



CURRICULUM RESEARCH

It is the policy of the Ames Community School District is to cooperate with the educational research activities of individual staff members or researchers from other educational institutions as long as those requests meet the research guidelines of the District and do not interfere with the educational activities of students or the professional activities of the staff.

District teaching staff is encouraged to do action research in their classrooms, but shall adhere to District research expectations.

Informed parent consent will be obtained prior to using students in research. Confidentiality will be assured all participants. The Board will be regularly informed of approved activities and the outcomes of those activities.

ADOPTED: March 7, 1988; Revised November 1993, April 2006, October 2010

REVIEWED: November 1, 1993; December 16, 1996; May 7, 2001; April 10, 2006;
October 4, 2010



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1. District teaching staff are encouraged to participate in action research provided they:
 - Adhere to District grade level/course expectations and curriculum.
 - Adhere to District classroom instructional expectations.
 - Agree not to publish their findings beyond a class project in their graduate program (e.g., thesis or dissertation research requires the teacher to go through the formal steps of the Curriculum Research process.
 - Obtain written permission from their principal, who shall ensure the previous criteria are met.
2. All research requests to use students, student data, faculty or staff of Ames Community School District are to be in written form and submitted to the Associate Superintendent.
3. Copies of all materials pertinent to the research project are to be delivered to the Ames Community School District no later than thirty (30) working days before the principal researcher's anticipated first contact with students or teachers. These are to include:
 - a) a copy of the Institutional Review Board form from the principal researcher's parent institution. (If the parent institution will not approve the project until after approval by the District, the researcher should note that any approval from the District is strictly contingent upon approval by the Human Subjects Committee of the researcher's parent institution),
 - b) copies of all measurement instruments including, but not limited to, questionnaires or observational coding schemes, tests, and interview schedules,
 - c) copies of any necessary parent, student, and/or staff consent forms that will be used in this project, (i.e., permission from parents for their children's participation in the proposed study and/or for the use of their children's school records),
 - d) a copy of the proposal for research, (including an abstract) of one or two type written pages, and
 - e) a copy of the proposed timeline.
4. After all research materials have been received, the Associate Superintendent:
 - a) will review the proposal to see if it meets the guiding questions for research in the Ames Schools: 1) How will this research benefit the District; 2) Will the achievement of our students improve as a result of the research/research findings; and 3) Will the study be minimally disruptive to the daily education process?
 - b) will share with the members of the Research Review Committee to seek their input.
 - c) will contact educators in the District whose responsibility will be affected by the proposed research regarding the feasibility of conducting the proposed research.
 - d) will make the final decision on whether to approve the research request:



5. The Associate Superintendent shall inform the principal researcher in writing of the decision of the District.
6. Prior to initiation of research, parental notification will occur and consent shall be obtained when necessary.
7. In the course of the research effort, if the researcher determines that changes need to be made in the agreed upon procedures, such changes are to be submitted in writing to and must be approved by the Associate Superintendent before such changes are set in place. The Associate Superintendent shall inform the principal researcher in writing regarding the approval or disapproval of the proposed procedural changes.
8. A written summary of the results of the research conducted in the District is to be delivered to the Associate Superintendent no later than six (6) months after the completion of data collection.
9. The Associate Superintendent will prepare a report summarizing the research conducted in the Ames Community School District annually. The report will be submitted to the Board at the conclusion of each school year.

March 1988, November 1993, December 1996, May 2001, April 2006, October 2010



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**Application to Conduct Research
Ames Community Schools
415 Stanton Avenue
Ames, Iowa 50014**

Date: _____

Name of researcher(s): _____

Address of principal researcher: _____

Telephone number of principal researcher: _____

Parent Institution: _____

Grade level(s) of students involved: _____

Anticipated number of students involved: _____

Form(s) of data collected (e.g., questionnaire, interview): _____

Date of first contact with students: _____

Date of last contact with students: _____

Date by which ALL original data forms will be destroyed (e.g., questionnaires, video tapes):

Have you received Institutional Review Board approval from your parent institution?
Circle one: YES / NO



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During the proposed research effort, will you be requesting any school records?
Circle one: YES / NO

If yes, state specific records you plan to request _____

Will this research require additional work for any teacher?
Circle one: YES / NO

If yes, how much time is anticipated? _____

Will this research require students to be absent from regular instruction?
Circle one: YES / NO

If yes, how much time per student? _____

I (We) hereby agree to follow the Guidelines for Conducting Research in the conduct of my
(our) proposed research in the Ames Community Schools.

Principal Researcher/Date

Researcher/Date

Researcher/Date

Researcher/Date

**Return application to the Associate Superintendent at:
Ames Community Schools
415 Stanton Avenue
Ames, IA 50014**