

Conducting Research at Berkeley Unified School District

Thank you for your interest in conducting research at Berkeley Unified School District.

The guidelines included in the application are to support research by outside researchers while respecting the time and privacy of students and staff. Please understand that our ability to support external research projects, including the staff time allocated to review and comment on proposals, is limited. Only proposals that have a clear, direct, and immediate benefit to the district in terms of informing practice will be considered for approval. We are also limited in our ability to provide access to student data.

The Berkeley Evaluation & Assessment (BEA) Office conducts and supports research that contributes to a greater understanding of highly effective teachers, instructional strategies, and resources and conditions that promote academic achievement for all children. All external research applications will be reviewed by the Research Review Committee at BEA. The role of Research Review Committee is to ensure that all proposed research comply with the ethical codes of research in addition to state and federal laws. The review process will take up to six weeks to complete.

An approval from the Research Review Committee serves only as an authorization to contact the principal(s) of the school(s) of interest. Researchers will need to secure an approval from the principal(s) before any research work is permitted.

Please follow these steps:

- Step 1.** Complete and send a copy of this application to the Director. The application must include a signature, and may be sent electronically or by hard copy.
 - If the application includes only a research request without data needs, the Administrative Coordinator will contact you regarding the research approval process.
 - Electronic copy of full research proposal and all instruments other than well-known standardized achievement tests that you plan to use in conjunction with this research.
 - Letters from faculty advisor and human subjects committee certifying that they have reviewed the study and that it is properly designed and worthwhile.
- Step 2.** If the research includes a student-, school-, or district-level data request, complete the Request for Data Form. Someone will provide cost estimates for data retrieval.
- Step 3.** When data requests are approved and cost estimates are agreed upon, you will be required to sign and submit Part III (“Agreement with the Berkeley Unified School District for Grant Administration Related Services”).
- Step 4.** After the data agreement has been approved and signed by BUSD Deputy Superintendent, the requested data will be transferred to you. After this data transfer is completed, payment will be due within 14 days.

Please mail or fax the signed documents to: Debbi D’Angelo, Director
Berkeley Evaluation & Assessment, 2020 Bonar Street, Suite 331 | Berkeley, CA 94702
Phone: 510-644-6959 Fax: 510-644-7786

Application to Conduct Research Study

(Please type request)

Name of Researcher: _____ Date: _____

Address 1: _____

Address 2: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Email: _____

Title of Research/Evaluation Project: _____

Are you a Berkeley Public Schools' Employee? Yes No

If yes, school or department: _____

If no, please give the name of employer or affiliation: _____

Which degree do you now have? B.A./B.S. Masters Doctorate Other None

Is this study part of your master's thesis or doctoral dissertation? Yes No

1. Purpose of the study.

2. Design of the study – procedures, methods, technique and instruments.

3. Describe any potential benefits to Berkeley Public Schools or its students from this study.

4. Describe any potential risks to Berkeley Public Schools or its students from this study.

5. Study Needs: All schools, pupils, and staff members directly involved in your study

Number of schools: _____ Grade(s): K 1 2 3 4 5 6 7 8 9 10 11 12

Number of teachers: _____ Grade(s): K 1 2 3 4 5 6 7 8 9 10 11 12

Number of students: _____ Grade(s): K 1 2 3 4 5 6 7 8 9 10 11 12

Number of administrators: _____ Number of parents: _____

Number of Others: _____

6. Special characteristics of subjects

| |
|--|
| |
|--|

7. Time requirements of study

| | | |
|--|----------------------------|-----------------------------|
| a. Total in-school individual pupil time involved, if any: | | |
| <i>Length of each session:</i> | <i>Number of sessions:</i> | <i>Spacing of sessions:</i> |
| b. Total in-school teacher and administrator time involved, if any | | |
| <i>Length of each session:</i> | <i>Number of sessions:</i> | <i>Spacing of sessions:</i> |
| c. Will non-school time be involved? <i>If so, how much?</i> <i>When?</i> | | |

8. Data needed from school or district records

Please complete Request For BUSD Data form if applicable.

9. If others besides staff members or pupils are to be directly involved, describe the nature of the involvement and the amount of time required.

10. Approximate desired beginning date of data collection: _____ End Date: _____
11. Are specific schools being requested? If so, name: _____
- a. Have those school already been contacted?
- b. Have you contacted the principals of those schools? Yes No
12. Date that a report of the research study will be provided to the Berkeley Unified School District: _____
13. Are there stipends or other incentives for participation? Yes No
If yes, explain requirements and details. _____
14. Will Spanish translations of parental consent forms be provided? Yes No

The proposed research activities to be conducted within Berkeley Unified School District are in compliance with existing legal and ethical codes. The research will not differ significantly from the activities described within the proposal. All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in BUSD to participate. All student or staff data provided by the district will not be shared with other researchers or organizations. Any amendments to the original proposal must be submitted to and approved by the Research Review Committee. All researchers agree to provide the Berkeley Evaluation and Assessment Office and each participating school with a copy of the research findings.

I understand and agree with the above statement, and will follow the guidelines it sets forth. I have read and accept the provisions of the state and federal law regarding the protection of pupils in research attached to this application.

Signature of principal investigator/researcher

Date

EDUCATION CODE, Section 60650: No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in the above, shall be administered to any pupil in kindergarten through grade 12, inclusive, unless the parent or guardian of the pupil is **notified in writing** that such test, questionnaire, survey, or examination is to be administered and the parent and guardian of the pupil **gives written permission** for the pupil to participate.

PUBLIC LAW 103-227 – MARCH 31, 1994

108 STAT.268: **SEC. 1017. PROTECTION OF PUPILS.** Section 439 of the General Education Provisions Act (20 U.S.C. 1232g) is amended to read as follows:

“PROTECTION OF PUPIL RIGHTS” “SEC 439. (a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program **shall be available for inspection by the parents or guardians of the children.**

“(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning—“(1) political affiliations; “(2) mental and psychological problems potentially embarrassing to the students or his family; “(3) sex behavior and attitudes; “(4) illegal, anti-social, self-incriminating and demanding behavior; “(5) critical appraisals of other individuals...of...close family relationships; “(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or “(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if an adult or emancipated minor), or in the case of an unemancipated minor, without prior written consent of the parent. “(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The privacy requirement based on FERPA is defined in the FR1 (page 15576) as follows: Statute: 20 U.S.C. 1232g(b)(1) and (b)(2) provides that an educational agency or institution subject to FERPA may not have a policy or practice of releasing, permitting the release of, or providing access to personally identifiable information from education records without prior written consent.

The regulations in § 99.3 define the term disclosure to mean permitting access to or the release, transfer, or other communication of personally identifiable information from education records to any party by any means. Personally identifiable information is defined in § 99.3 to mean information that can be used to identify a student, including direct identifiers, such as biometric records, alone or combined with other personal or identifying information that is linked or linkable to a specific individual, including indirect identifiers such as the race, ethnicity, grade-level, teacher, that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstance, to identify the student with reasonable certainty. The Department encourages educational agencies and institutions to be sensitive to publicly available data on students and to the cumulative effect of disclosures of student data.

The California Department Education notes that “To protect privacy, "n/a" appears in place of test scores wherever those scores are based on 10 or fewer students.” The objective in suppressing this information is to prevent disclosure of confidential information regarding individual students or small subgroups.