

## **Educational Research in the Acton-Boxborough Regional School District**

### **Procedures**

The following procedures must be followed by persons requesting the use of facilities or students in the Acton-Boxborough Regional School District for research purposes.

1. A letter formally requesting permission to conduct research, surveys or questionnaires, obtain information from students and staff, or gather any data for research purposes must be sent to the Assistant Superintendent for Teaching and Learning by the principal investigator. It must include:
  - a. Names and duties of all persons involved in the research, including contact information for the Institutional Review Board
  - b. Research goals
  - c. Relevance of the research to the Acton-Boxborough Regional School District
2. The attached form must also be completed and returned to the Assistant Superintendent for Teaching and Learning.
3. The request will be evaluated according to the following:
  - a. The study provides information that will be relevant to district/school leaders and/or educators
  - b. There are the assurances for student, educator and school/district anonymity
  - c. The research design technically sound
  - d. The impact on the school/district routine and resources is clear
4. Express written active consent of all research participants or the parents/guardians (if student is younger than 18 years of age) is required. Original consent forms must be kept on file by the researcher. Copies should be given to the Assistant Superintendent for Teaching and Learning. Consent forms should be translated to language indicated by parent and include:
  - a. Purpose and procedures including any possible risks
  - b. Types of activities in which students will engage, amount of time, start and end dates
  - c. Description of data collected and how information will be kept confidential
  - d. Identification of all individuals responsible for the research, including institutional affiliation, address and contact information.
5. Students may not be given any remuneration.
6. The researcher agrees to send a written report of the findings to the Principal(s) of the school(s) involved and to the Assistant Superintendent for Teaching and Learning.

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