

Santa Barbara Unified School District

Administrative Regulation

AR 6162.8

Instruction

RESEARCH

Application

Entities or individuals wishing to conduct research shall submit to the Superintendent or designee an application to conduct research within the district's submission window(s). The Superintendent or designee shall establish research application submission window(s) on an annual basis. The application to conduct research must be completed using the district provided directions and form(s), which shall include, but shall not be limited to:

1. Name of applicant(s) and academic credentials
2. Name of school or district administrator serving as the primary contact for the project
3. Project title and abstract, including purpose and scope of the project
4. Method of study or investigation to be used
5. Extent of participation expected of students and staff
6. Use to which project results will be put
7. Benefits to the school(s) or the district and alignment with school and/or district goals
8. Attachment of data collection and research protocols, including active consent/assent forms for participants, if applicable
9. Attachment of evidence of Internal Review Board (IRB) approval or application, if applicable

Research instruments and consent/assent forms must be translated into Spanish, as necessary, and included in the application; translation shall be the responsibility of the researcher.

Approval

The Superintendent or designee, in consultation with implicated school site and district administrators, shall evaluate the extent to which the proposal:

1. Aligns with district goals and initiatives as described in the district Strategic Plan, Local Control and Accountability Plan (LCAP), and/or a site's Single Plan for Student Achievement (SPSA)
2. Shows potential for high impact in improving educational practice, outcomes, and/or policy
3. Requires low district or school site resources, and does not interrupt district or school operations
4. Does not invade student or staff privacy
5. Does not substantially overlap with district research projects

The Superintendent or designee may approve the proposed research for a period of two school years or less. Approval by the Superintendent or designee must be in writing; research activity may not begin until written approval is secured.

Researchers shall certify that they will use no school names in the publication of findings without the approval of the Superintendent or designee. Researchers shall certify that a report of the study findings and its benefits to the district will be provided to the District within an agreed-upon timeframe.

Renewal

To extend any research for an additional period of two school years or less, the researcher(s) must submit a request for renewal within a research application window and obtain subsequent approval from the Superintendent or designee. The request for renewal must be completed using the district provided directions and form(s), which shall include, but shall not be limited to:

1. Name of applicant(s) and academic credentials
2. Name of school or district administrator serving as the primary contact for the project
3. Project title and abstract, including purpose and scope of the project
4. Date of the original approval, and copies of the approval documents previously secured
5. Description of any changes to the study design, if applicable
6. Attachment of data collection and research protocols reflecting any changes, including active consent/assent forms for participants, if applicable
7. Attachment of report of findings and benefits to the district from the preceding phase of the study

Criminal Background Check

Prior to engaging in research activity working with students in an approved research project, a researcher shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation.

The Superintendent or designee shall determine which researchers are subject to the above requirement.

Tuberculosis Clearance

Prior to engaging in research activity working with students in an approved research project, a researcher shall have on file with the school a certificate showing that s/he has submitted a tuberculosis clearance.

The Superintendent or designee may exempt from the tuberculosis clearance and/or examination those volunteers whose functions do not require frequent or prolonged contact with students.

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California May 5, 2009; September 8, 2015