



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 0500
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Philosophy-Goals-Objectives and Comprehensive Plans

Research and Evaluation

1. Purpose and Scope

To provide guidelines for the use of district-level research and evaluation services and to govern the dissemination of the results of districtwide research and evaluation activities.

2. Regulation

Research and evaluation services shall be provided through the Instructional Division under the direction of the Assistant Superintendent, Personnel and Instruction. These services shall be categorized and regulated as follows:

A. Districtwide Services

Districtwide research and evaluation services shall be defined as those research and evaluation activities that are applied consistently across the district. These services shall include general program assessment, districtwide testing programs, surveys, specific program evaluations (such as the reading program), summary grade reports, summary enrollment reports, etc. Districtwide services may be provided on an annual ongoing basis or on a request basis. All requests for such services shall be made to the Assistant Superintendent of Personnel and Instruction.

The Assistant Superintendent of Personnel and Instruction shall be responsible for coordinating and/or conducting districtwide research and evaluation services.

B. Consultant services shall be defined as those research and evaluation activities that are conducted on an individual school or division basis. The Assistant Superintendent of Personnel and Instruction shall be responsible for providing consultative services within the constraints of his/her time and expertise.

Efforts shall be made to satisfy all requests for service. Requests for consultative services shall be made directly to the Assistant Superintendent of Personnel and Instruction

Research and Evaluation (continued)

C. Reporting

The Assistant Superintendent of Personnel and Instruction shall be responsible for the preparation of formal research and evaluation reports to summarize the results of districtwide research and evaluation activities. The following sequential procedures shall be followed relative to the disposition of formal research and evaluation reports:

- (1) Upon completion the Assistant Superintendent of Personnel and Instruction shall review the report with the requestor and/or other appropriate personnel.
- (2) The Assistant Superintendent of Personnel and Instruction shall place the report on the agendas of the Superintendent's Cabinet and Council for information. The Assistant Superintendent of Personnel and Instruction shall be available to present and/or discuss the report if necessary.
- (3) Reports shall be submitted to the Governing Board at the discretion of the Superintendent. The Assistant Superintendent of Personnel and Instruction shall be responsible for the general distribution of the reports.

Research and Development

1. Purpose and Scope

A description of the basis upon which research and development proposals will be approved.

2. Regulation

The thrust of research and development proposals is to be in the direction of improvement of the skills of the staff, the development of unique approaches to programs, and the development of program strategies in areas identified as high priority. The framework within which each unit may exercise its authority is as follows:

- A. The Assistant Superintendent of Personnel and Instruction shall approve school and district research and development proposals.
- B. All proposals must conform to the legal requirements of the state.

Research and Development (continued)

- C. All proposals must conform to district policy.
- D. All personnel remuneration must conform to established district pay rates
- E. All proposals will be subject to the judgment of the Assistant Superintendent of Personnel and Instruction as to their appropriateness as research and development projects.
- F. Funding of proposals submitted by schools that reflect an independent school decision shall come from the school research and development funds.
- G. Funding of proposals submitted by the district, which reflect an independent district decision shall come from district funds.
- H. Funding of proposals of mutual concern to both the district and the schools may come from combined school and district funds.
- I. Several schools may combine funds to accomplish similar objectives.
- J. Proposals requiring the use of substitutes shall include the prevailing rate of substitute pay as part of the cost of the proposal.
- K. Funds may be expended only on equipment, supplies, and personnel that are judged to be integral and necessary to the accomplishment of the objectives of the proposal.
- L. Proposals requiring funding must be submitted on the Project Proposal Form.
- M. Research and development projects shall be limited to the fiscal year within which they are proposed. The Assistant Superintendent of Personnel and Instruction must approve continuation of projects into subsequent fiscal years.