

PROFESSIONAL STAFF RESEARCH AND PUBLISHING

Application Process to Conduct Research

The Portsmouth City School Board shall require all research requests (internal and external) to abide by certain principles. These include:

school time must be reserved for teaching students;
students and staff have a right to privacy and voluntary participation, as applicable; and,
external studies should relate to the priorities of the school division.

Requests to do research will be judged based on the completed application and supporting attachments. The follow components are deemed most important in this review process:

- Is the study relevant for the Portsmouth City Public Schools?
- Is the design of the study comprehensive and research questions clearly delineated?
- Is the methodology clearly articulated (sample, data collection, analyses)?
- Is there a guarantee regarding maintaining confidentiality?
- Is the study of significant merit to warrant participation?
- Is the amount of staff time/resources requested manageable?

Personnel in our school division are to await approval from the Department of Research and Evaluation before responding to any research requests, including the completion of surveys.

Upon submission, all applications will be processed in a timely manner. Participants will be notified whether or not permission is granted within one month of the receipt of the completed application.

Approved: August 4, 1998

Revised: May 22, 2000
