

## **Guidelines for Conducting Internal Research in the Millard Public Schools**

1. Requests to conduct research in the Millard Public Schools will follow **Board of Education Policy 6900 and accompanying Rule 6900.1 guidelines**. Research plans should be shared with the applicant's building administrator or district supervisor. Requests must be submitted in writing to the Director of Assessment, Research and Evaluation. All requests should be submitted at least one month prior to the study initiation date in the Millard Public Schools.
  
2. The written request must include:
  - a. Completion of the MPS Request to Conduct Research Form
    - i. For Internal Research that may be published or presented to an external audience please complete the ***Internal Application: Request for Permission to Conduct Publishable Research*** form. This is used for doctoral dissertations and other work that may be published or presented to an external audience.
    - ii. For Internal Action Research that will not be published or presented to an audience outside of the Millard Public Schools please complete the ***Internal Application: Request for Permission to Conduct Action Research*** form. This is used for graduate level work not to be published such as graduate course papers.
  
3. The applicant will be notified in writing as to whether or not the request has been approved. If the request is approved, the applicant may proceed with the study. Participation by schools and individual teachers in approved studies is voluntary. Schools and teachers may ask to see the letter of approval before agreeing to participate. If the request is not approved, the applicant may revise and resubmit the request, or may appeal the decision. Appeals must be submitted in writing to the Director of Assessment, Research and Evaluation who will convene an ad hoc Research Review Committee to review the appeal. The committee has the option of either approving or declining the request.
  - a. Reasons for **declining** or **need for revision** of a research proposal include, without limitation, the following:
    - i. Missing information on application.
    - ii. Arrangements for obtaining consent of parents/guardians, if necessary, are either missing or judged not adequate to insure informed consent.
    - iii. Too much instructional time is required.
    - iv. Too much teacher, administrator, or office time is required.
    - v. The research includes a student activity or data collection that is not developmentally appropriate or that may put a student at-risk.
    - vi. The research includes a student activity or data collection that conflicts with the curriculum and instructional plan for the Millard Public Schools.
    - vii. Procedures to insure the confidentiality of responses are either missing or inadequate.
    - viii. The research conflicts or interferes with a district data collection effort or an external research project that has previously been approved.
    - ix. The content of the research is either objectionable or is judged not appropriate for a school setting.

- x. The investigator has failed to meet his or her obligations to the district in a previous study.
  - xi. The proposed research activities are scheduled for either the first or last month of the school year. Only under exceptional circumstances will studies be approved for the first or last month of the school year.
  - xii. The request was received too late in the school year or without enough lead time to reasonably allow for a review before the study was to begin
  - xiii. MPS cited information is inaccurate or not up-to-date.
  - xiv. MPS anonymity (in certain published documents) is not maintained.
  - xv. MPS policies are not accurately noted or cited.
  - xvi. Proposed research is controversial or shows signs of leading toward a pre-conceived belief.
  - xvii. Interview situations with students do not define procedures including a plan to have at least one other person present at the interview.
  - xviii. Protection of student anonymity and security of documentation is not clearly defined.
4. Priority will be given to research that is of interest to Millard Public Schools staff or that has direct application for the improvement of education practices.
  5. Upon completion of the study, the primary investigator shall provide the Director of Assessment, Research and Evaluation with a complete report of procedures and findings.
  6. Upon completion of the study, the primary investigator shall destroy any and all records that contain personally identifiable information.
  7. The applicant shall provide the Director of Assessment, Research and Evaluation with advance copies of all articles and all presentations at national or regional conferences based on research either conducted exclusively in the district or in which the district is identified.