Application to Conduct Research in Oakland Unified School District

Thank you for your interest in conducting research in Oakland Unified School District. The Department of Research, Assessment and Data (RAD) conducts and supports research that contributes to a greater understanding of strategies, practices and conditions that will contribute to the accomplishment of our strategic plan. All external research applications and data requests are reviewed by the Research Review Committee in RAD. The role of the Research Review Committee is to ensure that proposed research is beneficial to the school district and complies with the ethical codes of research in addition to state and federal laws. **The review process may take up to six weeks to complete from the date that your application, including all required attachments, is received in its complete form.**

**NOTE:** An approval from the Research Review Committee serves only as an authorization to contact the principal(s) of the school(s) of interest. Researchers will need to secure a separate approval from the principal(s) before any research work is permitted at school sites.

Send electronic copies of the Research and Data Application (below) and your full research proposal including any consent forms and study materials to the Coordinator of Research. If a fee is involved, payment will be due within 14 days of receipt of data.

**REQUIRED ATTACHMENTS** (Your application will NOT be reviewed if items are missing)

1. ☐ Completed and signed copy of OUSD Application to Conduct Research
2. ☐ Electronic copy of your full research proposal, all research instruments and

corresponding consent forms

1. ☐ Letter of support from faculty advisor (students only)
2. ☐ A copy of your human subjects committee (or IRB/CPHS) approval if applicable

***Please e-mail or mail the signed documents to:***

**Kaia Vilberg,** Statistician

OUSD Research, Assessment and Data
1000 Broadway, Suite 150

Oakland, CA 94607

kaia.vilberg@ousd.org

**APPLICATION INFORMATION**

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| Name of Researcher(s): |       | Date: |       |
| Address 1: |       |
| Address 2: |       | City: |       | State: |       | Zip: |       |
| Phone: |       | Email: |       |

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| Are you an Oakland Unified School District employee? | ☐ Yes ☐ No |
|  If YES, which school or department: |       |
|  If NO, which company or university? |       |
| Are you an evaluator contracted by OUSD? ☐ Yes ☐ NoAre services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? ☐ Yes ☐ No |
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| Faculty Advisor Name: |  | Advisor Phone #: |  |
| Advisor Email: |  |

***Complete this section if applicable***

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| Grant’s Fiscal Agent Name: |  | Fiscal Agent Address: |  |

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| Fiscal Agent Phone: |  | Fiscal Agent Email: |  |

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| Funding Cycle Dates: |  | Grant Amount for Full Funding Cycle: |  |

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| Funding Agency: |  | Grant Focus: |  |

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| **Title of Research Study:** |  |

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| 1. Purpose of study. Summarize the background and rationale for your study. Highlight your research questions. |
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| 2. Study Procedures. Describe how the research will be conducted, providing information about all study procedures (e.g., interventions/interactions with participants, observations, sampling, and instruments).  |
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| 3. Describe any potential benefits of your study to Oakland public schools. |
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| 4. Describe any potential risks to the participants in your study. |
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| 5. Is this a renewal of a prior study? If yes, please give the date of prior submission or approval and the name of the researcher, or if applicable, the study ID number. |
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| 6. Study Sample: Identify the group, number, and grade levels of participants who will be directly involved in your study. |
| # of schools:      | Grades (specify which of TK-12): |
| # of teachers:      | Grades (specify which of TK-12): |
| # of students:      | Grades (specify which of TK-12): |
| # of school administrators:      | Number of parents:      |
| # of others:      |  |

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| 7. Special characteristics of participants - if applicable |
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| 8. Time requirements of study (if new requirement beyond normal classroom activities) |
| a. Total in-school individual pupil time involved, if any:      |
| Length of each session:       | Number of sessions:       | Spacing of sessions:       |
| b. Total in-school teacher and administrator time involved, if any |
| Length of each session:       | Number of sessions:       | Spacing of sessions:       |
| c. Will non-school time be involved? | If so, how much?      | When?      |

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| 9. If others besides staff members or pupils are to be directly involved, describe the nature of the involvement and the amount of time required. |
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| 10. If data are being requested, include a brief timeline for your data request. Specify whether 1 or more data  transfers are needed and the dates by which each transfer are needed. Indicate the overall duration of  the data portion of this project.  |
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| 11. If data are being requested, elements requested. Please select all of the elements needed below. Use Section 12 to describe any additional elements and the dates/years for which data are requested. Please also fill out **EXHIBIT B which will be appended to the Data Sharing Agreement in the event of study approval.**  |
| ☐ Check here if you are requesting anonymized data.☐ Check here if you plan to obtain active parent consent for student participation. |  |
| **Demographics** | **Academics**  |
| ☐ Gender | ☐ Courses taken |
| ☐ Ethnicity | ☐ Course grades |
| ☐ Title 1 Flag (school level) | ☐ Current year GPA |
| ☐ Special Education Flag | ☐ Cumulative GPA |
| ☐ School | ☐ Local Benchmark Assessment Results |
| ☐ Grade Level | ☐ CELDT/ELPAC Test Results |
| ☐ Primary Language Spoken (Home Language) | ☐ Smarter Balanced Test Results (SBAC)  |
| ☐ Language Proficiency |  Test results not available for 19-20 |
| ☐ Birth Country | **OTHER:**  |
| **Attendance & Conduct** | ☐ Please describe: |
| ☐ Attendance (Days Absent/Enrolled) |  |
| ☐ Number of Days Suspended☐ Number of Times Suspended |

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| Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not included in OUSD’s indirect rate of 6.49% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant’s budget for evaluation. |

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| 12. Please specify the dates for each of the elements listed above (for example, SRI results from Fall 2018-19 school year preferred)  |
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| 13. Projected start date:  |       | Projected Completion Date: |       |

Approvals are granted for a period of 1 year - continuation beyond that requires application for renewal prior to the expiration date.

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| 14. Are specific schools being requested?  If so, which ones?  |       |

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| 15. Have you already contacted the principals of those schools? ☐ Yes ☐ No |

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| 16. Date that a report of the research study will be provided to Oakland Unified School District: *All researchers agree to provide the office of Research, Assessment & Data and each participating school with a copy of the research findings. Failure to do so will directly affect your company or university’s future access to the district.*  |

**Statement of Agreement for External Researcher and Data Requests**

**Title of Research Project:**

The proposed research activities to be conducted with the use of Oakland Unified School District resources are in compliance with existing legal and ethical codes. The research will not differ significantly from the activities described within the proposal. All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in OUSD to participate. Any amendments to the original proposal must be submitted to and approved by the Research Review Committee. All researchers agree to provide the Department of Research, Assessment and Data with a written update on progress of the study no later than a year following the date of approval. All researchers agree to provide the Department of Research, Assessment and Data and each participating school with a copy of the final research report on or before the date specified in the Application to Conduct Research in OUSD.

I, (enter your name) , as the principal investigator of the above named study understand and agree with the above statements, and will follow the guidelines set forth.I have read and accept the provisions of OUSD Board Policy BP 6162.9 and Administrative Regulation AR 6162.8

Signature of principal investigator Date

***Please also complete the following if data are also being requested:***

I, , the principal investigator, agree to the following on behalf of myself and any individuals within my organization who will be working with Oakland Unified School District (OUSD) data or conducting research in OUSD:

* Data are being shared pursuant to FERPA exception 34 C.F.R. § 99.31(a)(6): RECIPIENT is an organization conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
* All data provided by the district continue to be the property of and under the control of OUSD.
* Data may be used only for the purpose set forth in this application.
* All individuals using district-provided data or conducting research in OUSD will follow all district protocols for acquiring and using district data, including maintaining the security and confidentiality of all OUSD data. The researcher(s) have a written incident response plan that reflects best practices and is consistent with industry standards, state and federal law for responding to a data breach, privacy incident or unauthorized acquisition or use of OUSD data.
* Solicitation of data from other departments or school sites within OUSD is not permitted.
* Data may not be used for advertising of any type. The recipient is prohibited from directly contacting parents, legal guardians or eligible pupils unless expressly requested by OUSD.
* Data will be responsibly disposed of at the completion of the approval period, or during the approval period upon request by OUSD. Records shall not be retained or available to researchers beyond the approval period. Disposition shall include the shredding of any hard copies of OUSD data and erasing or otherwise modifying the personal information in those records to make them unreadable or indecipherable by human or digital means.
* Oakland Unified has the right to withdraw permission for the use of data or continuation of research at any time, at our discretion, with 30 days notice. Due to COVID-19, the termination of services may occur with a shorter 7 day notice period. A termination notice shall be provided in writing by either party in the event of intention to terminate the agreement. The notice must specify the reason for termination.
* No attempts to reidentify deidentified data will be made.
* No data provided by the district will be shared with other researchers or third party organizations. Data will be used solely for the purposes stated in this initial request for data. I acknowledge that I fully understand that the intentional release by me of this information to any unauthorized person would subject me to penalties imposed by law.
* The researcher(s) indemnify, defend and hold harmless OUSD, its governing board, agents, representatives, officers, consultants, employees, trustees, and volunteers.
* OUSD reserves the right to review a draft research report before the report is finalized and released publicly.
* In the event of a data breach, OUSD’s research coordinator must be notified within a reasonable amount of time after the incident, and not exceeding 48 hours of its discovery.
* Researchers will not be deemed agents or employees of OUSD as part of this agreement.
* Parent/guardians may request corrections to student records at any time by contacting the research coordinator.
* If the researcher receives a request for OUSD data from a Third Party, including law enforcement, the researcher will redirect the third party to request the data directly from OUSD. The researcher shall notify OUSD in advance of a compelled disclosure to a Third Party.
* Pending approval of this data request, I may be required to sign an additional data sharing agreement, depending on the nature of the data requested.
* I understand that I may have to pay a fee for the collection, organization, visualization, and dissemination of OUSD data based on budget rules established by OUSD.

Signature of principal investigator Date

**RAD Use Only**

This request has been reviewed and approved by:

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Date of review: Cost estimate: $

Signature Date

**OUSD Board Policy BP 6162.9 and Administrative Regulation AR 6162.8**

**OAKLAND UNIFIED SCHOOL DISTRICT - Board Policy - BP 6162.8 - Instruction**

**Research**

 The Governing Board recognizes the value of academic research to improve educational programs and practices. Researchers shall respect the privacy rights of students, including their right to refrain from participation in research projects in accordance with law, Board policy and administrative regulation.

 The Superintendent or designee may authorize research projects within the district by outside groups or persons when such research is aligned with district goals and objectives and is likely to benefit the district without disrupting the school program.

(cf. 0000 - Vision) (cf. 0100 - Philosophy) (cf. 0200 - Goals for the School District)

 The Superintendent or designee shall ensure that parents/guardians receive prior notification of any surveys or evaluations that collect personal student information and that consent is obtained in accordance with law.

(cf. 5022 - Student and Family Privacy Rights) (cf. 5125 - Student Records) (cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

51513 Personal beliefs

UNITED STATES CODE, TITLE 20

1232h Protection of pupil rights

Management Resources:

WEB SITES

CSBA: http://www.csba.org

CDE: http://www.cde.ca.gov

USDOE, Family Policy Compliance Office: http://www.ed.gov/offices/OM/fpco/

12/08/16

**OAKLAND UNIFIED SCHOOL DISTRICT - Administrative Regulation - AR 6162.8 - Instruction**

**Research**

 Persons or groups wishing to use district staff, students or property in connection with an academic research project shall submit to the Superintendent or designee a written proposal which includes:

1. Name of researcher(s) and academic credentials

2. Purpose and scope of the project

3. Method of study or investigation to be used

4. Extent of participation expected of students and staff

5. Use to which project results will be put

6. Benefits to the school(s) or the district

The Superintendent or designee shall evaluate the extent to which the proposal:

1. Shows potential for improving instructional programs and strategies

2. Addresses a relevant educational problem, concern or issue

3. Is designed to minimize interruptions and demands upon the time of students and staff

The Superintendent or designee may approve the proposed project for a period of one school year or less. To extend any project into a second school year, the researcher(s) must obtain approval from the Superintendent or designee.

Researchers shall certify that they will use no school names in the publication of findings without the approval of the Superintendent or designee.

12/08/16

**EXHIBIT B**

Please indicate each data element requested below.

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| Category | Elements | Check if Requested |
| Application Technology Metadata | IP Addresses of users, use of cookies, etc. | ⃞ |
| Other application technology metadata - please specify | ⃞ |
| Application Use Statistics | Metadata on user interaction with application | ⃞ |
| Assessment | SBAC results | ⃞ |
| ELPAC results | ⃞ |
| IAB Results | ⃞ |
| Local benchmark assessment results | ⃞ |
| Attendance | Attendance rate | ⃞ |
| Number of absences | ⃞ |
| Communications | Online communications that are captured (emails, blog entries) | ⃞ |
| Conduct | Number of Suspensions | ⃞ |
| Days suspended | ⃞ |
| Demographics | Gender | ⃞ |
| Race/Ethnicity | ⃞ |
| Special ed. flag | ⃞ |
| Home language | ⃞ |
| Language proficiency | ⃞ |
| Birth country | ⃞ |
| Enrollment | School | ⃞ |
| Grade level | ⃞ |
| Other - please specify | ⃞ |

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| Category | Elements | Check if Requested |
| Parent/Guardian Contact Information | Name | ⃞ |
| Address | ⃞ |
| Email | ⃞ |
| Phone | ⃞ |
| Schedule | Student scheduled courses | ⃞ |
| Teacher names | ⃞ |
| Special Indicator | English language learner | ⃞ |
| Low income status (only available if data requested is de-identified) | ⃞ |
| Title 1 flag (schoolwide) | ⃞ |
| Other - please specify | ⃞ |
| Student Contact Information | Name | ⃞ |
| Address | ⃞ |
| Email | ⃞ |
| Phone | ⃞ |
| Local Identifiers | Local student ID number | ⃞ |
| Teacher ID number | ⃞ |
| State student ID number | ⃞ |
| Provider/App assigned student ID number | ⃞ |
| Student app username | ⃞ |
| Student app password(s) | ⃞ |
| Dummy identifiers (please check here if data requested are de-identified) | ⃞ |
| Student In App Performance | Program/application performance (typing program - student types 60wpm, reading program - student reads below grade level) - Please specify | ⃞ |

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| Category | Elements | Check if Requested |
| Student Work | Student generated content; writing, pictures etc. | ⃞ |
| Other - please specify | ⃞ |
| Transcript | Student course grades | ⃞ |
| Current year GPA | ⃞ |
| Cumulative GPA | ⃞ |
| Transportation | Student bus assignment | ⃞ |
| Student pick up and/or drop off location | ⃞ |
| Student bus card ID number | ⃞ |
| Other - Please specify | ⃞ |
| Other | Please list each additional data element used, stored, or collected  | ⃞ |