

PROCEDURES AND POLICIES FOR CONDUCTING EXTRA-DISTRICT RESEARCH IN THE DALLAS INDEPENDENT SCHOOL DISTRICT

I. RESEARCH REQUESTS

A. Research Review Committee

A Research Review Committee comprised of Dr. Robert E. Mount, Executive Director of Program Evaluation, or his designee, and three other selected members of the Dallas Independent School District (Dallas ISD) hierarchy shall be responsible for investigating the advisability of School District participation in extra-district research projects initiated or sponsored by individuals and agencies outside the system, or in research projects undertaken by district employees who wish to conduct the research to meet requirements of college or university courses or for other reasons. This Committee examines research proposals, reviews them with appropriate staff, and approves those that warrant participation of the district.

B. Membership

The members of the Research Review Committee will be representatives of the Department Evaluation and Accountability within the Dallas ISD. Dr. Tabiri H. Tabasuri, will serve as chairperson.

C. Functions

The following list reflects the chief functions of the Committee:

1. Review research proposals and requests.
2. Facilitate communication among participating departments and divisions.
3. Reconcile and resolve problems within the participating divisions and among departments when feasible.
4. Review reports and evaluations originating in any department, examining their procedures relating to test design, project design, program evaluation, and process analysis.

II. POLICIES - RESEARCH PROPOSALS

- A. Proposals should extend or complement research that is a priority need of the district.
- B. The proposed research shall not unduly interfere with the development processes and regular operating programs of the district unless the importance of the study outweighs the interference.
- C. Personal, social, and psychological research that may be in conflict with rights of individuals or groups is discouraged.

- D. The department(s) that will be affected by the research shall have the opportunity to participate in and respond to the review of research proposals.
- E. Research proposals will be considered only if the applicant submits all requested information and any additional documentation as the Research Review Committee may require.
- F. The applicant may begin the research upon receiving written permission of the Research Review Committee.
- G. Approved research shall be conducted in accordance with Board of Education and administrative policies of the District. The researcher(s) shall cooperate with the staff member(s) designated to coordinate the research.
- H. An approved research study may be terminated, at any time, by the Research Review Committee,

III. PROCEDURES - RESEARCH PROPOSALS

- A. Using the standard application form, the applicant shall submit 4 copies of a typed application for approval of the research project to Dr. Tabiri H. Tabasuri, Office of Program Evaluation, Box 130.
- B. An application for a research study requiring the release or use of confidential student or teacher data will automatically be forwarded to the Dallas ISD's Legal Office for approval; the applicant will be informed of the Legal Office's involvement in the process. The applicant must comply with the Legal Office personnel's eventual requests for information deemed necessary. The Research Review Committee will place review process on hold until the Legal Office issues a final decision. The Research Review Committee will notify the applicant of the Legal Office's final decision and, contingent on the Legal Office's final decision, resume the review process.
- C. The Chairperson will distribute the applications to other members of the Research Review Committee.
- D. The Chairperson of the Research Review Committee may invite appropriate staff members to review the proposals, prepare recommendations, and participate as appropriate in meetings of the Committee.
- E. The applicant will be notified in writing regarding the Research Review Committee's action on the application.
- F. A Dallas ISD liaison shall be responsible for the coordination of the study in the district.
- G. The Research Committee shall meet regularly and be available as need is determined by the chairperson.
- H. The applicant may submit exhibits that clarify the intent of the proposal.
- I. All documents produced by the research in the course of the study shall become property of the Dallas Independent School District. Prior approval of the district shall be obtained to disseminate research findings.

- J. Upon completing the research, and within 30 days of the stated ending date of the research project, the applicant shall submit a report of the project to Dr. Tabiri H. Tabasuri, Office of Program Evaluation, following the format specified in Section V of this policy.
- K. Occasionally, it is necessary for the applicant to appear before the Research Committee to explain the proposed research project. It will be the decision of the Committee to determine whether or not an appearance by the applicant is necessary.

IV. PRIORITIES - RESEARCH

The following priorities for research may change in accordance with evolving needs of the Dallas Independent School District.

- A. The highest priority will be given to sophisticated research projects that complement or extend the district's research or development projects already in progress or recently completed.
- B. The lowest priority will be given to research projects that
 - 1. duplicate research already underway or completed;
 - 2. contribute insignificantly to the information base of the District;
 - 3. are unrelated to district's priorities and programs;
 - 4. are not cost effective (the research products require excessive financial inputs from the district);
 - 5. require extensive time and involvement of district employees;
 - 6. will not produce results usable to the district; or
 - 7. are based on an unsound or impractical research design.

V. FORMAT FOR REPORTING THE RESULTS OF RESEARCH PROJECTS

- A. **Abstract.** An abstract of a research paper should contain statements of the (a) problem, (b) method, (c) results, and (d) conclusions. Research findings are most important, and every abstract should contain at least the trend or direction of results. It is also highly desirable to state the number and characteristics of subjects, the kind of research design, and the significance level of results. The abstract should not exceed 500 words.

The report itself should include:

- B. **Introduction.** An adequate exposition of the problem should state the questions asked and the reasons for asking them. In reports of theory-testing experiments, the exposition should state the theoretical propositions from which the hypotheses to be tested are derived, given the loci of their derivation, summarize the relevant arguments and data, and state formally the major hypotheses to be tested. The section for summarizing the relevant arguments and data

should include a review of the literature that, in turn, includes the major studies and the results of these studies.

- C. **Method.** The methodology of the research project should be described in enough detail to permit the reader to repeat the experiment. This section should describe the design of the research, the logic of relating empirical data to the theoretical propositions, the subjects, the sampling and control procedures, the techniques of measurement, and any apparatus used.
- D. **Results.** The results section should give enough data to justify the conclusions. Special attention should be given to tests of statistical significance and to the logic of inference and generalization from empirical observations.
- E. **Discussion.** The discussion should point out the limitations of the conclusions, note correspondence or differences between the findings and widely accepted points of view, and briefly give the implications for theory or practice. Reports of research resulting in negative or unexpected findings should not end with long discussions of possible reasons for the outcome. Brief discussion is sufficient.
- F. **Conclusions and Summary.** The paper should end with a brief formal summary of the problem, the results, and the conclusions.

For information regarding references, footnotes, tabular presentation, etc. in the report, please follow, when possible, the format presented in the *Publication Manual of the American Psychological Association, 5th Edition* (or later).