

Procedure Title: Research Request Procedure
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Procedure:

The board of directors will coordinate the process for all requests for research at Three Rivers Waldorf School in conjunction with the Faculty. Proposals must be submitted one month before a board meeting in order to be reviewed at the next meeting. The board will route the proposal to the Faculty for input, then review each proposal, seek additional information if needed and recommend approval or denial.

The following guidelines describe procedures for conducting research/survey projects that require the involvement of students, staff or parents. These procedures apply to all external and internal requests.

Philosophy

Research conducted at TRS should be appropriate and should not indiscriminately use time for projects that have little value to the school community or classroom. Using time of teachers, pupils, staff and parents in research activity is an investment by the school, which should ultimately provide benefit for the school. It is therefore expected that professional standards will be followed in all phases of the work.

Guidelines for Research Projects

In conducting the research/survey projects the following guidelines must be followed:

1. Names of students, staff or families are not to be used in any report.
2. Official records concerning students may be used only with a signed release from the parents.
3. Personnel records are confidential and no information will be released from these records.
4. Any student whose parents object to participation in a study will be excused from doing so.
5. A statement regarding the voluntary participation of all subjects must be included in all instruments and must be signed by all subjects.
6. Information that is public will be made available to researchers, but if time or other expense is involved, the person requesting the information will be responsible for such cost.
7. All results will be shared with Three Rivers Waldorf School and reviewed by the Faculty and Board of Directors before it is used publicly.

Procedures for research approval

1. Applicant secures guidelines and forms from office at Three Rivers Waldorf School.
2. Completed forms are submitted to the Administrative Coordinator who will route it to the Faculty.
3. The project is reviewed by the Faculty and sent back to the board with comments, questions, and recommendation for approval or denial.
4. The Board of Directors reviews the proposal and makes final decision about approval or denial.
5. The Board of Directors will notify the applicant in writing of the results of the review.
6. Arrangements will be made for applicant to establish contact with the appropriate teacher or families.
7. Upon completion of the project a copy of the final summary of findings will be sent to the Board of Directors.
8. After submission of the project summary to the board the data may be used for the applicant's research project. The Board of Directors will determine how it will use the information internally.

The appropriateness of all research/surveys to be conducted at Three Rivers Waldorf School will be determined by the Faculty and Board of Directors.

The following must be submitted before the review process can begin:

1. Completion of the Research/Survey Overview form (attached)
2. Completion of the Investigator's Statement (attached)
3. Completion of the Instructor's Approval form if applicable (attached)

The Research/survey Study Overview form should be completed carefully with sufficient information provided so that the request can be easily evaluated by Three Rivers Waldorf School.

The Investigator's Statement is a request form on the part of the investigator. Acknowledgement is given that a report of the completed study will be given to Three Rivers Waldorf School.

The Instructor's Approval form should be completed and returned if a college, university or post-secondary vocational school is involved with the project. All research/survey projects from universities must have approval from their IRB (Institutional Review Board.)

Review Process

The request will be reviewed by the Faculty and Board of Directors. The review will include:

- * relevance of the study to the learning process and or administration of Waldorf schools
- * issues or questions of interest to the wider Waldorf school community
- * whether the information is already available from some other source
- * feasibility of the requested study procedures and suitability of the research design.

Notification in Writing

The Board of Directors will provide the applicant with written results of the review. If the application is approved, arrangements will be made for the applicant to establish direct contact with the Faculty, staff or parents to be involved.

Expectations for Approved Research Projects

Each applicant who receives approval from the Board of Directors is expected to:

1. Promote the project to the faculty, families and staff who will serve as or provide subjects.
2. Fully inform all participating faculty, families and staff of the potential uses of results prior to the initiation of data collection.
3. Obtain parent permission if required by the project.
4. Submit a progress report and renewal request if the project continues past one semester.
5. Discuss the results with the involved TRS faculty and staff after completion of the project.
6. Send a copy of the final summary to the board of directors upon completion of the project.

Parent Permission

The Faculty and Board may ask a researcher to include a parent permission letter in the project. The parent permission letter is important and will be reviewed carefully for accurate information. The Board may ask a researcher to use any of the following options regarding parent permission:

~ Signed parent permission. The researcher must have a signed parent permission slip for each student that is involved. This situation will occur whenever questions infringe on family privacy or when students are taken out of the regular educational environment.

~ Informed parent permission. The researcher must have adequately informed each parent of the research activities, but obtains parent signatures for those students whose parents do not want them to participate.

~ No parent permission. The research activities are considered part of the normal instructional process.

Legal Information

All instructional materials to be used in connection with any survey, analysis or evaluation must be made available for inspection by the parents/guardians of children engaged in such activities.

Consequences for non-compliance: Denial of research permission

Related Procedures and References: Investigator's Statement/Instructor's Approval Form (Council Form-1)

Links to Policies: Research Policy (Council-1)