

## Curriculum, Instruction, and Assessment

### Research - Testing

6900.1

Individuals or organizations seeking approval to conduct research, surveys, or tests involving the staff, students or facilities of the Millard School District shall observe the following procedures:

- I. The “Research Application to Millard Public Schools” forms must be filled out and submitted to from Educational Services (Office of Assessment, Research, and Evaluation).
- II. All research instruments and a description of proposed methods to be used in the project must be submitted to Educational Services as part of the application.
- III. Upon receipt of application forms and other required materials a decision on approval, rejection, or required modifications will be made by Educational Services (Office of Assessment, Research, and Evaluation).
- IV. Individuals or organizations that are approved to conduct research, surveys or tests shall enter into a written agreement with the District. Such written agreement shall:
  1. Specify the purpose of the research, survey or test, set forth the scope and duration of the research, survey or test and shall identify all personally identifiable information from student records that will be disclosed for the purpose of conducting the research, survey or test;
  2. Specifically limit the use of any personally identifiable information from student records only for the purposes of the research, survey or test;
  3. Require the individual or organization to conduct the research, survey or test in a manner that does not disclose the personal identification of any student or parent to any persons unless such person or persons has a legitimate need to know such information;
  4. Require the individual or organization conducting the research, survey or test to maintain the confidentiality of all personally identifiable information from student records during all stages of the research, survey or test, by using appropriate disclosure avoidance techniques; and
  5. Require the individual or organization conducting the research, survey or test to destroy any and all records that contain personally identifiable information within 30 days after the final results of the research, survey or test have been submitted to the District.
- V. Results of research studies, surveys or tests that involve students, staff, or facilities must be sent to Educational Services (Office of Assessment, Research, and Evaluation) upon completion of the research.
- VI. Part of the decision-making process for approval will take into account the sub-population to be researched, the required involvement of Millard Public School staff and the degree to which the project may impact instructional time.

Related Policies & Rules: [6900](#)

Rule Approved: April 20, 1992  
Revised: September 13, 1999; December 4, 2006; June 4, 2012

Millard Public Schools  
Omaha, NE