



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 0520
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Philosophy-Goals-Objectives and Comprehensive Plans

Research Proposed by Public or Private Agencies, Organizations, and Individuals

1. Purpose and Scope

To provide guidelines for the conduct of research activities proposed by public or private agencies, organizations, and individuals, and to regulate such research activities.

2. Regulation

Research activities proposed by public or private agencies, organizations, and individuals shall be permitted with the approval of the Superintendent or his/her designee. The following guidelines, responsibilities and procedures shall prevail:

A. General Guidelines

The following general guidelines shall be used in approving or disapproving requests for research activities proposed by public or private agencies, organizations and individuals:

- (1) The study must be of benefit to a school, the district, or a segment of the school or district's operation. It must be relevant to district heads and replicable.
- (2) The study must be appropriate in terms of design, and must detail demands on personnel.
- (3) There must be reasonable certainty that no student, staff member, or parent will suffer in any way as a result of the research. Matters such as confidentiality and possible invasion of privacy must receive particular attention.

B. Procedures

- (1) The researcher must begin by obtaining an application for approval of proposed research from the Assistant Superintendent of Personnel and Instruction. Researchers contacting a school directly must be referred to the Assistant Superintendent of Personnel and Instruction.

Research Proposed by Public or Private Agencies, Organizations, and Individuals (continued)

- (2) The researcher presents the completed form together with a plan for the study to the Assistant Superintendent of Personnel and Instruction for review.
- (3) The Assistant Superintendent of Personnel and Instruction may require the researcher to make an oral presentation regarding the proposal and may invite other personnel to participate.
- (4) The Assistant Superintendent of Personnel and Instruction reviews the proposal and makes a recommendation to the Superintendent or his/her designee.
- (5) The Superintendent or his/her designee approves or disapproves the study and informs the researcher in writing.
- (6) The Superintendent or his/her designee determines the responsible office to coordinate the approved research projects from public or private agencies, organizations and individuals.
- (7) When the study is approved, the Superintendent or his/her designee forwards a copy of the approved study to Assistant Superintendent of Personnel and Instruction for filing.

C. Responsibilities

- (1) The Superintendent or his/her designee shall be responsible for the approval or disapproval of requests for research proposed by public or private agencies, organizations and individuals.
- (2) The Assistant Superintendent of Personnel and Instruction shall be responsible for reviewing each request and providing a recommendation to the Superintendent or his/her designee and maintaining a file of all approved requests.
- (3) The Superintendent or his/her designee shall be responsible for determining the person to function in a coordinating role in implementing approved research with the public or private agencies, organizations and individuals.