

# ADMINISTRATIVE PROCEDURES

ICC

## INSTRUCTIONAL PROGRAM RESEARCH AND PILOT STUDIES

APRIL 6, 2026

Research and pilot studies are a necessary component in all curricular areas and assist in monitoring and evaluating programs, teaching strategies and attitudes. The Livonia Public Schools will support studies to further knowledge and train professionals in research skills, provided requests for such studies follow district guidelines, are properly processed, and, if approved, are conducted in a manner which is consistent with Board of Education policy.

1. Applicants requesting approval to conduct a study must provide to the appropriate office a written abstract of the study, a copy of any instrument to be used, an estimate of time demands upon staff and students, a description of the data treatment procedures, the manner of how the study is to be used, and the name of the sponsoring institution and advisor.
2. The appropriate office department is determined by these considerations:
  - a. Studies for outside sources which are conducted by a staff member **as a part of their graduate studies** within his/her building are subject to approval by the principal, ~~who may refer the decision to~~ **and their** appropriate director.
  - b. Studies for outside sources which are conducted by a staff member and involve a building other than his/her own are subject to approval by the appropriate director, who may refer the decision to the Assistant Superintendent for Instruction.
  - c. Studies which originate from nonstaff members are subject to approval by the appropriate director and the Assistant Superintendent for Instruction.
  - d. The approving office will be responsible for coordination of the study.
3. Studies must meet these requirements:
  - a. Be appropriate in design, instrumentation, and data treatment.
  - b. Must justify intrusion into student and staff time.
  - c. Must be pertinent to the interest of the Livonia Public Schools.
  - d. Must understand participation by staff and students is voluntary.
  - e. Must notify parents of involved students if the content of a study is a departure from accepted learning material or procedure.
  - f. Require written parental permission and student anonymity of response if the study is one of values, attitudes or feelings.
  - g. May require written parental permission and will require study anonymity if the study is one of social issues or interpersonal relationships.
  - h. Requires consultation with the district about the results of the study prior to publication.
  - i. At the conclusion of the study, a copy of the final publication or a summary statement is submitted to the approving administrator.