



Date

Addressee Information

2000 N. Beauregard Street
Alexandria, Virginia 22311

Telephone: (703) 824-6600
Facsimile: (703) 824-6699
TTY: 711 (Virginia Relay)
www.acps.k12.va.us

Superintendent of Schools
Morton Sherman, Ed.D.

School Board

Chairman
Sheryl Gorsuch

Vice Chairman
Helen Morris

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Mimi Carter
Ronnie Campbell
Yvonne A. Folkerts
Blanche D. Maness
Arthur E. Peabody Jr.
Marc Williams
Charles H. Wilson

Dear

Thank you for expressing an interest in the Alexandria City Public Schools (ACPS). You will find enclosed an Application to Perform Research in the Alexandria City Public Schools. Please complete the application and enclose your introductory chapter or extended description, bibliography, methodology, all instruments that you will employ, and any other supporting documents. If students or their records are to be used in your research, a copy of your parental permission form must also be included. Efforts which require the surveying or interviewing of ACPS staff should have explanatory materials for staff to review.

Alexandria City Public Schools recognize the need and the important values of educational and psychological research in developing, validating, and standardizing programs and strategies in education. The school system also has a responsibility to protect students, staff, and resources from inappropriate or ill-conceived research efforts. No agency, individual, group, nor corporation shall conduct research in the ACPS without the approval of the Superintendent or his designee, the Executive Director of Department of Accountability. Generally, the review of proposed research will encompass the following three considerations:

- 1) technical adequacy of the research;
- 2) the appropriateness of the research to the school system; and
- 3) the reasonableness of the research as to the use of staff, time, and other resources.

Your application will be reviewed only after all materials are received. You should allow approximately four weeks after the submission of your materials for a decision to be reached. You may mail or fax your application to Monte Dawson, Executive Director of Department of Accountability, at the address and telephone number listed on the application.

Again, thank you for your interest in the Alexandria City Public Schools.

Sincerely,

Monte E. Dawson
Executive Director, Department of Accountability

Attachments

APPLICATION TO PERFORM RESEARCH

ALEXANDRIA SCHOOL DISTRICT

Department of Accountability

2000 N. Beauregard Street

Alexandria, VA 22311

(703) 824-6638 FAX (703) 998-5488

I. **Name of Primary Investigator** _____

Position _____ Affiliation _____

Home Address _____

Home Phone _____

Office Address _____

Office Phone _____

Email Address _____

Names of Additional Members of Research Team

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

II. **Project Title** _____

Description _____

III. **Participant Involvement:**

Number of Subjects Needed

Time Requirements

Pupils _____

Number of Subjects Needed (con't.)

Time Requirements

Teachers _____

Administrators _____

Parents _____

Describe the involvement required of subjects, attach any instruments (including reliability and validity information) that will be employed, and also attach your parent permission form letter, if students or their records are to be used in your research. If staff are to be surveyed or interviewed, please include your explanatory letter to them. Describe all other data requirements.

Number of persons that will visit sites in connection with proposed project _____

IV. Project Requirements:

Number and Type of School(s):

Elementary (K-5) _____

Middle (6-8) _____

Ninth Grade Center (9) _____

Secondary (10-12) _____

Total number of schools _____

Total number of classrooms _____

Grades required _____

Other school characteristics _____

Do you require specific schools?

Names _____

Proposed Starting date of research _____

Proposed Ending date of research _____

Frequency of contact _____

V. **Briefly Describe Your Data Analysis Plan:**

VI. **Results:**

What is the anticipated value of the research?
In general? _____

To the Alexandria School District? _____

VII. **References:** Please list references we may contact.

Are other school systems involved in this research? _____

Please list names _____

Have you conducted research in other school systems? _____

Please list names _____

VIII **UPON COMPLETION OF THE RESEARCH YOU WILL BE REQUIRED TO
SUBMIT TWO COPIES OF THE REPORT (OR SUMMARY).**

The documents can be expected by (date) _____

1) Signature of Applicant _____
Date _____

If a graduate student, please obtain the signature of your Advisor, Professor, or Supervisor.

2) _____
PRINT - Name of Advisor, Professor, or Supervisor Institution

3) _____
Signature of Advisor, Professor, or Supervisor Office Telephone

RESEARCH PROCEDURES

Alexandria City Public Schools recognize the need and value of educational and psychological research in developing, validating, and standardizing programs and strategies in education.

Research is defined as the process of careful, critical inquiry varying in method according to the nature of the identified problem. Basic research is predominantly theoretical and knowledge producing. Applied research is directed to solving problems or introducing planned change.

It is expected that most research conducted in the Alexandria City Public Schools will be of the applied type. Products of research should assist teachers, administrators, and the School Board as they work toward improving educational and operational practices.

Students and staff rights shall be protected in any research conducted in cooperation with the Alexandria City Public Schools. Parents of children who are subjects of research and staff who are asked to participate in research projects must be provided:

- 1) an explanation of procedures and their purposes;
- 2) a description of possible risks and benefits that might be reasonably expected;
- 3) an offer to respond to inquiries on procedures; and
- 4) the right to refuse to participate or to discontinue participation at any time without prejudice.

Written permission of parents shall be required when students or their records will be involved.

Explanatory materials should be provided to ACPS staff if they are to be surveyed or interviewed. All research projects within the division involving pupils, staff, the collection of personal information, or the use of materials not commonly part of the curriculum, must have prior approval of the Superintendent or his designated representative. Staff members are encouraged to organize, promote, participate in, and cooperate with approved projects.