

**ME Education Research**

**ME**

Research projects to be carried out by faculty or students from institutions of higher education involving district students in schools must comply with the following guidelines:

- An endorsement of the project from the school or dean with whom the applicant is working shall be presented;
- A brief statement of the purposes of the study and a summary of the procedures to be employed shall be presented;
- Specimens of all tests, questionnaires, or forms to be used in collecting data shall be presented;
- Schools and grades to be involved, the amount of student and/or staff time required, and the approximate number of students and/or staff to participate shall be noted;
- Whenever a selected group of students from any one room or grade is to participate, written permission must also be secured from parents or guardians. The form of the request for parental permission and the parent's responses must be submitted for approval. Only those students who have written permission shall participate.
- All application materials must be prepared in triplicate and filed at the office of the Superintendent for review by the Superintendent or his/her designee, the principals concerned, and the staff involved in the study. Following the review, one copy will be filed with the superintendent, one will be sent to the building principal and one copy will be returned to the applicant. All copies shall note if the application has been approved or disapproved.

**ME Education Research**

**ME-2**

- The applicant shall submit copies of all the data collected, research compiled, and a copy of the written document promptly to the district following completion of the study.
- The applicant shall respect the highly confidential nature of the information that becomes available through contact with the students and staff of the district and shall use it only in a professional manner. All research of projects conducted shall conform to all provisions of the Family Rights and Privacy Act of 1974.
- Data collected in an approved study may not be used for purposes other than those stated on the approved application nor may it be made available to others without prior written permission from the Superintendent.
- No research project will be approved during either the first or the last month of school unless it is directly concerned with matters connected to the opening or closing of school.
- By virtue of the agreement that exists between Manhattan-Ogden USD 383 and Kansas State University, all research activity involving students or staff of USD 383 must be approved by the Dean of the College of Education.

Approved: 5/05