVE REGULATION—600.15-2: (Surveys)**

- 1. Classroom or school level surveys must be submitted for review and approval. Please refer to Exhibit—1—Surveys and Questionnaires for guidance in categories of surveys and specific approval.

**EXHIBITS**

Exhibit—1—Surveys and Questionnaires

**REFERENCES**



Utah Code §53E-9-203. Activities prohibited without prior written consent -- Validity of consent -- Qualifications -- Training on implementation.

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.