

## RESEARCH PROJECTS AND SURVEYS

- I. The Board of Education supports research designed to improve all phases of the learning process. Surveys, testing instruments, questionnaires, and interviews are a part of the process of research and evaluation. The purpose of this policy is to encourage meaningful research and evaluation in our schools, while establishing parameters to ensure efficient use of school time and resources.
  
- II. Internal Research and Evaluation
  - A. Individual staff members, including administrators, teaching teams, or department members who use questionnaires and surveys as a regular part of the evaluation of program or instructional effectiveness may do so in cooperation with other appropriate staff and with the approval of the staff member's supervisor.
  
  - B. Class projects that use surveys or questionnaires (external to the class conducting the research) must have prior clearance by department chairs or team leaders (if applicable), as well as the approval of the principal.
  
  - C. Individual staff members who wish to use a survey instrument or a questionnaire to secure information for a college class project must first be given approval by the department chair or team leader (if applicable) and the school principal before using the instrument with any group of students in the school. Student teachers and interns will work with the cooperating teacher to develop surveys or research for their assigned classes. Prior written approval of the research project must also be given by a university or college faculty member.
  
  - D. Survey instruments or questionnaires designed by a program committee, department, or team to solicit information from students, staff, parents or community members, and alumni may be used after approval by the Administrative Council.

### III. External Research

Survey instruments, questionnaires or research projects initiated by individuals, institutions, clubs, or other agencies not part of the School District must be referred to the administrative council for approval prior to use in the District. Administrative guidelines govern the external research approval process.

Legal Reference:  
20 U.S.C. 1232(a)(b)

Cross Reference

Board Policy 2416 – Student Privacy and Parent Rights in Relation to District Programs/Activities

Board Policy 3232 – Research and Publishing

Adopted: 6/18/01

Revised: 3/8/04; 3/14/11; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us