

## Requirements for Conducting Research in the High Desert ESD

All requests for conducting research in the High Desert ESD must follow the ESD's established review process outlined below:

1. All research study requests and a written research proposal must be submitted to the Superintendent or designee prior to researchers' contact with schools, programs or families.
2. The research proposal must describe: 1) the scope and significance of the study, 2) the research design, including the research questions, plans for data collection and analysis, procedures for maintaining the confidentiality of information, and a date when all participant information will be destroyed, 3) specific logistics of the study, which should include the start and end dates, procedures and timelines, and 4) all survey or assessment instruments, protocols and informed consent forms that will be used in the study. All such documents must be included with the proposal.
3. The ESD will evaluate the request based on the usefulness of the study to the ESD, the research design including procedures for maintaining confidentiality of information, and the impact on staff and student time. Please allow four weeks from the date of submission for the review.

The ESD will evaluate each request for adherence to the above criteria. If a study is approved, the School Improvement Department will serve as liaison with necessary parties within the ESD. Participation by schools and programs in any research study is strictly voluntary. All research must comply with existing ESD policies and administrative regulations.

All persons working on a project within the High Desert ESD are subject to a background check, to be conducted by the ESD.

**(Program Name)**  
**Sample Informed Consent Form**

This form will tell you about a research study in which your child has the opportunity to participate. It will also ask you for permission for your child to participate in the study.

**Purpose of the Study**

The purpose of (Program Name) is to provide after-school classes in your child's school. As part of these activities, the program is conducting research to learn how much the classes help students learn. This study will begin in \_\_\_\_\_ and end in \_\_\_\_\_.

**What Your Child Will Be Doing**

Your child will be asked to complete a short survey at the beginning and end of each eight-week class. The surveys will ask questions about what your child learned during the class, what your child liked most about the class and your child's past experience with (topic). Each survey should take about 15 minutes to complete and will be done during the class session. Your child's name will not appear on the surveys.

(Program) teachers will also complete a survey about your child's knowledge and abilities in (topic). They will do this survey at the beginning and end of each eight-week class. These surveys will be kept confidential.

All surveys will be destroyed three years after this study has ended.

**Risks and Benefits**

There are no expected risks or benefits for your child from participating in this study. Your child may still take the classes even if he or she does not participate in this study.

**Right to Withdraw**

Participation in this study is completely voluntary. You or your child may stop participating in the study at any time. Even if your child does not participate or chooses to withdraw from the study, he or she can continue to attend all classes and school assemblies provided by (Program).

**If You Have Questions**

If you have any questions or concerns about this study or this consent form you may contact:

- (Name)
- (Title)
- (Address)
- (Phone)
- (e-mail address)

I understand this study. If I had questions about the study, I have received answers to my questions. I give my permission for my child to participate in this study.

\_\_\_\_\_  
Print the Child's Name

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature (not required)

\_\_\_\_\_  
Date