

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2875-1</b>
<b>SUBJECT:</b>  <b>RESEARCH</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 05/12/82; 01/15/87; 04/06/07</b> <hr/> <b>PREPARING OFFICE:</b> <b>RESEARCH, EVALUATION AND ASSESSMENT</b>

**I. PURPOSE:**

To establish the regulations and procedures for the approval and conduct of research studies in the Topeka Public Schools.

**II. RESEARCH PHILOSOPHY:**

The Topeka Public Schools desires to keep abreast of changes in educational technology, results of current educational research, and innovative educational programs. Therefore, the opportunity to be a part of the development and testing of innovative ideas in education is welcomed.

**III. THE RESEARCH COMMITTEE**

The Research Committee has been established by the superintendent of schools for the purpose of reviewing all proposals for research to be conducted in the district and is vested with the authority to approve or disapprove each proposal. The Research Committee is the local Institutional Review Board (IRB) for purposes of meeting regulatory requirements of federal agencies concerning the "Protection of Human Subjects" as detailed in the Code of Federal Regulations Title 34 PART 97. The Topeka Public Schools' IRB shall be registered with the federal government and federal-wide assurances shall be maintained by the district. If an external IRB has approved a proposal, the district retains the right to conduct its own independent review of the proposal. The committee is composed of six permanent members: the general directors of secondary and elementary education, the general director of special services, a curriculum and instructional specialist, the general director of research, and evaluation and assessment, and a parent representative. Depending on the specific research proposal, the chairperson may request that additional staff members of the district serve temporarily on the committee. The general director of research, evaluation, and assessment serves as committee chairperson.

**IV. REQUIREMENTS AND RESTRICTIONS:**

A. Due to the many educational activities that occur during the month of May, research studies to be conducted during this month will generally not be approved. In addition, research studies are generally discouraged during the

summer months for obvious reasons.

- B.** The Research Committee reserves the right to select the school or schools in which a study is to be conducted and/or the participants constituting the "subjects" or "target populations" of the study.
- C.** Participation by any student, teacher, or staff member of the district must be voluntary. Furthermore, voluntary participation must be established prior to initiation of the study and evidence so filed with the supervisor of the study.
- D.** The identity of all students, teachers, staff members, and/or schools that participate in a study is strictly confidential and may not be revealed at any time to any person, group, or organization.
- E.** The study will be conducted as outlined in the proposal and will be subject to any special instructions designated by the Research Committee.
- F.** All approved studies will be supervised by a staff member of the district designated by the Research Committee.
- G.** When a researcher publishes findings or makes conference presentations based on research conducted in the district, they must provide the chairman of the school district's Research Committee with a copy of the publication.
- H.** Parental and student informed consent must be obtained unless the Topeka Public Schools' IRB has reviewed the study and waived or modified the requirement in accordance with CFR 34 Sec 97.101 (b) covering certain situations where the research is low risk and involves normal educational practices and assessment activities that routinely occur in educational settings. However, in accordance with CFR 34 Sec 98.4 (a), when individual tests or questionnaires which would be interpreted as being sensitive in nature or as an invasion of privacy are to be administered to students as part of an approved study, parental permission must be obtained and filed with the district supervisor of the study prior to its formal initiation. Each parental permission form must be accompanied by a brief overview of the study summarizing the study and its purpose and be approved by the district supervisor of the study. The IRB must find that a proposal's informed consent provisions are adequate regarding three key elements; information, comprehension ,and voluntariness.
- I.** Any remuneration provided to district staff for participation in a research study must be for time spent on the project beyond the normal duty day.
- J.** Unless otherwise specified by the Research Committee at the time of approval, all approved studies shall be initiated within thirty (30) days and completed within one (1) year from the date on which it was approved by the Committee. If not initiated and completed within the specified time period, the study must be resubmitted to the committee.

- K. One complete copy of the final report of an approved study must be filed with the committee chairperson no later than six months after the study has been completed.**
- L. If the district is to be identified in any manner in the final report of an approved study, prior permission must be secured.**
- M. Research projects which are limited to surveys with uncontroversial content may undergo an expedited review by the committee chair and one other member.**
- N. The district will establish research priorities on an annual basis.**
- O. The IRB shall keep minutes which show attendance; actions taken; the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research proposals.**

**V. THE PROCESS FOR SUBMITTING A PROPOSAL TO CONDUCT RESEARCH**

- A. An Application to Conduct Research in Unified School District No. 501 should be obtained from the Topeka Public Schools' Office of research evaluation and assessment.**
- B. The application form should be completed and six photocopies made. The original and five photocopies should be submitted to: general director of research evaluation and assessment, Topeka Public Schools, 624 SW 24 Street, Topeka, KS 66611. One photocopy should be retained by the submitter for his/her records.**
- C. The proposed study will be reviewed for completeness by the Research Committee chairperson, who will then place it on the agenda for the next meeting of the committee, provided it is complete. Subsequent to placement of the proposal on the agenda, the committee chairperson will notify the submitter of receipt and status of the proposal.**
- D. The submitter of a study, or a representative who is familiar with the proposed study, should attend the Research Committee meeting at which the respective study is to be considered.**
- E. Within one week following action by the Research Committee, the submitter will be informed of that action. If a proposed study is approved, the committee will recommend the assignment of a district staff member to serve as the local supervisor during the study tenure.**