



## Application to Conduct Research in the Kane County School District

The Kane County School District (KCS D) recognizes the value of high-quality research for advancing the field of educational practice. Both external researchers and Board-contracted researchers will be required to submit a proposal describing all required elements as requested in this application. Any individual or entity who would like to conduct research in KCS D must adhere to the regulations set forth by federal regulations, District Board Policy, and the requirements described within this application. Only proposals that are deemed to be well-designed, relevant to educational practice, and aligned to district initiatives will be considered for approval. District initiatives include:

- a. Improving educational outcomes across all subgroups, including English learners and students with disabilities.
- b. Improving college readiness and equal access to higher education for all.
- c. Improving instructional delivery and services.
- d. Improving school climate, including high expectations, school connectedness, and student engagement.
- e. Improving parent education and parent involvement.
- f. Improving attendance, discipline, and school safety.

A request for approval to conduct a research study or survey, with the exception of those mandated by law, shall be submitted to the District Research Review Team not less than thirty (30) days prior to the anticipated start date. Once your application is received, you will receive a confirmation email. Once your application is reviewed by the District Research Review Team, you will be notified of the decision by email.

Complete this application in its entirety and mail or email all required documents to:

Attn: District Research Review Team  
Department of K-12 Educational Services  
Kane School District  
746 S 175 E  
Kanab, UT 84741

Contact: Supt. Ben Dalton  
Email: daltonb@kane.k12.ut.us  
Phone: 435-644-2555  
Fax: 435-644-2509

Date of submission:

Part I: Study Information	
<b>Title of Project:</b>	<input style="width: 90%;" type="text"/>
<b>Type of Application:</b>	<i>Graduate Student:</i> <input type="checkbox"/> <i>Doctoral Dissertation</i> <input type="checkbox"/> <i>Master's Thesis</i> <input type="checkbox"/> <i>Other</i>
	<i>Professional Research:</i> <input type="checkbox"/> <i>University</i> <input type="checkbox"/> <i>Government Agency</i> <input type="checkbox"/> <i>Other Non-Profit</i>
	<i>Seeking Letter of Endorsement for Grant:</i> <input type="checkbox"/> <i>Name funding agency:</i>

Part II: Contact Information			
<b>Name of Principal Investigator:</b>	<input style="width: 90%;" type="text"/>		
<b>Title:</b>	<input style="width: 90%;" type="text"/>		
<b>Organization/University:</b>	<input style="width: 90%;" type="text"/>		
<b>Faculty Sponsor</b> <i>(if applicable):</i>	<input style="width: 90%;" type="text"/>		
<i>If KCS D Employee, Site/Location:</i>	<input style="width: 90%;" type="text"/>		
<b>E-mail address:</b>	<input style="width: 90%;" type="text"/>	<b>Phone Number:</b>	<input style="width: 90%;" type="text"/>
<b>Address:</b>	<input style="width: 90%;" type="text"/>		
<b>City:</b>	<input style="width: 30%;" type="text"/>	<b>State:</b>	<input style="width: 30%;" type="text"/>
		<b>Zip Code:</b>	<input style="width: 30%;" type="text"/>

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KANE COUNTY SCHOOL DISTRICT  
Office of K-12 Educational Services

**Part III: Description of Research Study /Grant**

**Purpose:**

- *What is the purpose of this study/grant?*

**Research Questions:**

- *What are your research questions? Or- What are the objectives of the grant?*

**Benefit to KCSD and/or Field of Education:**

- *What contributions or significance will the study/grant have for GGUSD and/or the field of education?*

**Selection of KCSD:**

- *Why have you selected KCSD as a potential research site/grant site?*

**Brief Overview:**

- *Briefly describe the study/grant activities.*

**Timeline:**

- *What are the proposed beginning and anticipated ending dates?*

**Expected Date of Final Report:**

Requirement: A final report must be made available to the District.

**Part IV: Methodology - If requesting access to school sites.**

**Target Population:**

Requirement: Pseudonyms must be used.

- *Please identify the schools/locations where this study (or grant) would be conducted and why these were selected.*
- *Include the number of schools and names of schools, if known.*

**Level(s) & Number of Schools:**

Pre-K # \_\_\_\_     Elementary # \_\_\_\_     Intermediate # \_\_\_\_     High School # \_\_\_\_     District # \_\_\_\_

**Details:**

**Subjects/Participants:**

Requirement: If parents are to be involved, translation of materials may be required, and will be the responsibility of the researcher.

- *Describe the participants to be involved, and the expected number of participants.*

**Subject(s) & Number of Participants:**

Administrators # \_\_\_\_     Teachers # \_\_\_\_     Students # \_\_\_\_     Parents # \_\_\_\_     Other , please specify # \_\_\_\_

**Details:**

KANE COUNTY SCHOOL DISTRICT  
Office of K-12 Educational Services

**Sampling/Selection:**

Requirement: Participation must be voluntary. Individual responses must remain confidential.

- Describe what procedures will be used to select participants.
- Please describe any recruitment plans, compensation, or participation incentives proposed.

**Data Collection:**

Requirement: Data must be stored securely and confidentially.

- What will be asked of participants?
- Please attach any instruments, forms (including permission forms), questionnaires, surveys, or tests to be used to collect data.
- If applicable, who will administer the tests/questionnaire and how will those be administered?

**Types of data collection tools:**

- Interview       Survey/Questionnaire       Test       Instrument       Other, please specify

Details:

**Time Commitment:**

- What is the approximate time required from each participant?
- Include number of sessions, length of sessions, and interval between sessions, if applicable.
- Will there be any impact on instructional time?

**Risk/Benefit:**

- What are the potential risks/hazards and expected benefits for the participants?

**Consent Procedures:**

Requirement: Certain topics require prior consent (See Administrative Regulations 5121.1):

- What consent procedures will be followed?

**Institutional Review Board:**

- Has your study been approved by an Institutional Review Board (IRB) or other Human Subject Review Board? If so, please attach current approvals.

**Part V: Other Data Needs**

**Other Data Needs:**

Requirement: When reporting data, personal identities must be concealed.

- Will you be requesting any other types of district/school/student data?

### **Administrative Regulations 5121.1**

A research study containing one or more of the following will require prior written consent from parents/guardians:

1. Political affiliations of beliefs of the students or his/her family.
2. Mental or psychological problems of the student or his/her family.
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers.
7. Religious practices, affiliations, or beliefs of the students or his/her parents/guardians.
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

If a student participated in a research study or survey regarding information about beliefs and practices as identified in 1-8, the student's identity shall not be requested or disclosed.

Before the administration of a research survey, study or evaluation about beliefs or practices, a parent/guardian may inspect the materials and/or refuse to allow the child to participate in the survey.

Reference: EC Sections 51553  
20 USC 1232(g)(h)

#### **Certification Statement:**

In submitting this application, I certify that the application is an accurate and complete description of my proposed research study. I assure the Kane County School District that the research activities to be conducted are in compliance with all existing legal and ethical codes, regulations, as well as the Federal Policy for the Protection of Human Subjects, the Educational Protections for Children Involved as Research Subjects, Family Educational Rights and Privacy Act, and Protection of Pupil Rights Amendment. Furthermore, I assure that all data collected for this study will be kept confidential in compliance with the Education Rights and Privacy Act. The approval to conduct research does not obligate any school, staff, student, or parent to participate, as all participation remains voluntary. I also agree to share my final report and findings with the District no later than one year following the conclusion of the research.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

#### **Approvals – Office Use Only**

Reviewed - Signature 1

Superintendent

Date

#### **Comments**

## **District Research Review Team: Process for Approval of Applications to Conduct Research in the Kane County School District**

### **District Philosophy Statement**

As educators, we support high-quality research that would advance the field of education. At the same time, we must remain cognizant of our primary responsibility to the students and parents whom we serve within the Kane County School District. The value of time and resources dedicated to our obligation to students will be weighed against the value of the anticipated benefits of the research studies proposed.

### **Considerations for Approval**

The following elements will be used in the consideration of approval to conduct research in the Garden Grove Unified School District:

1. Quality of design, well-formed proposal.
2. Significance to field of education.
3. Clear and immediate benefit to the district/school.
4. Relevancy/Alignment with district or school initiatives/goals.
  - a. Improving educational outcomes across all subgroups, including English learners and students with disabilities.
  - b. Improving college readiness and equal access to higher education for all.
  - c. Improving instructional delivery and services.
  - d. Improving school climate, including high expectations, school connectedness, and student engagement.
  - e. Improving parent education and parent involvement.
  - f. Improving attendance, discipline, and school safety.
5. Time commitment for district personnel. (*Charge for time related to data extracts is \$100 per hour.*)
6. Time commitment/ low level burden on school personnel, weighing compensation/benefits.
7. No interruptions to instructional time.

If a request will require extensive data compilation, extraction, or programming to produce the record, the requester shall bear the cost at the rate of \$100 per hour. The estimated cost will be provided along with the notice of approval to conduct the research.

A request for approval to conduct a research study or survey, with the exception of those mandated by law, shall be submitted for the District Research Review Team not less than thirty (30) days prior to the anticipated start date. Once an application is received, the District will send the requestor a confirmation email. Once the application is reviewed by the District Research Review Team, the requestor will be notified of the decision by email.

The District Research Review Team shall schedule meetings to review proposals as needed, no more than once per month.