



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Philosophy-Goals-Objectives and Comprehensive Plans

Research Initiated by District Personnel

1. Purpose and Scope

To provide guidelines for the conduct of research activities by individual school and/or Education Center staff members and to regulate such research activities.

2. Regulation

Research activities initiated by individual school and/or Education Center staff members shall be permitted with the approval of the principal or division head, as appropriate. The following guidelines, responsibilities, and procedures shall prevail.

A. General Guidelines

The following general guidelines shall be used by the principal or division head in approving or disapproving requests for research activities.

- (1) The study must be of benefit to the school, the district, or a segment of the school or district operation. It must be relevant to district needs and replicable.
- (2) The study must be sound 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 research obtains an application for approval of research from the principal or division head, as appropriate.
- (2) The research presents the completed form together with a plan for the study to his/her principal or division head, as appropriate, for approval.

Research Initiated by District Personnel (continued)

- (3) The principal or division head may require the research to make an oral presentation regarding his/her proposal and may invite other personnel.
- (4) The principal or division head forwards the proposal to the Assistant Superintendent of Personnel and Instruction for his/her review and recommendation.
- (5) The Assistant Superintendent of Personnel and Instruction returns the proposal to the principal or division head with his/her recommendation.
- (6) The principal or division head approves or disapproves the study and informs the researcher in writing.
- (7) If the study is approved, the principal or division head forwards a copy of the approved study to the Assistant Superintendent of Personnel and Instruction for filing.

C. Responsibilities

- (1) The principal or division head shall be responsible for the approval or disapproval of requests by staff members to conduct research in the school or division he/she administers.
- (2) The Assistant Superintendent of Personnel and Instruction shall be responsible for reviewing each request, providing a recommendation to the principal or division head, and maintaining a file of all approved requests.



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HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

APPLICATION FOR APPROVAL OF RESEARCH

This form is to be completed by any school or Education Center staff member desiring to conduct research in the schools of the Huntington Beach Union High School District. All staff initiated research requires approval via this form (Staff Rule 2472).

NAME _____ DATE

LOCATION

PURPOSE OF THE RESEARCH

MAJOR RESEARCH ACTIVITIES

DEMANDS ON STUDENTS/PARENTS/STAFF

I certify that to the best of my knowledge the results of this research will not be harmful to any student, parent, or staff member in the Huntington Beach Union High School District.

Signature of Applicant

APPROVAL:

Principal/Division Head

Assistant Superintendent of
Personnel and Instruction

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT
Huntington Beach, California