

The Lansing School District welcomes your interest in conducting research within our district. We receive numerous requests to conduct a variety of research studies involving students and/or staff. Our primary purpose is to educate students in a timely and orderly manner, as prescribed by state and federal legislative mandates. Other factors such as: bargaining unit contract agreements; professional development; holidays; testing dates; climatic weather conditions; and grant regulations at certain school buildings will have an impact on our ability to grant access to researchers wishing to conduct studies in our facilities. We will work with researchers whenever possible to reschedule studies should these items be an issue. The Lansing School District adheres to all state and federal policies regarding requirements for providing a safe learning environment free from unnecessary interruptions for our students and staff. All requests to conduct research must respond to each question on the Research Study Request Form as specifically as possible, in order to protect the rights and interests of staff as they discharge their responsibilities to provide that education. Vague and partially completed request forms will not be reviewed.

**The Lansing School District will *only* consider research study proposals that:**

- Require no teacher release time and therefore no substitutes
- Require no instructional time interruptions for students
- Are no longer than 18 months in research
- Has approval from your institution's IRB *prior* to the commencement of your research
- Include a copy of the research subject consent form(s) and all copies of survey instruments, etc.
- Involve no use of audio, digital, or film recording devices or equipment without written consent from participants. It is the responsibility of the researcher to provide and pay for language translation services if requested by participants.

**RESEARCH STUDY REQUEST PROCEDURES**

*The following statements provide general information and guidelines regarding the process and expectations for conducting research within the Lansing School District.*

- Once a complete research application and all required documentation has been submitted, please anticipate a minimum of 4 weeks for execution of the review process as it must be checked to ensure all components are included, logged in, and then forwarded to the District's Executive Team for review. Please see the list below of all required documents, you may submit all via email to michelle.laing@lansingschools.net:
  - ✓ Completed application includes your completed research request form
  - ✓ ICHAT Background History Check Form
  - ✓ Copy of your proposal to your university's IRB
  - ✓ Copy of your IRB approval letter
  - ✓ Copies of any research protocols you will be using
  - ✓ Copies of consent forms
  - ✓ Copies of any other documents you feel should be reviewed with your request

- The decision of the Executive Team will be sent to the applicant/principal researcher via email. A study is not to begin until the applicant receives notification of approval to conduct the study.
- The researcher should be prepared to provide a copy of his/her approval letter upon request by any potential participants as contacts are made in implementing an approved study.
- Only studies that align with district goals and objectives as laid out in our mission statement as well as in our District Improvement Plan (available on the Lansing School District's home page) will be considered for approval.
- All student participation in a study must have written approval from the parent or guardian of each student before the researcher makes student contact. Give careful consideration to the time involved for completing this task as you plan your study. When you prepare the letter asking for parent permission, make it brief and straight forward, making sure you inform parents of all that will be expected of their child/children as a participant in your study.
- Student participation in any study is strictly voluntary and may be revoked at any time by the student or the parent/guardian.
- Teacher, administrator, or other district staff participation in any study is strictly voluntary and may be revoked at the discretion of the staff person at any time during the study.
- If your study requires any equipment (e.g., video or audio taping equipment) you must be prepared to supply the resources you need. Where such equipment is approved for use, its use must be clearly described in the request for parent permission.
- **Adherence to strict guidelines regarding confidentiality of information will be followed as required by law. Further, please read the following guidelines carefully, as they are directly from the NCES 2011-603 brief.**

*Minimize the amount of enrollment details reported in the profile of the school, district, or state in reports of outcome measure results. If possible, use enrollment data for a different date than that of the reported outcome measures and label the different dates (e.g., report enrollment data for a date different from the assessment date, such as fall enrollment for a spring assessment). In so doing, tell the readers that the data on student enrollment by grade and by selected student characteristics are included to provide context for the results presented but should not be assumed to exactly match the student composition at the time the outcome was measured.*

- Report the percentage distribution of student by grade at the school, district, or state level in a standalone table without any of the outcome measures or reporting subgroup details.*
- Report the percentage distribution of students by reporting subgroup information at the school district, or state level in a standalone table without any of the outcome measures or enrollment by grade details.*
- Do not report the details of the enrollment data within each reporting subgroup by individual grades.*

*Use a minimum of 10 students for the reporting subgroup size limitation.*

- Suppress results for all reporting groups with 0-9 students*
- Suppress results for reporting subgroups with 0 to 9 students and suppress each of the related reporting subgroups regardless of the number of students in the subgroup (i.e., suppress the other subgroup(s) of the set of subgroups that sum to the overall group.) In instances with 3 or more subgroups, the subgroups with 0 to 9 students can be combined with each other or with the smallest reportable subgroup to form an aggregated subgroup of 10 or more students to allow for the reporting of data for larger subgroups.*

*Use only whole numbers when reporting the percentage of students for each category of an outcome measure (e.g., the percentage assessed).*

*Do not report underlying counts for the subgroup or group totals (i.e., the denominators of the percentages); also do not report the underlying counts of students in individual outcome categories (i.e., the numerators).*

*For each outcome measure reported at the district level, if results for a group or subgroup have been collapsed, recoded, or suppressed in only one school in the district, apply the same collapsing, recoding, or suppression rule for that group or subgroup in a second school or at the district level (i.e., for any specific measure and group or subgroup, there must be either no school-level data suppressed for a specific subgroup or the data for that subgroup must be suppressed for at least 2 schools or for one school and the district).*

*For each outcome measure reported at the state level, if results for a group or subgroup have been collapsed, recoded, or suppressed in only one district in the state, apply the same collapsing, recoding, or suppression rule for that group or subgroup in a second district (i.e., for any specific measure and group or subgroup, there must be either no district-level data suppressed for a specific subgroup or the data for that subgroup must be recoded or suppressed for at least 2 districts).*

- Take time to proof, edit, and correct any and all documents disseminated throughout the course of your study.
- All research activities must respect the substantial district-wide testing program. The testing calendar is available upon request.
- Even the most well planned and well organized research makes demands on a busy school schedule. We expect your best efforts in keeping the demands placed upon our school personnel and students to a minimum.
- Once approval to conduct the research is given, please make appointments or schedules with the principals and teachers with whom you will be working. Always be on time or call whenever you know you will deviate from the schedule you have established.
- Remember, you and/or your research team members serve as models for not only our students and families when you work with them, but also as the conduit for nurturing positive responses from district staff members toward participation in future studies.
- A report of your findings is to be submitted to the Department of Improvement and Innovation within 90 days of the close of the study. With prior arrangements, the expected timeline for this requirement may be adjusted for particular research designs.
- Your completed research request application, as well as all supporting documentation, should be emailed to Jasmine Stinson at [jasmine.stinson@lansingschools.net](mailto:jasmine.stinson@lansingschools.net). Please be sure to attach each document individually. **DO NOT** submit documents as a single (combined) attachment.

Thank you for your interest in conducting research within the Lansing School District. Should concerns arise or if you have any questions, please contact **Michelle Laing** by phone at (517) 755-2027 or by e-mail at [michelle.laing@lansingschools.net](mailto:michelle.laing@lansingschools.net).