

## **Guidelines for Student Research Involving Human Subjects in the Millard Public Schools**

1. Requests to conduct research in the Millard Public Schools must be submitted in writing to the Director of Assessment, Research and Evaluation. All requests should be submitted at least one month prior to the study initiation date in the Millard Public Schools.
2. The written request must include:
  - a. Completion of the ***Student Application: Request for Permission to Conduct Student Research Involving Humans Application*** form.
  - b. Submission of copies of all data collection instruments, interview questions, and parental/guardian/participant consent forms to be used. If the research involves the use of other materials with students, these materials must be described and be available for review.
  - c. Review of ***Elements of Informed Consent for Millard Public Schools***. Sample letters of informed consent are included in this document.
  - d. *Recommended for reference are the International Science and Engineering Fair Rules & Guidelines available at [www.societyforscience.org/isef/](http://www.societyforscience.org/isef/). These documents provide guidance for protection of human and animal rights as agreed upon for worldwide competitive scholarships, tuition grants, internships and scientific trips.*
3. Active/Positive parent/guardian consent will be required for permission to conduct student questionnaires, opinionnaires, surveys, interviews and other assessments which include one or more questions regarding, or which may reveal information concerning:
  - a. political affiliation or beliefs of the student or the student's parent;
  - b. mental and psychological problems potentially embarrassing to the student or the student's family;
  - c. sex behavior and attitudes;
  - d. illegal, anti-social, self incriminating or demeaning behavior;
  - e. critical appraisals of other individuals with whom the student has close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. religious practices, affiliations or beliefs of the student or the student's parent; or
  - h. income.

The consent form shall give adult participants and/or parents and students notice of their right to not participate in such surveys.

The student investigator must make data collection instruments available for review by parents/guardians of students involved in the research prior to the administration of those data collection instruments. The data collection instruments must also be available for review for a reasonable period of time following the administration of those instruments.

4. Passive/Negative parent/guardian consent will be required if student data collected may be published and/or presented to an audience outside of the Millard Public School District.

The consent form shall give parents and students notice of their right to refuse permission for their student's data to be used for publication or presentation. (see sample Passive/Negative consent form included with the **Elements for Informed Consent for Millard Public Schools**.)

The primary investigator must make action research plans available for review upon request by parents/guardians of students involved in the research.
5. The primary investigator will be notified in writing as to whether or not the request has been approved. If the request is approved, the primary investigator may proceed with the study. Participation by schools and individual teachers in approved studies is voluntary. Schools and teachers may ask to see the letter of approval before agreeing to participate. If the request is not approved, the primary investigator may revise and resubmit the request, or may appeal the

decision. Appeals must be submitted in writing to the Director of Assessment, Research and Evaluation who will convene the Research Review Committee to review the appeal. The committee has the option of either approving or disapproving the request.

6. Reasons for disapproval of a research proposal include, without limitation, the following;
  - a. Arrangements for obtaining consent of parents/guardians, if necessary, are either missing or judged not adequate to insure informed consent.
  - b. Too much instructional time is required.
  - c. Too much teacher time is required.
  - d. Too much administrator or office time is required.
  - e. The research includes a student activity or data collection that is not developmentally appropriate or that may put a student at-risk.
  - f. The research includes a student activity or data collection that conflicts with the curriculum and instructional plan for the Millard Public Schools.
  - g. Procedures to insure the confidentiality of responses are either missing or inadequate.
  - h. The research conflicts or interferes with a district data collection effort or an external research project that has previously been approved.
  - i. The content of the research is either objectionable or is judged not appropriate for a school setting.
  - j. The investigator has failed to meet his or her obligations to the district in a previous study.
  - k. The proposed research activities are scheduled for either the first or last month of the school year. Only under exceptional circumstances will studies be approved for the first or last month of the school year.
  - l. The request was received too late in the school year or without enough lead time to reasonably allow for a review before the study was to begin.
7. Priority will be given to research that is of interest to Millard Public Schools staff or that has direct application for the improvement of education practices.
8. Upon completion of the study, the primary investigator shall provide the Director of Assessment, Research and Evaluation with a summary of findings and, upon request, provide a complete report of procedures and findings.
9. The primary investigator shall provide the Director of Assessment, Research and Evaluation with advance copies of all articles and all presentations at national or regional conferences based on research either conducted exclusively in the district or in which the district is identified.