**A Handbook for Research Procedures**



**Research Contact:**

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 **Introduction**

This handbook has been developed as a means of providing information for those interested in conducting research in the Clarksville-Montgomery County School System. The school system is interested in providing a foundation for good research (CMCSS). Our main concern is providing a place where research may be conducted within a controlled environment using good, established research tools and methods. Interested individuals and institutions should read this handbook in order to obtain needed information about research and research standards in our community schools. Researchers should be aware of the CMCSS Research Committee's responsibility of protecting the privacy rights of students, parents, teachers, and administrators. Our foremost concerns are protecting the quality of instruction in our schools, maintaining stability in the classroom, and protecting instructional time with teachers and students.

 The Director of Accountability

 CMCSS

**Part I. Procedures and Policies for Conducting Research1**

1. All interested persons must first contact the CMCSS Director of Accountability at assessment@cmcss.net.

1. All persons interested in conducting research should fully read [‘Approval of Request to Conduct Research Procedure’ (INS-P014) and this handbook (INS-P014A)](https://portal.cmcss.net/iso.aspx?doc=INS-P014.pdf).
2. The researcher or person conducting surveys in the system should not contact any school personnel about the proposed research or surveys until they have received written permission from the CMCSS Research Committee through the Director of Accountability.

1. The Director of Accountability will make all contacts with principals in the system.

1. The CMCSS Research Committee will not approve surveys, research and/or research projects that violate the goals and policies of the school system or are disruptive of the regular school program.
2. The CMCSS Research Committee will not approve the collection of data which is not specifically required to answer the questions outlined in each study.

1. All principals have authority under board policy to accept or deny any requests for surveys, research, or research projects (even if the CMCSS Research Committee has granted approval) in their respective buildings.

1. All surveys, research, and/or research project proposals submitted to the CMCSS Research Committee must be contributory in nature to provide greater understanding of the teaching-learning process.

1. Proposed research and survey restrictions:

* 1. There shall be a minimum number of students involved with limited classroom disruption.

* 1. A specific school shall not be involved in more than one research, survey, and/or research project during a school year.
1. Surveys conducted for agencies, organizations, or individuals must have the recommendation of the CMCSS Research Committee of the school system and the committee's approval as to content and purpose

1. Parents under 20 USCA & 1232h (See the 1997 United States School Laws and Rules Section (a), have the right to view all "surveys, analysis, or evaluations" conducted in their child's classroom

1. An explanation of survey's research or research projects involving students must be presented to the parents of the students involved. A signed document from the parent or guardian consenting to the proposed research is required.

1. Anyone presenting a research project or proposal must submit a letter of approval from the Organization Committee insuring protection of human subjects in research.

1. In order to receive approval from the CMCSS Research Committee, minimal information required by the committee must be provided. In general, the information requested is, but is not limited to,

* 1. A copy of the approval from the Institutional Review Board (IRB) from the University where the research is being conducted.
	2. The general target population of the study including age, sex, grade level, proposed school, and proposed numbers of students, parents and/or teachers;

* 1. A statement of the general purpose of the survey, research, or research project proposed.

* 1. Procedures for informing and obtaining written consent and/or assent from participants to include copies of each consent and assent;

* 1. Detailed information concerning the results of the research, survey, or research project;

* 1. A copy of all instruments to be administered by the researcher.
	2. A list of all data being requested which is maintained or collected by the district and/or school with associated dates of data.
	3. In depth information as to how the results of the research, survey, or research project will be used, to whom will it be given, and what will be the long-term results.

**Part II. Special Requirements**

The researcher is to provide the school system with copies of all project results and/or data resulting from the research.

If an individual or any institution is pursuing a grant (federal, state, private, or local) and intends to do research in the CMCSS, written approval from the CMCSS Research Committee must be received prior to funding. Funding of a grant does not automatically guarantee consent for research in the school system.

**Part III. Parents and Students Rights as Outlined in State**

 **And Federal Research Acts**

Pursuant to changes enacted by the Tennessee Legislature in March of 1999, the school system has modified and reissued the procedures concerning research in the schools.

With the issue of this Public Act (T.C.A. §49-2-211 of the Tennessee Codes Vol. 9) the school system is charged with the protection of students and parents' rights.2 These rights are outlined under Federal Statutes in 1997 United States School Laws and Rules in the Laws and Statutes Current Through Public Law 105-12 April 30, 1997 and rules Current Through 62 F.R. 9347 February 28, 1997. (20 USCA & 1232h, Protection of Pupil Rights).3

**Part IV Research Surveys and Research Projects**

The CMCSS Research Committee shall allow surveys for research purposes when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals and policies of the school system, and disruption of the regular school program is minimal.

Surveys conducted for agencies, organizations, or individuals must have the recommendation of the CMCSS Research Committee of the school system and the committee's approval as to content and purpose.

Research projects proposed by faculty, students, or any other persons conducting research under the auspices of research institutions, colleges and universities, and/or private institutions must present the committee with a letter of approval from the organization's committee charged with insuring the protection of human subjects in research.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

**Part V. Special Legal Survey Restrictions**

No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:3

1. Political affiliations;
2. Potentially embarrassing psychological problems;
3. Sex behavior or attitudes;
4. Anti-social and demeaning behavior;
5. Critical appraisals of family members;
6. Legally privileged relationships; and
7. Income

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1The term research is used in this document to mean any work proposed and/or carried out with students by any person or persons to accomplish the following: To search, to inquire, to examine, to investigate, to seek newly discovered facts by methods of discovery (surveys and polls included).

2Public Act (TCA 49-2-211 of the Tenn. Codes Vol. 9).

31997 United States School Laws and Rules 20 USCA & 1232h, Protection of Pupil Rights.