

ADMINISTRATIVE PROCEDURE**SCHOOL/COMMUNITY RELATIONS****Research and Evaluation**

Morton Unit School District 709 enthusiastically supports educational research. However, since Morton Unit School District 709 is in close proximity to several colleges and universities, some limitations must be placed on the quantity and quality of research projects undertaken by staff members, colleges and universities, private agencies and other outside organizations.

Therefore, the following administrative guidelines shall be followed in securing cooperation of the Morton Unit School District 709 in research projects.

- I. No contact shall be made directly with individual schools, staff members, or students until the study has been authorized by the school district.
- II. A signed application form (**8:15-E1**) shall be submitted in advance of the desired date for the study to the Director of Curriculum and Technology.
- III. Any changes to the initial proposal must receive approval from the Director of Curriculum and Technology prior to being implemented.
- IV. Confirmation must be contained in the application that Morton Unit School District 709 will receive a copy of the research project, signed letters of participation and results of the study.
- V. All requests will be directed to the Superintendent and/or designee for approval.
- VI. The Morton Unit School District 709 reserves the right to require reimbursement for all costs of materials and man-hours expended by the district in the accomplishment of the approved projects. Notification of the costs will be made at the time the project is approved.

ADOPTED: June 17, 2003

REVISED: February 9, 2009; May 27, 2014; October 24, 2017