

## **RESEARCH PHILOSOPHY**

Thompson School District R2-J recognizes that systematic study of the educational process and related variables can contribute significantly to the development and implementation of high quality instruction programs. Therefore, the conduct of well-designed educational research projects within the district is considered an activity worth our cooperation.

While recognizing the value of educational research, the district also has a responsibility to protect students, parent/guardians and staff from harassment, invasion of privacy and physical, psychological, social and educational injury. Consequently, it is required that all research proposals be carefully screened by the director of assessment and a research review committee, to ensure that the proposed research has potential value for the district and is consistent with district philosophies, legal obligations, and standards of good scholarship.

The director of assessment and the director of special education must provide written approval before a research project may be conducted in the district. (This procedure applies to all research projects conducted in Thompson R2-J).

Educational research activities in the district should conform to the guidelines described in "Research Summary to do Research in Thompson School District R2-J."

Adopted August 17, 1988; Minor Revision October 12, 2007  
Revised May 2016

## Application Requirements for Conducting Research in Thompson School District

The following are **required materials** for your application and should be provided **in the following order**:

### Completed and signed application form.

1. **A letter or other evidence of approval to conduct the study from the Institutional Review Board (IRB) or Human Subjects Review Committee** of the college, university, or research organization. The entire IRB protocol may be submitted with the letter of approval, although this is optional.
2. **Copies of research instruments** and/or instructional materials to be used, including standardized tests, surveys, questionnaires, interview questions, observation protocols, etc.
3. **Copy of informed consent letter(s)**. The informed consent letter(s) must provide 1) a clear and accurate description of the research, 2) the name and contact information of the researcher, 3) the time required to participate in the study, 4) any risk involved to the participants or the school district; 5) any benefits of participating, 6) assurance of confidentiality of the data, 7) permission(s) required for the observation/taping of students and/or release of student records, 8) how researchers will keep data secure, 9) how long data will be kept before being destroyed, and 10) statements about the voluntary nature of participation such as outlined below:

**Parents:** Your child's participation in this study is completely voluntary. Participating or not participating will not affect your child's grades at school. Your child may decline to participate or may stop participating at any time with no penalty even if you have given permission.

**Students:** Your participation in this study is completely voluntary. Participating or not participating will not affect your grades at school. You may stop participating at any time without penalty. Even if your parents have approved your participation, you may decide not to participate if you don't want to.

**Teachers:** Your participation in this study is completely voluntary. Participating or not participating will not affect your relationship with your school or Thompson Schools as a district. You may withdraw your participation at any time without penalty.

**NOTE:** If students or parents are being asked to give permission for release of student records, for example test scores, demographic information such as Free and Reduced Meal, IEP status, date of birth, etc., a line to be initialed stating which specific records will be requested should appear above the signature line in the consent letter.

**NOTE:** If students or parents are being asked to give permission for students to be video or audio taped, a line to be initialed stating agreement with this should appear above the signature line in the consent letter.

**The district requires active consent rather than passive consent by subjects.**

4. **A description of the study specific to Thompson Schools.** This should be no more than five double spaced pages in length. The following information should be included:

- a) **Project/Study Purpose** (Include timeline or project schedule)
- b) Identification of whether or not this project will **address one of the stated district priorities:**

Student Achievement (e.g., studies that: identify ways to close the achievement gap for minority students; analyze the effectiveness of a year-round school calendar, summer school programs, character education, or prevention programs; explore student safety issues; identify barriers to student achievement; determine the effectiveness of TSD Schools ILPs.)

School-to-Work (e.g., studies that: assess how well TSD Schools graduates are prepared to enter college or workforce; examine the changes in community college entrance requirements and effects on admission for Thompson Schools graduates; assess if TSD Schools curriculum is aligned with employer needs and expectations.)

Multi-Cultural Issues (e.g., studies that: examine/explain student achievement by racial, ethnic or linguistic groups; assess TSD Schools' instructional programs for English Language Learners; analyze discipline, suspension, and dropout rates by racial, ethnic, or linguistic groups.)

Changing Work Force Issues (e.g., studies that: examine comprehensive staff development; determine effective instructional coaching programs; examine the impact of new teachers and retaining teachers.)

- c) **Methodology/data collection procedures** should include detailed information about what data will be collected, who will do the data collection, and how much TSD student and/or staff time will be needed.
- d) **Plan for obtaining informed consent** from TSD parents, school staff, principals and/or program managers and plan for maintaining confidentiality, if needed.
- e) **Educational intervention** (if any).
- f) **Plan for evaluating research findings.** Describe the specific types of analyses to be conducted.
- g) **Plan for providing feedback** and/or debriefing subjects (and parents, if student subjects).
- h) **Plan for dissemination of research findings** (publishing, presenting, degree fulfillment).

- Note that you need to submit an **electronic version** of the complete application to:  
Director of Assessment AND mail a **copy of your application** materials to Thompson School District.
- The review process will not begin until the application is complete.
- The external research process can take **8 to 12 weeks** or longer, depending on the application, to be completed.
- Approved projects will not be initiated in the schools after May 1.

For questions please contact:

External Research Committee  
**THOMPSON SCHOOL DISTRICT**  
 800 South Taft Avenue  
 Loveland, CO 80538  
 970-613-5000

**APPLICATION FOR CONDUCTING RESEARCH IN  
THOMPSON SCHOOL DISTRICT**

**Complete this form in its entirety. "See Attached" is not an acceptable response. Do not extend this form beyond four pages. Include additional information in "Description of the Study."**

Name of Applicant(s) \_\_\_\_\_

Title of Applicant \_\_\_\_\_

Institutional/University Affiliation \_\_\_\_\_

Applicant Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Title of Research Project \_\_\_\_\_

Topic of intended research \_\_\_\_\_

Research is for:  undergraduate course work  doctoral degree  
 graduate course work  post-doctoral research  
 master's degree  institutional study (indicate funding, if any)  
 grant (specify name) \_\_\_\_\_  
 other (specify) \_\_\_\_\_

Research has been approved by:  advisor  prospectus or dissertation committee  
 funding agency  research corporation

**Include a copy of the human subjects or other institutional review committee approval for your research with your application.**

Rationale and objectives \_\_\_\_\_

The District is especially interested in research in the areas of:

- **Student Achievement** (e.g., studies that: identify ways to close the achievement gap for minority students; analyze the effectiveness of a year-round school calendar, summer school programs, character education, or prevention programs; explore student safety issues; identify barriers to student achievement; determine the effectiveness of Thompson Schools ILPs.)
- **School-to-Work** (e.g., studies that: assess how well Thompson Schools graduates are prepared to enter college or workforce; examine the changes in community college entrance requirements and effects on admission for Thompson graduates; assess if Thompson Schools curriculum is aligned with employer needs and expectations.)
- **Changing Work Force Issues** (e.g., studies that: examine comprehensive staff development; determine effective instructional coaching programs; examine the impact of new teachers and retaining teachers.)

**APPLICATION FOR CONDUCTING RESEARCH IN THOMPSON SCHOOL DISTRICT**

Potential benefits of this study to the District: \_\_\_\_\_  
 \_\_\_\_\_

Overview Description of Methodology (include task requirements for individual subjects) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Target Population: (Group to be studied or assessed):

GROUP	NUMBER NEEDED	TIME (MIN/HR) REQUIRED FROM SUBJECTS	SPECIFIC CHARACTERISTICS OF GROUP (e.g. grade level, sex, special ed., etc.)	Specific titles of SURVEYS, QUESTIONNAIRES, ASSESSMENTS, MEASUREMENTS, ETC. that subjects will be asked to complete
Students				
Administrators				
Teachers				
Parents				
Other				

Specific description of existing district or school/staff or student data researcher wishes to access, including student demographic, behavioral, achievement (test scores, assessments), etc. Release of student records is subject to approval. A fee will likely be required to generate records.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Names of schools and/or departments where research will be conducted \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financial incentive or stipend(s) \_\_\_\_\_  
 \_\_\_\_\_

Special sampling requirements (specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICATION FOR CONDUCTING RESEARCH IN  
THOMPSON SCHOOL DISTRICT**

Space and equipment requirements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe type(s) of informed consent by subjects.** Indicate whether informed consent is active or passive for each subject group. Generally Thompson School District prefers active consent even if the researcher's human subjects review board has determined that active consent is not required. Refer to the Application Requirements for sentences that should be included in consent letters for parents, students, and teachers.

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

- **Note that the external research process can take 8 to 12 weeks or longer, depending on the complexity of the application and the extent of district impact.**
- **The review process will not begin until the application is complete. Refer to "Research Application Checklist" for a list of documentation required.**
- **Applications received between these dates will be processed in the next application period.**
- **Approved projects will not be initiated in the schools after May 1.**

\_\_\_\_\_ (initial) By signing below, I confirm that I will use no research instruments and/or instructional materials including standardized tests, surveys, questionnaires, interview questions, observation protocols, etc. in the implementation of my research study other than those I have submitted to the External Research Review Committee.

\_\_\_\_\_ (initial) By signing below, I confirm that in the event I want to modify any aspect of this study, including schools/departments selected for the study, I will submit the modification(s) to the External Research Review Committee for review and approval before implementation begins.

\_\_\_\_\_ (initial) By signing below, I confirm that Thompson School District students, staff, schools, or Thompson Schools as a district **will not be identified** in any reports, publications, presentations, marketing/fundraising materials, etc. about this study.

**APPLICATION FOR CONDUCTING RESEARCH IN  
THOMPSON SCHOOL DISTRICT**

I agree to provide a copy of the completed study to Thompson School District for placement in the office of Instructional Data Services (email copy of the completed study to same address as below).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

**WHERE TO SEND APPLICATION MATERIALS**

Applicants should submit an **electronic version** of their complete application to the Director of Assessment.

**AND send a copy of their complete application to:**

External Research Review Committee  
Thompson School District  
Attn: Director of Assessment  
800 South Taft Avenue  
Loveland, CO 80537  
970-613-5000