

**GUIDELINES FOR RESEARCH AND SURVEY PROJECTS**

A. Approval

Utilizing of school personnel, students, or student records of the Waunakee Community School District for research projects or course requirements must have approval of the superintendent before the project is undertaken. Requests to the superintendent for approval shall be made in writing by a faculty representative of that institution of higher learning for which the research is being done.

B. Criteria for Approval

Criteria which the superintendent will use in the approval of research projects conducted in the Waunakee Community School District are:

- 1) The approval will be made on the basis of a written description of a well-planned project which has had previous approval of a representative of the institution of higher learning.
- 2) There shall be no change in the curriculum, scope, and sequence in any grade or class as a result of the project.
- 3) No control group shall be denied the use of the best teaching methods in use in the school system.
- 4) In the experimental group, the amount of class time devoted to the experimental procedures shall not interfere with the regular allotment of time for the program of studies.
- 5) The research should be expected to contribute to the improvement of the education or general welfare of children.
- 6) Research proposals should be of sufficient scope and depth to justify the time and effort of Waunakee students and staff.

C. Regulations Affecting Surveys and Research Projects

- 1) Taping or recording of interviews with students, gathering of personal information, testing of students, or obtaining information from student records must be approved by the superintendent. This approval will be granted only after a signed release is obtained from the parents/guardians of each student and filed with the superintendent. Consent to participate should always be evidenced by a positive response; that is failure to respond should not be interpreted as consent.
- 2) A copy of all tests and questionnaires to be given as part of the project must be filed with the superintendent and approval received prior to its use in the schools.
- 3) A copy of all results and any interpretation of results must also be filed with the superintendent.
- 4) Non-confidential personnel records of the school staff will be released from these records to researchers or college students.
- 5) If the District incurs any cost from cooperating with the research project the requesting party will be responsible for the cost.

- 6) Any tests or questionnaires used will protect the privacy rights of students and parents/guardians.
- 7) Confidential personnel records of the school staff will not be released to researchers.

D. Requirements for Parental Consent

When parental consent is required, parents/guardians are to be informed of the following by the researchers:

- 1) the project's purpose;
- 2) how the student was selected;
- 3) the procedure to be followed including a clear and easily understood description of the child's involvement;
- 4) anticipated benefits for general knowledge, the student and the school district;
- 5) possible physical psychological, legal or other risks;
- 6) whether students will be personally identifiable and to whom;
- 7) to whom results will be available and for what purposes;
- 8) participant's or parent's right to inspect materials before consenting and to withdraw consent at any time;
- 9) the person to whom inquiries should be addressed before, during and after the project; and,
- 10) that the school is neither conducting nor sponsoring the project, if that is the case.

Legal Ref.: Sections 118.125 Wisconsin Statutes  
Chapter 19, Subchapters II and IV Protection of Pupil Rights Provision of the  
General Education Provisions Act (20 USC 1232h)  
Family Education Rights and Privacy Act

Adopted: 1/15/90

Revised: March 1994  
July 2002

Waunakee Community School District