



TO: District 308 Community and Prospective Researcher
FROM: Associate Superintendent
SUBJECT: Protocol and Procedures for Conducting Research and Surveys in District 308

The purpose of this memo is to provide guidance for those interested in pursuing research within Community Unit School District 308. This protocol implements Policy 7:15 *Student and Family Privacy Rights* regarding the expectations for community and staff members interested in conducting research on human subjects with SD308. All surveys and/or other research conducted within the district must be approved in advance by the Associate Superintendent prior to any research being conducted.

Reasons for District Review:

- Monitoring the types of surveys, assessments and data collected must be appraised of additional research impacting the school staff, students and community.
- The research should advance or be related to the District's educational objectives as identified in Board Policy 6.10 *Educational Philosophy and Objectives*.

RESEARCH REQUEST REQUIREMENTS:

The following requirements are needed for a candidate's research or survey proposal and shall be written in narrative form on district-required forms:

REQUIREMENTS	ITEMS
YES	Research Application including: <ul style="list-style-type: none"> • Abstract • Research Questions • Methodology • Dataset and variables to be used • Proposed plan usage of data and publication ensuring confidentiality of individuals involved • Timeline of the project, survey, or research • Benefits to District 308 • Alignment to District 308 Policy 6:10 <i>Educational Philosophy and Objectives</i>
YES	Determination of the data you will need or be requesting
YES	Consent/Assent Forms for Documentation
YES	Samples of All Surveys conducted with students
YES	Location of Proposed Research Conducted
YES	Detailed description of subjects to include ages, grades, genders, etc...
YES	IRB Approval noting how the proposed research or survey protects the privacy of students, staff in accordance with state and federal laws as well as District 308 policies
YES	Explanation of how the research will not intrude on instructional time or impact current curriculum
Provided by SD 308	Name of District 308 administrator providing oversight for the research



District 308 Administrator Oversight:

- Ensures the research will contribute to SD308 and demonstrate that specific benefit;
- Work with the researcher to ensure coordination of the project, survey or research has a positive impact on those involved;
- Assures the results of the study and any raw data collected are shared with appropriate district staff and administrators; and
- Ensures findings are well-organized and presented in a manner that is easy to share with others reviewing collected results and data.