



### **Guidelines for Conducting Research in Eugene School District 4J**

- 1) Research activities, including surveys and soliciting students within 4J schools for research off school grounds, may not be initiated without written approval from the District.
- 2) All research projects must comply with federal and state laws.
- 3) Staff, parent, and student participation is voluntary. Approval does not guarantee participation.
- 4) Confidentiality of student data must be of utmost priority to protect all participants involved. All data collected or reported must be non-personally identifiable, and be securely stored.
- 5) An electronic copy of all data collected must be submitted if requested by the District.
- 6) Please include the following wording when referencing research conducted within 4J – “This research was made possible, in part, by the support of the Eugene School District 4J. Opinions and recommendations contained in this report reflect those of the author and do not necessarily reflect those of the Eugene School District 4J.”
- 7) Any changes to the original research proposal must be submitted in writing to the Instruction Department and receive approval.
- 8) Any complaints from parents, subjects, or District staff will be investigated and could lead to retraction of permission to continue research.
- 9) Researchers must furnish prospective sites with an approval letter from the District as requested.
- 10) A final report of research and findings must be submitted to:

Eliza Drummond, Operations Specialist  
Eugene School District 4J  
Instruction Department  
200 N Monroe St  
Eugene, OR 97402