

FORMAL RESEARCH STUDIES, SURVEYS, AND QUESTIONNAIRES

The definition of "formal research studies, surveys, and questionnaires" as it pertains to these regulations means: (1) any study being completed as a requirement for an individual Masters thesis or project of doctoral dissertation; or (2) any study sponsored by an organization for purposes of advancing the field of educational knowledge.

Individuals and organizations desiring to conduct formal studies in the Fullerton Joint Union High School District shall submit in writing to the Superintendent or his designate a detailed description of the proposed research project prior to implementation of the study. The proposal shall include the following:

1. Description of the study.
2. Types of personnel to be contacted.
3. District/school support requested.
4. Permission of sponsoring agency.
5. Significance of the study.
 - a. Value to education as a profession.
 - b. Value to school district.
6. Delimitation of study.
 - a. Persons or groups to be sampled [provide explicit statement as to how the researcher will insure adequate safeguards for his subjects with respect to: (1) their civil rights and privacy; (2) their physical and psychological welfare; (3) the appropriateness of the methods used to secure informed consent; and (4) the risks and potential benefits of the study].
 - b. Time required for data collection.
 - c. Data to be gathered.
 - d. Assumptions as to unsurveyed data.
 - e. Generalization of findings.
7. Research design
 - a. Instruments (submit one copy of all instruments to be used.)

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- b. Source and method of sample selection.
 - c. Validation procedures.
 - d. Statistical treatment.
 - e. Proposed calendar with date of completion.
8. Compliance with appropriate sections of the Education Code.

Approval of formal studies to be conducted includes the provision that a copy or abstract of the completed study shall be on file in the Superintendent's office and shall be duplicated and distributed if deemed desirable.

Notice of approval of any research project shall be sent in writing to appropriate administrators prior to implementation of the study. Such notices shall constitute authorization of the study and shall specify conditions and limitations under which the study shall be conducted.

The use of the District's name in reporting the findings is not authorized without the prior consent of the Superintendent or his designate.