

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROGRAM  
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## EXTERNAL RESEARCH PROJECTS AND SURVEYS

Decisions in connection with research by external agencies involving students, teachers, or other employees will be governed by the following factors:

- A. The objectives of the research should be clearly stated in writing and the design should produce valid and reliable results which will be made available to the Port Washington-Saukville School District. The following criteria will be used to valuate the project or survey:
  - 1. Who is the population?
  - 2. What information is sought by the project?
  - 3. Is this information already available from some other source?
  - 4. How will the information gained be used and reported?
  - 5. What difference will having the information make on the purposes of the school or school district?
  - 6. How will confidentiality be ensured?
- B. The research must contribute to the improvement of the education and the mission and goals of the District. Research projects should be sufficient in scope, merit, quality, and depth to justify the time and effort of students and staff members.
- C. A research project or survey collecting data from school records, interviews, or through surveys which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.
- D. In general, instructional activities or district curriculum scope and sequence will not be interrupted or changed unless there is a clear significance for improvement of the educational program of the District.
- E. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.
- F. Public information will be made available to researchers and other interested parties at the established fees.
- G. All research projects and surveys must be approved by the Administrative Council with information on the approved projects and results provided by the Board of Education.