

RELATIONS WITH EDUCATION RESEARCH AGENCIES
(RESEARCH TESTING GUIDELINES)

1. The executive director will appoint a research testing review committee to review research requests initiated from graduate students, professional groups or individual professionals (including Centennial BOCES employees working on a non-BOCES project) who wish to conduct research testing involving students enrolled in Centennial BOCES schools or programs. The committee will have a membership which will include one or more Centennial BOCES employees, a licensed psychologist (who may be a Centennial BOCES employee) who is a member of the American Psychological Association, and a parent/guardian of a student attending a Centennial BOCES school or program. A committee member may not participate in reviewing a request for which the member is a sponsor or researcher.
2. A written proposal for permission to do research testing will be submitted to the executive director for a review of the proposal's feasibility and appropriateness. If the executive director believes the proposal may be feasible and appropriate, the request shall be submitted to the committee.
3. Depending upon the volume of requests, the committee may find it advisable to decline to review proposals from certain categories of researchers (i.e., graduate students, undergraduate students). The committee will be provided with such information as it deems necessary, including information on current research standards applicable to the project.
4. The committee will judge the merit of written requests for testing with attention being given to the following areas:
 - a. Scientific soundness of the project; that is, how likely it is to produce valuable information relative to student class time.
 - b. Procedures to ensure anonymity.
 - c. Soundness of stated purpose and methods.
 - d. Benefits of the resulting information.
 - e. Evaluation of possible risk to students.
 - f. Examination of parent/guardian consent forms and student consent forms when applicable. Consent of the parent/guardian will be obtained for all research with students not conducted or contracted for by Centennial BOCES employees unless the research consists merely of observing unidentified students engaged in their normal activity. Student consent will be sought when appropriate and/or legally required.
 - g. A clearly written statement appropriate for parents/guardians which explains:
 - (1) The project's purpose.
 - (2) How the student was selected.
 - (3) General procedures to be followed.
 - (4) Anticipated benefits for general knowledge, the student and Centennial BOCES.
 - (5) Whether students will be personally identifiable and to whom.
 - (6) To whom results will be available.
 - (7) The right of parents/guardians to inspect testing materials before consenting.

- (8) Researcher's name, address and telephone number and professional affiliations.
 - (9) Any identifiable risks to participating students.
 - (10) How the student may opt out of the research.
 - (11) Post-research follow-up procedures.
 - (12) That Centennial BOCES is neither conducting nor sponsoring the project.
5. The committee will make a recommendation to the executive director who will make the final decision about the research project.

Adopted: January 18, 2018
Centennial BOCES