

# Conducting Research in Newton County Schools

Newton County Schools has established guidelines for the research approval process. Applications will be reviewed with respect to the district's goals and mission of ensuring success for each student. All research conducted in Newton County Schools must:

- protect the rights and privacy of staff, students, and parents/guardians,
- not interfere with instructional time to the detriment of student learning, and
- support continuous school system improvement goals.

## IMPORTANT:

Applicants seeking to conduct research within their own school as a requirement for a graduate course should complete the "Application to Conduct Action Research" and submit it to their principal (not to the district-level). These applications are reviewed by principals on an ongoing basis throughout the school year.

Applicants seeking to conduct research as a requirement for a master's thesis or doctoral dissertation should complete the "Application to Conduct Research" and "Checklist for District Approval" and submit these documents to the district for approval. **District-level review occurs in three cycles throughout the school year.**

Instructions are provided within each application.

Application to Conduct Action Research (principal approval)

Application to Conduct Research (district approval)

Checklist for District Approval

## Deadlines for Submission of Application Materials (for District Approval)\*:

Cycle	Deadline for Submission	Application Decisions
Cycle I	August 13	October 15
Cycle II	February 15	March 18
Cycle III	May 13	July 15

\*Only complete applications will be reviewed

## State and Local Policies

### Protection of Pupil Rights Amendment

For additional questions, please contact Dr. Lynn Janes, Director of Assessment, Accountability, Research and Evaluation. Email: [janes.martha@newton.k12.ga.us](mailto:janes.martha@newton.k12.ga.us)

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## Application to Conduct Research in Newton County Schools Checklist for District Approval

**Note:** Please submit all materials together – not separately. Otherwise, the application will be considered incomplete and ineligible for review.

- Name and contact information for applicant(s)
- Name and contact information of applicant’s advisor and/or sponsoring institution
- Description of the purpose of the proposed research (including whether it meets requirements for a master’s thesis or doctoral dissertation)
- Description of applicant’s affiliation with Newton County Schools
- Date application was submitted
- Timeline for proposed research
- Description of intended research subjects/participants
- Summary of research study
- A copy of the statement that shall be provided to all intended subjects **stating that participation is voluntary**
- An **explicit statement of confidentiality** (“...no names of teachers, schools or the system will be mentioned in the final report...”)
- A statement noting approval from your principal in Newton County Schools (or from at least one principal that will be asked to participate) to conduct the research on that school campus. **Note: Applicants must submit applications to the district office in Newton County. However, the final authority to approve or deny school data collection activities rests with the individual principals of schools asked to participate.**
- Evidence that the university Institutional Review Board (IRB) has approved this study proposal and/OR a note/email from a program advisor or sponsoring agent, saying that he/she has reviewed and approved the proposed study
- A copy of any survey instruments, questionnaires, etc. that will be used to gather data
- A copy of the informed consent form(s) to be used to inform participants and parents about your study and requests their permission to directly participate or to have their child participate