



Superintendent of Schools

Dr. Mark Scott

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Houston County School District Research Guidelines

The Board of Education encourages teacher and administrator involvement in an effective curriculum research program which will be beneficial to the students of the Houston County School District. Instructional research studies may be conducted in the Houston County School District only upon written authorization of the Director of Professional Learning.

Each research proposal shall be evaluated in terms of its possible positive value to the educational program, its administrative feasibility within the district/schools in terms of the current instructional program, its value to the professional development of teaching and administrative personnel, and its desirable contribution to the educational welfare of the students within the Houston County School District.

Prior to the consideration of research requests, specific initial requirements must be met by any and all persons and/or groups desiring to conduct research within the Houston County School District. These specific requirements can be obtained from the *2024-2025 District Requirements for Conducting Research* document found on the next page.

Approval of research activities within the Houston County School District shall be subject to the study/project having no undue effect or interference with the daily operations of the schools or the school district. Even when permission is granted, the Houston County School District reserves the right, to its sole discretion, to revoke said permission at any time.



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2024-2025 District Requirements for Conducting Research

Written approval from the Office of Professional Learning must be received prior to conducting research within the Houston County School District.

- * Researcher must be a full-time employee of the Houston County School District.
- * Researcher must receive and submit written approval from his/her own principal or supervisor to conduct research within the school/district.
- * Researcher must receive and submit written approval from other principals of schools involved in any aspect of research.
- * Research must be conducted during employee's personal time.
- * Research cannot interrupt instructional time in any way.
- * Researcher must do all research required for their project, cannot delegate any aspect to other district employees.
- * District employees (including central office personnel) will not collect data for researcher.
- * District employees will not create any data reports for researcher not already created and in existence for district use.
- * District technology cannot be used by researcher by way of global email, use of the school "pony mail," etc.

In order to consider research requests within the district, all of the following information must be submitted in one (1) e-mail to the Director of Professional Learning by each requesting individual:

1. IRB form, if applicable and available
2. Complete research proposal
3. Class syllabus requiring research
4. Parental consent forms and student assent forms
5. Surveys, interview questions, pre/post-tests, etc. you plan to administer during the research period
6. Letter with the researcher's signature stating neither students, staff members, schools, nor the Houston County School District will be identified in any draft or final report of the study
7. Letter of approval from his/her own principal or supervisor to conduct research within the school/district
8. Letter of approval from other principals of schools involved in any aspect of the research
9. The researcher agrees to submit a copy of all completed research findings to the Office of Professional Learning upon request.

All questions regarding research requests are to be referred to the Houston County School District Office of Professional Learning.

Please allow a minimum of three weeks (3) from the date all materials are submitted to the Office of Professional Learning for your request to be processed.